

**Chesterfield Emergency Planning Committee  
Meeting Minutes  
March 5, 2020**

**Members Present:**

David Alwood (Fuji Wako)	Brian Fox (Univar Solutions)
Brooke Gallahan (DuPont)	Bobby Lukhard (DuPont)
Gary Robinson (Safety-Kleen)	Jason Stone (Chesterfield GS)

**Consultants/Guests:**

Tom Calhoon (DHS)	Kyle Campbell (Chesterfield Risk Mgmt)
Ben Craft (CSO)	Hunter Dovel (Evonik)
Keith Langford (St. Francis Hospital)	Robert Paxton (VDEM)
Lisa Stapleton (CVCU)	Willie May (Chesterfield Juvenile Detention)
Pamela Bendele	

**EM Staff:**

None

**Welcome and Introductions**

The meeting was called to order at 3:30 p.m. Brooke welcomed everyone, and introductions were made. A quorum was present.

**Presentation:** CFATS Program – Tom Calhoon, CISA/DHS

**Approval of Minutes**

Minutes for the February meeting approved as posted.

**Reports**

*Chairman's Report –*

- Brooke announced voting on new officers will take place at the June 2020 meeting. The Chair and Vice Chair positions will be open for nominations during the April and May Meetings.
- There are new regulations from the Chemical Safety Board (CSB) requiring owners and operators to report to the CSB based on consequences, such as serious injury, property damage over \$1 million, and EHS release, etc. within eight hours of the event.

*Emergency Management –*

- The new Community Emergency Response Team (CERT) Coordinator starts on March 9, 2020.
- The advertisement for the Emergency Management Coordinator Position closes on March 8, 2020.

*Community Emergency Response Team (CERT) –*

- CERT Basic Class 66 graduated on February 26, 2020. Preparations are being made to start CERT Basic Class 67 soon.

*Health Department/ Medical Reserve Corps (MRC)*

- None

*Homeland Security*

- None

*Neighborhood Watch*

- None

**CEPC Spotlight** – None

**Unfinished Business** –

- The Haz Mat Expo is currently scheduled for May 13<sup>th</sup> at the Chesterfield Fair Grounds. Please contact Robert Lukhard to help with event planning.

**New Business** –

- None

**Roundtable Member Discussion:**

The Keith Langford from St. Francis Medical Center advised a lot of preparation and work for COVID-19.

There being no further business, the meeting was adjourned. **The next CEPC Meeting will be on Thursday, April 3, 2020 in the Virginia Department of Transportation (VDOT) Richmond District Office at 2430 Pine Forest Drive, Colonial Heights, VA, 23834.**