

**Major Incident Response Plan Committee of
the BOARD FOR BRANCH PILOTS
MEETING MINUTES**

The Major Incident Response Plan Committee of the Virginia Board for Branch Pilots met on December 11, 2023, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Aaron Anseeuw
I. Vincent Behm, Jr
Captain J.W. Whiting Chisman, III
Michael W. Coleman

Staff present for all, or part of the meeting were:

Brian Wolford, Chief Deputy Director
Steve Kirschner, LRPD Deputy Director
Tom Payne, CID Deputy Director
Kathleen R. Nosbisch, Executive Director
Bonnie Davis, Regulatory Operation Administrator

Member of the Audience included:

Captain E. Waightstill Avery, Board Member
Captain Robert H. Callis, III, Board Member
Captain January N. Collins, Board Member

Mr. Coleman called the meeting to order at 12:40 p.m.

Call to Order

All committee members were present for the earlier meeting and no one from the public was in attendance so the safety evacuations instructions were not repeated as this meeting was conducted in the same room as the full board meeting.

**Safety
Evacuation
Instructions**

Captain Chisman moved to approve the agenda. Mr. Behm seconded the motion which was unanimously approved by Messrs., Mme. and Captain: Anseeuw, Behm, Chisman, and Coleman.

**Approval of
Agenda**

There was no public comment.

**Public Comment
Period**

Mr. Coleman stated that the purpose for this plan is to promote safety of all citizens.

**Draft Major
Incident
Response Plan**

The Committee reviewed the Critical Incident Response Plan presented by Mr. Payne. Discussions took place in regarding the purpose and objectives of having a Critical Incident Response Plan for the Board for Branch Pilots.

The Committee reviewed the list of members of the Crisis Team, Crisis Communication Team, and Incident Review Committee. The President and Vice President of the Board will be added to each team and committee in the event of an incident. Discussions took place in regarding the timeline to respond in a major crisis.

The Committee agreed by consensus to present the proposed changes to the Major Incident Response Plan by the next Board Meeting on March 14, 2024.

There was no other business.

Other Business

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

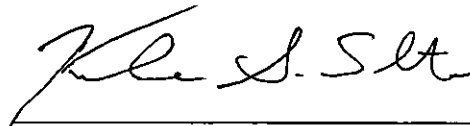
**Conflict of
Interest Forms
and Travel
Vouchers**

The meeting adjourned at 1:18 p.m.

Adjourn



Michael Coleman, President



Kishore S. Thota, Secretary