

**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 Nobsch, 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**

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Michael Coleman, President

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Kishore S. Thota, Secretary