

# General Membership and Board of Director's Meeting Wednesday, December 11, 2024 – 11:30 AM

Saint John XXIII Pastoral Center 100 Hodges Road Charleston, West Virginia 25314

#### **Meeting Minutes**

Call to Order/Introductions
Mike Fisher called the meeting to order at 12:10 PM.

## 2. Presentation

Tom Keefer reviewed the proposed KPEPC By-Laws that were circulated to members for review after our September 25, 2024, meeting. With no further discussion, CW Sigman made a motion to accept the revisions. Marianne McClure seconded the motion. Motion approved by members.

Tom presented the three Board of Directors nominations for 2025. They were: Marianne McClure, Matt Harris, and Tim Skiles. With no additional nominations from the floor, CW Sigman made a motion to accept these candidates for the three open positions. Omar Withrow seconded the motion. Motion approved by the members. Welcome to the Board of Directors.

### 3. Approval of Last Meeting Minutes

Marianne McClure made a motion to accept the September 25, 2024, General Membership meeting minutes. Tim Skiles seconded the motion. Motion approved.

4. Reports

Officer Reports Name

Chair Keith Vititoe Not present

Vice Chair Mike Fisher Nothing additional

Secretary-Treasurer Angela Akers

Checking Account \$ 121,741.51 Reserve Account \$ 63,501.64 Total \$ 185,243.15 **Committee Reports** 

Business, Membership, and Community Outreach

Not present

Mike Hodge

Communications Systems Committee

Jeff Clark

Jeff reported he has a draft Communication out for comment.

Drill Planning, Exercise, and Training

Dan Taaffe

Not present

**Finance Committee** 

Angela Akers

Not present

Hazard Assessment, Planning, and Mutual Resources

Nothing additional to report.

Barry Lindley

Plan, Implementation, and Evaluation Committee

Nothing additional to report.

Marianne McClure

**Chemical Facilities** 

Not present

Phillip Fout

#### **Emergency Manager Reports**

Kanawha County Office of Emergency Management

C.W. Sigman

CW discussed the new mass sheltering requirements and training being established by the American Red Cross. These upgrades will be reviewed and updated in our All-Hazard Plan next year.

Putnam County Office of Emergency Management

Mikyle White

Nothing additional to present.

City of Charleston Office of Emergency Management

Chad Jones

Nothing additional to present.

Administrator Report

Tom Keefer

Tom thanked the three outgoing Board of Directors (Barry Lindley, Jeff Clark, and Marianne McClure) for their three years helping with the KPEPC rebuild.

Tom reported that we had two attendees at our Annual Public Meeting on October 24. Mikyle White hosted the meeting at the Putnam County 911 Emergency Center. Thank you Mikyle.

Response Plan Coordinator

**Barry Lindley** 

Barry reviewed the status of the Facility Response Plan development effort. He is finding several errors with the Haz Connect data filed. Facilities are giving incorrect locations, incorrect chemical properties, and filing for materials not required. He is contacting the Facility Tier II Coordinator for correction. Facilities should see preliminary Plans soon. Please review, add additional information as requested, and return for upgrading. Our goal is to have all Plans approved by six levels of review by June, 2025.

## 5. Old Business

No additional business.

## 6. New Business

Brad McGee, WV Department of Homeland Security, CISA, reviewed the leading threat assessment topics for next year. The top priorities are: Transportation, Cyber Communications, Energy, and Waste Water. If your facility would like assistance with a threat assessment evaluation please contact Brad.

## 7. Adjourn

Ryan Bremar made a motion to adjourn at 12:35 PM. Doug Douglas seconded motion. The meeting was adjourned.

The next General Membership meeting will be on January 29, 2025, at 11:30 AM.