

**Serious Incident Communications Plan
Committee of the BOARD FOR
BRANCH PILOTS MEETING
MINUTES**

The Serious Incident Communications Plan Committee of the Virginia Board for Branch Pilots met on April 30, 2024, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Aaron Anseeuw
Captain E. Waightstill Avery
I. Vincent Behm, Jr
Captain J.W. Whiting Chisman, III
Michael W. Coleman
Patrick B. McDermott

Kishore S. Thota, Director, Brian Wolford, Chief Deputy Director, and Steve Kirschner, LRPD Deputy Director, were not present at the meeting with regrets.

Staff present for all or part of the meeting were:

Tom Payne, CID Deputy Director
Kate Nosbisch, Executive Director
Ecila Williams, Licensing Operations Administrator
John Robertson, IV, Communications and Digital Media Manager

Elizabeth Peay, Assistant Attorney General, was not present with regrets.

Member of the Audience included:

Bill Burket, Senior Director, Maritime Incident Response Team, Virginia Port Authority (VPA)

Mr. Coleman called the meeting to order at 1:00 p.m.

Call to Order

Mr. Burket advised the Committee of the emergency evacuation procedures.

**Emergency
Evacuation**

Mr. Behm moved to approve the agenda with an amendment for Mr. Burket's VPA Maritime Incident Response Team presentation to be presented to the Committee. Mr. Anseeuw seconded the motion which was unanimously approved by Mr. Anseeuw, Mr. Behm, Mr. Coleman, Mr. McDermott and Captains Avery and Chisman.

**Approval of
Agenda**

There was no one present for public comment.

**Public Comment
Period**

Mr. Burket shared with to the Committee a presentation regarding the VPA Maritime Incident Response Team for informational purposes.

**VPA Maritime
Incident Response
Team Presentation**

Ms. Nosbisch informed the Committee that Director Thota, Deputy Director Wolford, and Mr. Kirschner, LRPD Director send their regrets. Ms. Nosbisch informed the board that Ms. Williams is the new Licensing Operations Administrator for the Board and will be also assisting with Administrative Coordinator duties until such time the position is filled.

Announcements

The Committee began a review of the draft of the Serious Incident Communications Plan. A discussion took place regarding the Serious Incident Team, timeline for responding to a serious incident, the Serious Incident Communication Team, preparation and guidelines for public communications, and tasks at the end of a serious incident.

**Serious Incident
Communications
Plan Review**

An updated draft of the Serious Incident Communications Plan will be presented to the Board at the next board meeting.

Ms. Nosbisch suggested to the Committee that a one pager should be drafted for new Branch Pilots board members for future reference and will be presented to the Board at the next board meeting.

Other Business

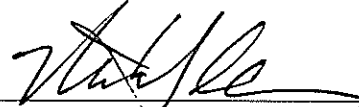
Mr. Burket will present the VPA Maritime Incident Response Team presentation at the next board meeting.

Conflict of Interest forms and travel vouchers were completed by all board members present.

**Conflict of Interest
Forms/Travel
Vouchers**

There being no further business, the meeting was adjourned at 2:32 p.m.

Adjourn



Michael Coleman, President



Kishore S. Thota, Secretary

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

- 1. Name: I. Vincent Behm, Jr.
- 2. Title: Board Member
- 3. Agency: Board for Branch Pilots
- 4. Meeting/IFF Date: Major Incident Response Plan Committee Meeting
April 30, 2024

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

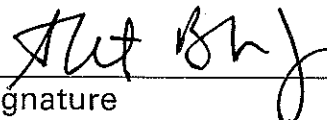
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I **do not** have a personal interest in any transactions taken at this meeting.



Signature

4-30-24

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Patrick B. McDermott
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Major Incident Response Plan Committee Meeting
April 30, 2024

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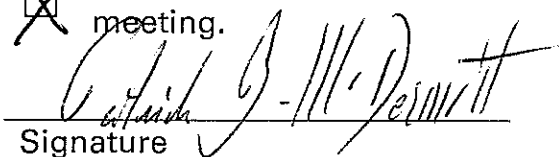
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

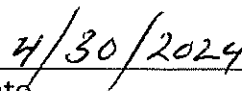
I did not participate in the transaction.

6. I **do not** have a personal interest in any transactions taken at this meeting.

Signature



Date



**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

- 1. Name: Aaron Anseeuw
- 2. Title: Board Member
- 3. Agency: Board for Branch Pilots
- 4. Meeting/IFF Date: Major Incident Response Plan Committee Meeting & Regulatory Review Meeting April 30, 2024

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

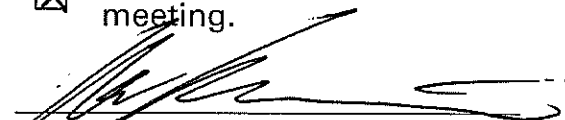
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or

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Signature

2024-04-30
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: E. Waightstill Avery
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Major Incident Response Plan Committee Meeting & Regulatory Review Meeting April 30, 2024

5. I have a personal interest in the following transaction:

N/A

Nature of Personal Interest Affected by Transaction:

N/A

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

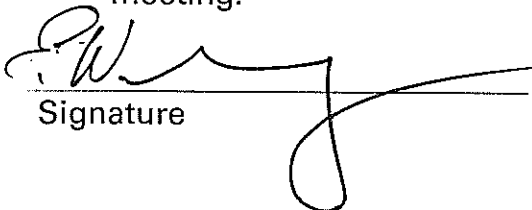
N/A

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or

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Signature


Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

- 1. Name: J.W. Whiting Chisman III
- 2. Title: Board Member
- 3. Agency: Board for Branch Pilots
- 4. Meeting/IFF Date: Major Incident Response Plan Committee Meeting & Regulatory Review Meeting April 30, 2024

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Nature of Personal Interest Affected by Transaction:

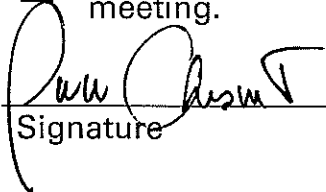
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Signature

4-30-24
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Michael W. Coleman
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Major Incident Response Plan Committee Meeting & Regulatory Review Meeting April 30, 2024

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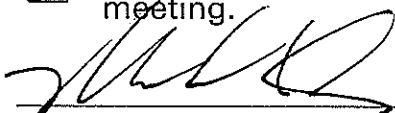
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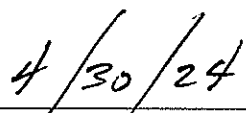
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Signature



Date