## Meeting Minutes

### October 3, 2019

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>10:03 am</th>
<th>DEP Headquarters, Charleston, WV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourned</td>
<td>11:32 am</td>
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<tr>
<td>Meeting Called By</td>
<td>Mr. Michael Todorovich, Chairman</td>
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### Attendees

**SERC Commission Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
</tr>
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<tbody>
<tr>
<td>Michael Todorovich, Chair</td>
<td>WV Division of Homeland Security and Emergency Management</td>
</tr>
<tr>
<td>Robert Sharp, Vice Chair</td>
<td>WV State Fire Marshal</td>
</tr>
<tr>
<td>Alan Abbott</td>
<td>WV Public Service Commission</td>
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<tr>
<td>Jesse Adkins</td>
<td>WV Department of Environmental Protection</td>
</tr>
<tr>
<td>Gregory Bailey</td>
<td>WV Division of Highways</td>
</tr>
<tr>
<td>Stewart Harper</td>
<td>WV State Police Special Operations/Executive Officer</td>
</tr>
<tr>
<td>Walter Ivey</td>
<td>WV Department of Health and Human Resources</td>
</tr>
<tr>
<td>Rusty Joins</td>
<td>WV Department of Environmental Protection</td>
</tr>
<tr>
<td>Bernard Marshall</td>
<td>Chemical Company Representative/Braskem America</td>
</tr>
<tr>
<td>Roy McCallister</td>
<td>WV Department of Agriculture</td>
</tr>
<tr>
<td>Rob Miller</td>
<td>Municipal or Volunteer Fire Department Representative</td>
</tr>
</tbody>
</table>

**Other Attendees**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Hoge</td>
<td>WVDHSEM Deputy Director of Preparedness Grants</td>
</tr>
<tr>
<td>Lisa Paxton</td>
<td>SERC Financial Coordinator</td>
</tr>
<tr>
<td>Doug Cummings</td>
<td>WVDHSEM</td>
</tr>
<tr>
<td>Matt Blackwood</td>
<td>WVDHSEM</td>
</tr>
<tr>
<td>Lisa Carpenter</td>
<td>WV Public Service Commission</td>
</tr>
</tbody>
</table>

### 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**
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
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Address</th>
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<tbody>
<tr>
<td>November 19</td>
<td>WVDEP Headquarters</td>
<td>601 57th Street</td>
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<tr>
<td></td>
<td></td>
<td>Charleston, WV</td>
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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 (WVSERCC) 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.