



WV State Emergency Response Commission (WVSERC)

Meeting Minutes		
November 19, 2019		
Call to Order	10:14 am	Summit Bechtel Reserve, Glen Jean, WV
Adjourned	3:20 pm	
Meeting Called By	Robert Sharp, Vice Chairmen	

Attendees			(X – Present; Blank – Absent; C – Present via Conference Call)
SERC Commission Members			
Michael Todorovich, Chair		WV Division of Homeland Security and Emergency Management	
Robert Sharp, Vice Chair	X	WV State Fire Marshal	
Jesse Adkins	X	WV Department of Environmental Protection	
Gregory Bailey		WV Division of Highways	
Stewart Harper	X	WV State Police Special Operations/Executive Officer	
Walter Ivey		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	
Lisa Carpenter	X	WV Public Service Commission	
Other Attendees			
David Hoge	X	WVDHSEM Section Chief of Preparedness Grants	
Lisa Paxton	X	SERC Financial Coordinator	
Doug Cummings	X	WVDHSEM SERC	
Matt Blackwood	X	WVDHSEM	
Chuck Bennett	X	WVDHSEM Training	
Glynn Willard	X	WVDHSEM REP	
Nate Meadows	X	WV Department of Environmental Protection	

Motion to Approve the Minutes from the last

Motion Roy McCallister Second Stewart Harper Passed Unanimously

SERC Financial Report

As of October 31, 2019, the balance in the SERC (Tier II) fund is \$93,480.13 and the balance in the HMEP fund is \$271,824.34.

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.

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Unfinished Business

Legislative Rules

- Current rules are from 1993.
- Adjusting the definition of “Facility”.
- Adjust the Fee Structure to streamline reporting and accounting.
- Appoint Working Group members for changing the Legislative Rules.
 - Bernard Marshall
 - Doug Cummings
 - Lisa Paxton
 - David Hoge
 - Robert Sharp
 - Jessie Adkins

Lisa Carpenter replaces Alan Abbott as the PSC SERC Commission Member.

- Her appointment letter will need forwarded to the Governor’s Office.

Appoint/Reappoint SERC Commission Members.

- Lisa Paxton and Bob Sharp will put together letters.

Motion to Approve Jesse Adkins Second Rusty Joins Passed Unanimously

LEPC Grant Status

- Processing existing approved grants ongoing.
- Working with LEPCs to encourage participation.
- SERC will work with paperwork to assist the LEPCs grant proposal.

Regional workshops during 2020

- Will not include travel reimbursements

Motion to Approve Roy McCallister Second Stewart Harper Passed Unanimously

New Business

SERC Meetings held once every 2 months

- January first meeting.
- Every other meeting in Charleston.
- Encourage LEPC attendance.
- Alternate meeting locations to reach outlying parts of the state for attendance.
- Robert Sharp and Lisa Paxton will put together a schedule for review.

2019 HMEP Grant Application

- Grant Application sent out 11-14-2019.
- Due date 12-13-2019.
- Review all applications with a scoring system to be established.

Motion to Approve Roy McCallister Second Motion Bernard Marshall Passed Unanimously

2020 SERC Conference

- Location options.
 - Summit Bechtel
 - Canaan Valley
 - Pipestem

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- Charleston
- Camp Dawson

- Time of the year potential change.
 - Spring
 - Fall

- Working Group for scheduling, coordinating, agenda.
 - Lisa Paxton
 - Doug Cummings

SERC Coordinator Report

2016-2019 HMEP Grant Draw

- Working through the stack of invoices

Tier 2 Manager

- From Sept 1, 2019 to current - \$10,000 account received on site.
- \$13,000 Invoices have been generated, not yet paid. Of that, \$9,000 is being received with help from the help desk.
- Discussed 2016 Tier II Billing website issues. Will not delete records.
- LEPC website training.

AWIA Meeting – WV American Water Request

- Doug Cummings provided DHHR a complete list of Active Facilities.
- DHHR populated their GIS system with this information.
- Users of their site can log in and see all the Facilities in their zone and ask the SERC for more information through FOIA.

Special Discussion

Nate Meadows WVDEP Grant Funding

- Needing guidance for grants to submit for equipment.
- Reclused themselves: Rusty Joins and Jesse Adkins
- Nate will submit a written proposal.

Next Meetings

January 21, 2020	DEP Headquarters, Charleston, WV	10am-12pm
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Adjourn

Motion to Adjourn Bernie Marshall Second Roy McCallister 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.