



BOARD OF DIRECTORS' MEETING
Wednesday, June 5, 2024 – 11:30 AM

Regulatory Training Center
120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Mike Fisher at 11:47 AM. A roll call was made with the following members present Tom Keefer, Dan Taaffe, Chad Jones (Call in), CW Sigman, Mike Fisher, Mikyle White (Call in), Marianne McClure, and Michael Hodge. David Armstrong was present as an alternate member.

Marianne McClure made a motion to approve the May 1, 2024, Board of Directors' meeting minutes. CW Sigman seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Keith Vititoe	Not present
Vice Chair	Mike Fisher	Nothing additional
Secretary-Treasurer	Angela Akers	

Checking Account \$ 135,726.42

Reserve Account \$ 63,039.46

Total \$ 198,765.88

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Mike Hodge

2024 Objectives

- Follow-up with 2023 members no longer attending meetings.
- Assist with 2024 invoice follow-up.
- Establish Facebook and Twitter accounts and routinely post events.

Mike is developing a letter for issue explaining the KPEPC role in response planning.

Communications Systems Committee Jeff Clark Not present

2024 Objectives

- Review current communication process between facilities and 911 dispatch centers and recommend changes to All-Hazard Plan annexes. Consider facility size and County location. Does Kanawha and Putnam require the same call systems?
- Communicate changes and expectations to the chemical facilities (around 44 facilities).
- Update the All-Hazard Plan communication annexes.

Drill Planning, Exercise & Training

Dan Taaffe

2024 Objectives

- Develop and share Shelter-In -Place information (Coordinate with the CAC Committees).
- Assist Chemical Facilities Committee with scheduling and conducting facility reviews and drills as required by EPA.
- Schedule and conduct a Kanawha County traffic diversion drill as requested by Sheriff Rutherford.

We discussed the Army National Guard swift water rescue drill being held in Winfield on June 5. The Putnam County Sheriff is hosting a LASER course taught by LSU on June 12, 13, and 14 at Winfield High School.

Finance Committee

Angela Akers

Not present

Hazard Assessment & Planning/Mutual Resources

Barry Lindley Not present

2024 Objectives

- Review at least 50% of the All-Hazard Plan Annexes and Basic Plan. Consider revisions and upgrades presented from drills.
- Consider a method for providing quick chemical reference for material shipping into or out of our area.
- Develop a people reunification annex for major incidents (Such as active shooter, hostage, and structural collapse).

Plan, Implementation & Evaluation Committee

Marianne McClure

2024 Objectives

- Develop a guideline/standard for conducting a PIE review.
- Design and roll All-Hazard Plan information out to local responders.

We are scheduling a meeting with West Virginia American Water to review communications during the West Side outage last Fall.

Chemical Facilities

Phillip Fout Not present

2024 Objectives

- Develop the Hazardous Material Response Advisory program including roles, individual training certification required to join or respond, activation procedure, internal training plan, response coverage area, response structure, etc.
- Update mutual aid material listing.
- Introduce KPEPC to the nonparticipating chemical facilities and secure representation for Committee.
- Coordinate annual facility interaction as required by EPA for Tier II facilities exceeding the Extremely Hazardous Substance (EHS) threshold.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management

C.W. Sigman

CW discussed the FEMA DRC locations established to process the April 2 – 6 weather related damage. The Conty is trying to get a disaster declaration for the April 11 storm damage.

City of Charleston Office of Emergency Management

Chad Jones

The City of Charleston is looking for a DRC location that complies with FEMA facility requirements.

Putnam County Office of Emergency Management

Mikyle White

Mikyle reported that a FEMA DRC was operating out of the Putnam County 911 Center and a bus located on their parking lot.

4. ADMINISTRATOR'S REPORT Tom Keefer

Tom reported we have received and deposited the SERC LEPC Grant and Supplemental County Grant funds (\$9,000.00 total). The computer and supplies purchased with the Supplemental Grant have been received.

We have received payment on 78 of the 155 2024 invoices. We will start contacting the unpaid facilities to insure they received the invoice. Payments are still coming in.

5. Old Business

No old business

6. New Business

Mikyle White gave a brief overview of the Response Plans Committee meeting held on May 22. He then made a motion to post for a Response Plans Coordinator according to the Job Description and Job Posting outlined by the Committee. Marianne McClure seconded the motion. Motion passed. The successful candidate would be employed on August 1, 2024.

Chad Jones made a motion to increase the Administrator part time position to a full time position with added responsibilities as outlined by the Committee. Michael Hodge seconded the motion. Motion passed. Position would change on August 1, 2024.

Tom was directed to run the Response Plans Coordinator Job Posting in the Charleston Gazette-Mail classified ad for two weeks and collect the resumes for review by the KPEPC Executive Board. The Executive Board will review the resumes for minimum qualification compliance and schedule 3 – 5 candidates for interview by the Board of Directors on July 17.

The Board discussed and agreed to postpone the July 3 Board meeting until July 17 at 11:30 AM. After a short business meeting, the Response Plans Coordinator candidates will be interviewed and a selection made.

7. Adjournment

CW Sigman made a motion to adjourn at 1:05 PM. Dan Taaffe seconded motion. The meeting was adjourned.