



King William County – Town of West Point
Local Emergency Planning Committee



MEETING AGENDA
JANUARY 14, 2026 9:00 AM
ADMINISTRATION BUILDING – KING WILLIAM, VA

AGENDA ITEM

1. Call to Order

The Chair called the meeting to order.

AGENDA ITEM

2. Opening Comments and Welcome

Emergency Manager Terry welcomed everyone present in the room and watching online.

AGENDA ITEM

3. Introductions

Attendees present introduced themselves and their organization.

Attendees

King William County — Andrew Terry, Clarence Monday, Marsden Dyson, Rick Waugh

Town of West Point — Steve Hudgins, Melissa Anderson, Spencer Cheatham

Upper Mattaponi Tribe — Laura Morse

Virginia Department of Health — Jonathan Matthews

Virginia Department of Emergency Management — Robert Paxton, Todd Cannon

Mangohick Volunteer Fire Department — John Heller, Rick Crabtree, Steve Crouch

NGL Energy Partners — Thomas Edwards

Smurfit Westrock — Jonathan Dixon

AGENDA ITEM

4. Presentations

a. Town of West Point Exercise Review — Spencer Cheatham, Fire Chief

Chief Cheatham provided an update to the committee about the exercise the Town held in November 2025. The Town took several positive outcomes from the exercise and enjoyed the opportunity to interact with other partners in the community.

AGENDA ITEM

5. Staff Reports

a. King William Fire/EMS - Ronald Brown, Fire Chief



King William County – Town of West Point
Local Emergency Planning Committee



MEETING AGENDA

JANUARY 14, 2026 9:00 AM

ADMINISTRATION BUILDING – KING WILLIAM, VA

Emergency Manager Terry noted that Chief Brown was absent due to conflicting events, but provided an update for King William Fire. He stated that the department was close to full staffing and that the department was working on shirts for Autism Awareness Month in April.

AGENDA ITEM

6. Project Reports

a. Hazardous Materials Plan Discussion

Emergency Manager Terry went through a "rough cut" version of the Hazardous Materials Plan with membership present and asked for feedback on components of the plan to ensure that everything was covered and explained properly. Feedback was provided by various organizations present. Mr. Terry noted that he would go back and work with all organizations present on specific components of the plan to ensure wording was correct and would have an update at the next meeting.

b. Community Mass Notification System

Mr. Terry discussed the county's mass notification system, "Code Red," and the lapse in coverage it had during the months of November and December. He stated the program was upgraded at no cost to the county, and would be working with staff of the Information Technology department to get a new link to them so it could go on the website. Furthermore, he stated that the county would be looking at options for new systems at the end of the county's contract with Code Red.

AGENDA ITEM

7. Administrative Matters and Closing Comments

There being no additional comments from the group, Mr. Terry announced the next meeting was tentatively scheduled for Wednesday, April 1st at 9:00 AM in the Board Room, though noted that hazardous materials facilities in the county could sponsor a meeting at their location. He will update the group if the location changes.

AGENDA ITEM

8. Adjourn or Recess

The meeting was adjourned at 9:28 AM.



King William County – Town of West Point
Local Emergency Planning Committee



MEETING AGENDA

JANUARY 14, 2026 9:00 AM

ADMINISTRATION BUILDING – KING WILLIAM, VA
