WV State Emergency Response Commission (WVSERC)

Meeting Minutes
August 22, 2019

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>12:25 pm</th>
<th>Canaan Valley Resort and Conference Center</th>
<th>Davis, WV</th>
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<tbody>
<tr>
<td>Adjourned</td>
<td>1:55 pm</td>
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<td>Meeting Called By</td>
<td>Mr. Robert Sharp, Vice Chairman</td>
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Attendees (X – Present; Blank – Absent; C – Present via Conference Call)

**SERC Commission Members**
- Michael Todorovich, Chair (C) WV Division of Homeland Security and Emergency Management
- Robert Sharp, Vice Chair (X) WV State Fire Marshal
- Alan Abbott (C) WV Public Service Commission
- Jesse Adkins (X) WV Department of Environmental Protection
- Gregory Bailey (X) WV Division of Highways
- Stewart Harper (X) 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 (C) Municipal or Volunteer Fire Department Representative

**Other Attendees**
- David Hoge (X) WVDHSEM Deputy Director of Preparedness Grants
- Shawn Dunbrack (X) WVDHSEM Area Liaison
- Lisa Paxton (X) SERC Financial Coordinator
- Doug Cummings (X) WVDHSEM
- Matt Blackwood (X) WVDHSEM
- Cindy Murphy (X) Clarksburg RRT
- Theresa White (X) WVDHSEM
- Tom Hart (X) Marshall County LEPC
- Sandy Green (X) WVDHSEM
- Bruce Minor (X) Pendleton County LEPC
- Ed Caplinger (X) Pendleton County LEPC
- Stephen Allen (X) Jefferson County LEPC
- Brad Hartley (X) WVDHSEM

Motion to Approve the Minutes from the last meeting

Motion Robert Sharp Second Roy McCallister Passed Unanimously

SERC Financial Report

As of August 22, 2019, the balance in the SERC (Tier II) fund is $125,696.16 and the balance in the HMEP fund is $273,764.27.
WV State Emergency Response Commission  
(WVSERC)

Tier II Manager System Report

Tier 2 Manager Update
  • Doug Cummings

Website update – dhsem.wv.gov & HSIN
  • Doug Cummings
  • Shawn Dunbrack

2019 SERC Conference
  • Proposed SERC Commission Meeting to be moved on the Agenda
  • Lisa Paxton
    o 125 Attended
    o Team Building and Games were very well received

2020 SERC Conference
  • Possible time of the year change for the conference
  • Alternating venues yearly

Annual Report
  • Work in Progress

LEPC Mergers
  • Calhoun and Roane have been Approved (Roane was not aware)
  • Monroe
  • Summers

WV SERC - Local Emergency Planning Committees (LEPC) grants funded with Tier II Fees Report

Special Session Required
  • Will schedule in the next few weeks

Hazardous Material Emergency Preparedness (HMEP) Grant Report

Lisa Paxton attended HMEP Conference Washington, DC
  • $60M in Grant Funds available
  • HMEP Guidance after Labor Day
  • Increasing Grant Awards from $5,000 or $6,000 to more
  • More than just LEPCs can be eligible for Grant Awards

Motion to Approve Rusty Joins  Second Bernie Marshall  Motion Passed Unanimously

Increase in Grant Awards and Who Can Apply

There is no guidance dictating who can apply.

What guidance dictates the items that are allowable?

Can an LEPC have Match to help with Grant Awards

Motion to Approve Rusty Joins  Second Bernie Marshall  Motion Passed Unanimously
WV State Emergency Response Commission (WVSERC)

New Business

Adjustment to TIER 2 Fee Structure
- $25 Reporting fee max of $2,500
- $50 per EHS
- 20% Late Fee after March 31st

Motion to Approve Roy McCallister    Second Bernie Marshall    Motion Passed Unanimously

Other Business

1. Public Requests for Information collected under EPCRA
   - What requires FOIA?
2. Emergency Response Plans Review
3. Appointing LEPCs
4. LEPC Activities – Annual Reports, LEPC/SERC Grant Projects
5. American Water Infrastructure Act
   - SERC Notifying Drinking Water Agency
   - Coordinate with other state’s SERCs
6. DEP sharing data with SERC
7. Bayer response

SERC Coordinator Report

1. LEPC Database
   - Good POC for LEPC
   - Correcting Accounts for LEPC on Tier 2 Manager
2. Exploring capabilities of the Tier 2 Reporting System
   - Notifications of completed Reports in Tier 2 Manager
3. IEI Parkersburg – working with EPCRA Investigation
4. 2018 Carbide Spill – Certified Statement
   - EPCRA Inspection May 23, 2019 – David and Lisa attended

Next Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Special Meeting</th>
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<tr>
<td>November 19</td>
<td>WVDEP Headquarters</td>
<td>601 57th Street</td>
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<td>Charleston, WV</td>
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Adjourn

Motion to adjourn Bernie Marshall    Second Rusty Joins    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.