



WV State Emergency Response Commission (WVSERC)

Meeting Minutes			
July 10, 2024			
Call to Order	10:00 am	Adjourned	11:50 am
Meeting Called By	GE McCabe Chairman	Location	WV EMD Headquarters 1700 MacCorkle Ave SE Charleston, WV 25314

Roll Call

Attendees (P – Present; A – Absent; C – Present via Conference Call)			
SERC Commission Members			
1	GE McCabe, Chair	P	WV Emergency Management Division (EMD)
2	Roy McCallister, Vice Chair	P	WV Department of Agriculture
3	Nate Meadows	A	WV Department of Environmental Protection
4	Jesse Adkins	P	WV Department of Environmental Protection – Air Quality
5	Scott Eplin	A	WV Department of Transportation
6	Lisa Carpenter	P	WV Public Service Commission
7	Jason Saurino	A	WV State Police
8	Bernard Marshall	A	Chemical Company Representative / Braskem America
9	David Hodges	P	Municipal or Volunteer Fire Department Representative
10	Donnie Haynes	C	WV Department of Health
11	Kenneth Tyree	A	WV State Fire Marshal
11a	Robbie Bailey	A	WV State Fire Marshal Designee

Other Attendees			
	Tony Domingo	P	WV EMD – Assistant Chief Preparedness & Response
	Heather Fittro	P	WV EMD – Preparedness & Response – SERC/ LEPC/ Tier II Programs
	David Hoge	P	WV EMD – Grants Section Chief
	Brent Burger	P	WV EMD – Preparedness & Response - Training
	Jason Rader	P	WV EMD – Grants Specialist

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1. Call to Order/Roll Call – GE McCabe, Chairman

- a. Roll Call
- b. Approval of Minutes from 5/8/2024 SERC Meeting

Motion to Approve Meeting Minutes

Motion – Roy McCallister Second – Jesse Adkins Motion Approved

2. Report Updates – GE McCabe, Chairman

a. Financial Report – David Hoge

- i. SERC account balance- \$435,938.00. The total amount collected for Tier II reporting fees was \$143,858.00 in 2024.
- ii. HMEP account balance- \$538,608.00
- iii. 55-CSR-02 discussion regarding updates to the code of state rules. Certain deadlines mentioned in the code make it difficult for agencies to comply. Those dates will be updated. Director McCabe stated the rule will reflect that any LEPC funds received will be contingent upon EPCRA compliance.
- iv. LEPC Grants- Annually, LEPCs are awarded \$3,000.00 per county. The possibility of increasing the yearly amount awarded was proposed. The commissioners agreed that more money per year will assist LEPCs to function properly and successfully. WV EMD's finance department will determine an appropriate increase to be implemented into the SERC's budget. The finance department will report to the SERC if a proposed increase can be established.

b. Training Report – Brent Burger

- i. WV EMD will provide 18 different Hazmat IQ courses. There will be at least one course provided in each region. These are eight-hour courses. WV EMD will also provide 12 Battery IQ courses. These are four-hour courses, and this course will be offered with two options. We will provide a day course and an evening course to accommodate the volunteers who cannot participate in the day course.
- ii. Two ICS 300 courses are also available. Upon the conclusion of the ICS 300, we will then provide ICS 400 courses.
- iii. EMD will provide a new schedule of courses once locations are confirmed.

c. Tier II Update – Tony Domingo

- i. Contract renewal is still in the procurement process.
- ii. EMD personnel have compiled a list of programmatic changes for the Hazconnect / Tier II system. Proposed changes will not be completed

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until the summer of 2025 to prevent any issues with the upcoming reporting period.

- iii. 55-CSR-01 discussion on the fee structure outlined in the code of state rules. The fee structure for Oil and Gas facilities and Non-Oil and Gas facilities are different. The proposed changes would only affect the Oil and Gas facilities. The proposed Oil and Gas facility fee is a \$25.00 reporting fee and a \$10 fee per well.

3. Old Business- GE McCabe, Chairman

a. LEPC Baseline Requirement Review Subcommittee – Tony Domingo

- i. Subcommittee update on the review process. The subcommittee has set a standard on what each baseline requirement should contain when submitted. A total of 23 LEPCs are currently not EPCRA compliant. This is due to either the county only submitting a few of the baseline requirements or by not submitting any at all. Certified letters were mailed to those LEPCs. An example of the certified letter packet was provided to the SERC for review. The subcommittee will continue to meet biweekly until all the baseline requirement submissions have been reviewed. The subcommittee is only reviewing the counties that have submitted a complete baseline requirement packet.

b. SERC Conference Planning Subcommittee – Heather Fittro

- i. SERC discussed the importance of collecting feedback from the LEPCs and Emergency Managers that attended the last conference. Heather will create a survey to send to the attendees and ask for feedback on possible locations, dates, agenda items, etc. Once some feedback has been collected, a subcommittee meeting will be scheduled.

4. New Business- GE McCabe, Chairman

- a. Regional LEPC meetings- the SERC received a request from Sandy Green, Region 3 Area Liaison, to provide food for the Regional Quarterly LEPC meeting. SERC agrees that certain criteria must be met. The SERC will assist in drafting an agenda for regional meetings. Preregistration and an agenda must be included with the purchase request documentation. Upon completion of the meeting, sign-in sheets must be submitted.

**Motion to Approve the SERC to provide food for each regional LEPC meeting.
Motion – Roy McCallister Second – David Hodges Motion Approved**

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- b.** Environmental Protection Agency (EPA) EPCRA compliance investigation. Tony Domingo informed the SERC that the EPA contacted EMD for any Tier II information that we may have on file regarding Adell Polymers, located in Grant County. Mr. Domingo will keep the SERC informed if he receives any updates from the EPA regarding this investigation.
- c.** Hardy County is expecting to have solar farms installed within the county. Hardy county LEPC questioned if the SERC has any guidance for handling solar farms. At this time, the SERC is not offering any guidance due to other state and federal regulations that are in place.
- d.** Tom Keefer and Barry Lindley with Kanawha/Putnam County LEPC (KPEPC) are in the process of writing new county emergency plans. Mr. Keefer asked the SERC for guidance before they start the process. Mr. Keefer requested that the SERC provide any templates that might be available to assist them with writing Emergency Response Plans that are EPCRA compliant. After a brief discussion, Chairman McCabe invited Mr. Keefer and Mr. Lindley to attend one of the Baseline Requirement Review Subcommittee meetings to further discuss Emergency Response Plan guidelines.

5. Announcements- GE McCabe, Chairman

No new announcement.

6. Good of the Order

7. Adjourn

Motion to Adjourn

Motion – David Hodges Second – Lisa Carpenter Motion Approved

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.