



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



MEETING AGENDA

JULY 1, 2026 9:00 AM

ADMINISTRATION BUILDING – KING WILLIAM, VA

AGENDA ITEM 1. Call to Order

The meeting was called to order at 9:01 am.

AGENDA ITEM 2. Opening Comments and Welcome

AGENDA ITEM 3. Introductions

The following members were present:

- Andrew Terry, King William County (Chair)
- Spencer Cheatham, Town of West Point
- Melissa Anderson, Town of West Point
- Jonathan Dixon, Smurfit WestRock
- Matthew Howells, Smurfit WestRock
- Todd Cannon, Virginia Department of Emergency Management
- Rick Waugh, King William Social Services
- Thomas Edwards, NGL Energy Partners
- Tatiana Pedroza, Virginia Department of Health

AGENDA ITEM 4. Presentations

AGENDA ITEM 5. Staff and/or Special Committee Reports

a. Fire/EMS Reports

There were no reports.

b. Emergency Management Reports

Chair Terry provided a report for King William County emergency management. He informed attendees that the County was undergoing plan reviews and hoping that to get updated copies of the Emergency Operations Plan and Continuity of Operations Plan to the board in the coming months.

c. Law Enforcement, Dispatch, and Animal Control Reports

There were no members from organizations representing law enforcement, dispatch, or animal control present.

AGENDA ITEM 6. Project Reports



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a. Hazardous Materials Plan (Sections 2 and 3)

Chair Terry reviewed the table of contents of the Hazardous Materials Plan with attendees, providing updates as to components in the plan. He encouraged residents or businesses who represented "sensitive receptors" like schools, congregate care facilities, or other organizations who would be sensitive to hazardous materials incidents to contact him to review the plan in the future.

Discussions occurred with attendees on various components of the plan, including activation procedures and notification to the State Emergency Operations Center. Questions were raised about exactly which organizations would receive notification of the incident, and Mr. Cannon (VDEM) advised that he would check to confirm. Ms. Pedroza (VDH) also provided additional information to the group surrounding their Chempak program, and would connect those resources with the respective entities.

b. Mass Notification System Update

Chair Terry announced that the county had been through the procurement process to contract a new vendor for a community mass notification system. He stated that they were working with the vendor on final steps, and announcements would be made soon. He also informed residents who were watching online or later that their information would transfer over automatically from the existing system.

AGENDA ITEM 7. Administrative Matters

The chair informed attendees of the date of the next meeting - October 14, 2026

AGENDA ITEM 8. Closing Comments

AGENDA ITEM 9. Adjourn or Recess

The meeting was adjourned at 9:32 am.