



WV State Emergency Response Commission (WVSERC)

Meeting Minutes		
October 3, 2019		
Call to Order	10:03 am	DEP Headquarters, Charleston, WV
Adjourned	11:32 am	
Meeting Called By	Mr. Michael Todorovich, Chairman	

Attendees		
(X – Present; Blank – Absent; C – Present via Conference Call)		
SERC Commission Members		
Michael Todorovich, Chair	X	WV Division of Homeland Security and Emergency Management
Robert Sharp, Vice Chair		WV State Fire Marshal
Alan Abbott	X	WV Public Service Commission
Jesse Adkins		WV Department of Environmental Protection
Gregory Bailey		WV Division of Highways
Stewart Harper		WV State Police Special Operations/Executive Officer
Walter Ivey	X	WV Department of Health and Human Resources
Rusty Joins	X	WV Department of Environmental Protection
Bernard Marshall	X	Chemical Company Representative/Braskem America
Roy McCallister	X	WV Department of Agriculture
Rob Miller		Municipal or Volunteer Fire Department Representative
Other Attendees		
David Hoge	X	WVDHSEM Deputy Director of Preparedness Grants
Lisa Paxton	X	SERC Financial Coordinator
Doug Cummings	X	WVDHSEM
Matt Blackwood	X	WVDHSEM
Lisa Carpenter	X	WV Public Service Commission

Motion to Approve the Minutes from the last meeting

Motion Alan Abbot Second Roy McCallister Passed Unanimously

SERC Financial Report

As of August 31, 2019, the balance in the SERC (Tier II) fund is \$88,290.13 and the balance in the HMEP fund is \$272,409.39.

Doug Cummings is working to clean up Tier 2 Managers previous year’s missing reports. This will account for some missing payments in the past two reporting years.

Motion to Approve the Financial Report

Motion Bernie Marshall Second Alan Abbot Passed Unanimously

WV State Emergency Response Commission (WVSERC)

Unfinished Business

EOP SERC Subcommittee

- Majority of the Counties have an outdated EOP or nonexistent.
- EOP's are used for Grant funds.
- Develop a sub-committee to enforce LEPC updating their EOP's.
 - Create an EOP template
 - Potentially a five-person team.
 - Bob Sharp and Roy McAllister will put together the team.
 - Matt Blackwood will be a Subject Matter Expert
- Motion to establish an "EOP SERC Subcommittee" tasked with setting standards, guidelines, and reviewing LEPC's EOPs. Comprised of SERC Member, Subject Matter Experts, and members of LEPCs.

Motion to Approve Bernie Marshall Second Rusty Joins Passed Unanimously

LEPC Mergers

- Monroe sent a memo to merge with Greenbrier.
- Formalize a plan to approve or deny merger requests.

Motion to Approve Alan Abbott Second Rusty Joins Passed Unanimously

Grant Applications

- Barbour
Motion to Approve Roy McCallister Second Bernie Marshall Passed Unanimously
- Clay
Motion to Disapprove Roy McCallister Second Walt Ivey Passed Unanimously
 - SERC will provide guidance to clarify and comply with Grant requirements
 - SERC will request a revision/update to the grant application
- Hardy
Motion to Approve Alan Abbott Second Bernie Marshall Passed Unanimously
- McDowell
Motion to Disapprove Roy McCallister Second Rusty Joins Passed Unanimously
 - SERC will provide guidance to clarify and comply with Grant requirements
 - SERC will request a revision/update to the grant application
- Mercer
Motion to Approve Roy McCallister Second Bernie Marshall Passed Unanimously
- Raleigh
Motion to Approve Roy McCallister Second Walt Ivey Passed Unanimously
- Tyler (Provide guidance to clarify and comply with Grant requirements)
Motion to Disapprove Roy McCallister Second Bernie Marshall Passed Unanimously
 - SERC will provide guidance to clarify and comply with Grant requirements
 - SERC will request a revision/update to the grant application
 - SERC requests signatures on the application

WV State Emergency Response Commission (WVSERC)

New Business

Adjustment to TIER 2 Fee Structure

- Legislative Rules
 - WV Code 15-5a-5, 55 CSR 1
 - Current Rules and Regulations are dated back to 1993
 - The new Fee Structure is on hold until the Legislative Rules are reviewed and revised.

Motion to hold a Special Meeting with Stakeholders to begin the review and rewrite of Legislative Rules and regulations.

Motion to Approve Walt Ivey Second Bernie Marshall Motion Passed Unanimously

Alan Abbott is retiring/leaving October 25.

- Lisa Carpenter will be replacing him.

Motion to Approve Walt Ivey Second Bernie Marshall Motion Passed Unanimously

SERC Coordinator Report

LEPC Database

- Good POC for LEPC
 - Formal notification for account creation within Tier 2 Manager
- Correcting Accounts for LEPC on Tier 2 Manager
- Spreadsheet tracking for grant information such as the EOP's

Next Meetings

November 19	WVDEP Headquarters	601 57th Street Charleston, WV	
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The SERC will be moving to an every other month General Meeting schedule.

Motion to Approve Rusty Joins Second Bernie Marshall Motion Passed Unanimously

Adjourn

Motion to Adjourn Alan Abbott Second Walt Ivey Motion Passed unanimously

Mission

THE MISSION of the West Virginia State Emergency Response Commission (WVSERC) and Local Emergency Planning Committees (LEPCs) is to implement the Emergency Planning and Community Right to Know Act (EPCRA) and to mitigate effects of a release or spill of natural or man-made hazardous materials through developing response plans, including preparedness, notification and warning, and public protective measures.