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 Chairman

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.
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
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 |

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.