KANAWHA PUTNAM
EMERGENCY PLANNING COMMITTEE **Managing Our Risk Together**

Board of Directors Meeting

March 9, 2016

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

C.W. Sigman, Chair, called the Board of Director's meeting to order at 11:40 a.m. Janet Briscoe moved to approve the minutes from February 10, 2016 KPEPC Board of Director's meeting; Chris Gautier seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

Chair: **C.W. Sigman**

C.W. Sigman reported on Threat & Hazard Identification & Risk Assessment process (THIRA). The THIRA assessment process helps communities prepare for risks such as natural disasters, disease pandemics, chemical spills and other manmade hazards, terrorist attacks and cyber-attacks. In order for the THIRA process to be effective, input is needed from the community to identify major risks and concerns. The West Virginia Homeland Security State Administrative Agency, Department of Military Affairs and Public Safety (WV DMAPS) is offering the 2016 THIRA assessment in four (4) parts. The first part needs to be completed by April 1, 2016.

C.W. requested that the first section of the THIRA reporting tool be sent out to the KPEPC General Membership. The members will complete Section 1 and the input will be captured at the KPEPC General Membership meeting, March 30, 2016, then the report will be provided to WV DMAPS by April 1, 2016.

THIRA is a program designed to keep a whole community prepared for all types of disasters and emergencies. The goal is: *"A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk."*

Vice Chair: **Krista Farley**

Krista Farley reported that the KPEPC committee tracking worksheets have been revised / consolidated to make them easier to read and to capture activities each month. Each committee has identified their charges or goals to accomplish for 2016. Krista stated that the Communications Systems goals still need to be identified.

As suggested by Grant Gunnoe at the February 10th board of director's meeting, the attendees at the March 30th KPEPC General Membership meeting, will be divided into break-out groups to discuss the KPEPC Committee charges / goals for 2016. Hopefully, by explaining the responsibilities of these committees, we can generate interest and participation from the membership.

SECRETARY/TREASURER REPORT: **Janet Briscoe**

Janet Briscoe provided the financial report ending February 29, 2016. Jacque Gumm will be sending out 2016 contribution letters by March 15th. Once contributions start coming in, the KPEPC checking account balance will increase.

2016 KPEPC COMMITTEES / COMMITTEE CHAIRS:

Business, Membership & Community Outreach	**Faith Borden**
Communication Systems Committee	**John Dearnell**
	Nanci Keenan
Drill Planning, Exercise & Training	**Chris Gautier**
Finance Committee	**Janet Briscoe**
Hazard Assessment & Planning/Mutual Resources	**Keith Vititoe**
Plan Implementation & Planning	**Tim McDaniel**

COMMITTEE REPORTS:

Please refer to 2016 Committee Charges Tracking Spreadsheet for committee reports unless lengthy documentation is needed.

Business, Membership & Community Outreach: **Faith Borden**

Faith Borden reported that a committee meeting was held February 25th, attended by Krista Farley and Vanessa VanGuilder. The goals that the committee addressed are:

- KPEPC Newsletter - start in April
- Social Media – calendar content for each month
- Welcome Packets – for potential or new members
- KPEPC Website – populate with current content each month
- KPEPC Brochures – revise
- KPEPC Display – new expandable display by September, 2016

The next committee meeting will be held March 17th.

C.W. Sigman reported that he had met with Mike Oakley of the Kanawha County Emergency Management. Mike has done a lot of outreach through the news media, specifically Channel 8 News. Mike Oakley reported that the news media will be identifying a "Topic of the Day" during the first week in April. Topics will include weather emergencies, threats, spotter training etc. Mike stated that there will also be outreach on the radio networks.

Dale Petry suggested that the KPEPC coordinate community outreach through this media outlet. Faith Borden reported that she will coordinate with the media on severe weather emergencies. Hopefully, we will get exposure on all the network stations.

Krista Farley suggested contacting Nick McHenry at Channel 8 who hosts 30-minute segments on various topics. C.W. stated that we will coordinate efforts with the American Red Cross and other agencies.

Communication Systems: **John Dearnell**
Nanci Keenan

C.W. Sigman stated that the hot line radio system has never worked. Better radio contact is needed. All radio frequencies need to be able to communicate with each other. C.W. suggested that John Dearnell contact Dave Erwin to get this problem corrected. Discuss the problems that hospitals have with the radio systems.

Drill Planning & Exercise: **Chris Gautier**

C. W. Sigman stated that the Chemours Drill will need to be held by September 2016, since it is being funded by the WV HEMP Grant. Chris Gautier mentioned that the plant will be conducting a shut-down at this time. C.W. stated that the incident needs to be realistic, minimizing incidences. He also stated that Kanawha County Ambulance wants to hold a mass-casualty drill that could be coordinated with the Chemours Drill. C.W. stated that the drill will involve a training / seminar; tabletop then full-scale drill.

C.W. stated that the Westside Volunteer Fire Dept. wants to do a chlorine training drill because their facility sits right along the railroad track. C.W. plans to contact Bob McCutchen of Brenntag Mid-South to coordinate a drill.

Chris Gautier mentioned that Chemours is holding an EPA drill March 28th starting at 9:00 a.m. This drill will involve a small amount of caustic being spilled out of a railcar. We will be testing off-site communications as well.

Hazard Assessment & Planning/Mutual Resources: **Keith Vititoe**

Keith Vititoe reported that he attended the recent Kanawha Valley Water Systems Source Water Protection Planning meeting held February 24th.

C.W. stated that he has a spreadsheet from the DEP showing locations of tanks, those with critical and peripheral concerns, against the wishes of the WV Department of Homeland Security. C.W. further stated that we have signed a non-disclosure agreement and we will not provide GPS coordinates or provide to planners. C.W. stated that he can share this information with Keith Vititoe for Kanawha County Schools. C.W. stated that information in the recent

Vulnerability Analysis. This information will be populated on an app and will be shared with the local fixed facilities and response agencies.

Mike Oakley reported that work continues on revisions to the Traffic Diversion Annex. C.W. stated that he would like for the Traffic Diversion Annex to be accepted by Hazard Assessment, Planning & Mutual Resources and the Board, then moved on to the general membership. All of the chiefs of police are on board.

Plan Implementation & Evaluation: **Tim McDaniel**

Tim McDaniel reported that he had met with C.W. Sigman to discuss the After-Action Report from the January snow storm. C.W. stated that the public response went very well.

EX OFFICIO MEMBER'S REPORT: **Dale Petry**
Grant Gunnoe

No Report **Frank Chapman**

ADMINISTRATOR'S REPORT:

Brad Stewart reported that since the American Red Cross had requested that the KPEPC separate their IT and telephone services from them, he has been obtaining quotes from City Net, Advantage Technology and OMNI Strategic Technologies (statistics attached). Brad stated that a former co-worker experienced in IT technology, reviewed our current services along with the various company quotes and he recommended the City Net lease agreement. Brad recommended the City Net lease agreement. After discussion, the Board asked how long the quote is good for and if everything can be bundled. A short meeting will be held prior to the general membership March 30th.

Brad reported that he had registered for Hazardous Material Assessment training to be held at WV State Police Academy in May.

Brad stated that there is still a need for evaluators for the Putnam County drill.

NEW BUSINESS:

C.W. Sigman stated that upcoming Chemours Drill will bring in concerned citizens and generate public interaction.

There being no further business, the meeting was adjourned at 12:55 p.m.