

DRAFT MINUTES OF THE KING WILLIAM COUNTY – TOWN OF WEST POINT

LOCAL EMERGENCY PLANNING COMMITTEE

OCTOBER 1, 2025

A regular meeting of the King William County – Town of West Point Local Emergency Planning Committee was held on the 1st day of October 2025 in the Board Meeting Room of the County Administration Building and via live stream.

Agenda Item 1. Call to Order – Assistant Emergency Manager Andrew Terry called the meeting to order.

Agenda Item 2. Opening Comments and Welcome - Assistant Emergency Manager Andrew Terry provided opening comments on the history and mandate of the Local Emergency Planning Committee.

Agenda Item 3. Introductions - Assistant Emergency Manager Andrew Terry introduced himself and encouraged members around the room to introduce themselves with their role and the organization they represent. A list of those present can be found at the bottom of this document.

Agenda Item 4. Presentations – Assistant Emergency Manager Andrew Terry continued presenting about the primary goal and roadmap for the Local Emergency Planning Committee. He encouraged those present to create and build a “safer, more resilient community” and informed the members present that this would be a long-term commitment.

Agenda Item 5. Emergency Management Reports – Reports were given by the following members on emergency management matters within their jurisdiction.

- a. Assistant Emergency Manager Andrew Terry – for King William County
- b. Fire Chief and Emergency Manager Spencer Cheatham – for the Town of West Point

Agenda Item 6. Fire/EMS Reports – Reports were given by the following members on Fire and Emergency Medical Services matters within their jurisdiction.

- a. Fire Chief Ronald Brown – King William County

Agenda Item 7. Project Reports – there were no project reports.

Agenda Item 8. Administrative Matters – there were no administrative matters.

Agenda Item 9. Closing Comments - Assistant Emergency Manager Andrew Terry provided an update regarding future meetings and asked those in attendance if they would like to host a meeting to contact him after the meeting concluded. Mr. Terry also answered two questions from attendees:

- a. Mr. Rick Waugh asked if the school systems were invited to the meeting. Mr. Terry advised that they had, but were not in attendance today.
- b. Mr. Rick Crabtree asked whether the County still had hazardous materials from several years ago. Mr. Terry asked Fire Chief Ronald Brown to answer the question, and Chief Brown advised that the County had limited supplies currently, just due to the amount of time it had been since it was used or reviewed. Mr. Terry added that our emergency communications center also has strong contacts with the State Emergency Operations Center, who dispatches state hazardous materials teams from Henrico County or the City of Newport News, depending on the location within the County.

Agenda Item 10. Adjournment – The meeting was adjourned at 9:12 AM.

Members in Attendance

Andrew Terry, Assistant Emergency Manager, King William County

Christa Hazlewood, Executive Assistant, King William County

Ronald Brown, Fire Chief, King William County

Melissa Anderson, Communications Manager, Town of West Point

Spencer Cheatham, Fire Chief and Emergency Manager, Town of West Point

Steven Hudgins, Assistant Town Manager, Town of West Point

Jonathan Dixon, Smurfit WestRock

Rick Crabtree, President, Mangohick Volunteer Fire Department

Joe Capella, Pamunkey Tribe

Donald Lumpkin, Sheriff, King William County

Robert Sparks, Dispatch Supervisor, King William County

Matt Melton, Building Official, King William County

Nick Papazian, Facilities Director, King William County

Rick Waugh, Social Services Director, King William County

Clarence Monday, Interim County Administrator, King William County

Laura Morse, Director of Emergency Management, Upper Mattaponi Tribe

Tatiana Pedroza, Emergency Coordinator, Virginia Department of Health, Three Rivers District

Thomas Edwards, NGL Energy Partners