



BOARD OF DIRECTORS' MEETING
Wednesday, January 8, 2025 – 11:30 AM

Regulatory Training Center
120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Mike Fisher at 11:30 AM. A roll call was made with the following members present Tom Keefer, Mike Fisher, Mikyle White (Call in), Michael Hodge, Phillip Fout, Marianne McClure, Barry Lindley, Tim Skiles, Matt Harris, Ryan Bremar, and Dan Taaffe.

Dan Taaffe made a motion to approve the November 6, 2024, Board of Directors' meeting minutes. Marianne McClure seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair Keith Vititoe Not present

Vice Chair Mike Fisher

Mike welcomed the two new Board members and Marianne's return.

Secretary-Treasurer Angela Akers

Checking Account \$ 112,297.03

Reserve Account \$ 63,568.87

Total \$ 175,865.90

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Mike Hodge

2024 Objectives

- Follow-up with 2023 members no longer attending meetings.
- Assist with 2024 invoice follow-up.
- Establish Facebook and Twitter accounts and routinely post events.

Mike reviewed his plans for contacting members that have not attended recent meetings.

Communications Systems Committee

Jeff Clark Not present

2024 Objectives

- Review current communication process between facilities and 911 dispatch centers and recommend changes to All-Hazard Plan annexes. Consider facility size and County location. Does Kanawha and Putnam require the same call systems?
- Communicate changes and expectations to the chemical facilities (around 44 facilities).
- Update the All-Hazard Plan communication annexes.

Drill Planning, Exercise & Training

Dan Taaffe

2024 Objectives

- Develop and share Shelter-In -Place information (Coordinate with the CAC Committees).
- Assist Chemical Facilities Committee with scheduling and conducting facility reviews and drills as required by EPA.
- Schedule and conduct a Kanawha County traffic diversion drill as requested by Sheriff Rutherford.

We discussed the 18 RMP sites identified in our response plan work. These sites will be contacted to secure their 2025 drill plans and dates.

Finance Committee

Angela Akers

Not present

Hazard Assessment & Planning/Mutual Resources

Barry Lindley

2024 Objectives

- Review at least 50% of the All-Hazard Plan Annexes and Basic Plan. Consider revisions and upgrades presented from drills.
- Consider a method for providing quick chemical reference for material shipping into or out of our area.
- Develop a people reunification annex for major incidents (Such as active shooter, hostage, and structural collapse).

Nothing additional to report for the All-Hazard Plan.

Plan, Implementation & Evaluation Committee Marianne McClure

2024 Objectives

- Develop a guideline/standard for conducting a PIE review.
- Design and roll All-Hazard Plan information out to local responders

Marianne reviewed the After Action Report findings from the Solenis Vaporizer release on November 8, 2024.

Chemical Facilities

Phillip Fout

2024 Objectives

- Develop the Hazardous Material Response Advisory program including roles, individual training certification required to join or respond, activation procedure, internal training plan, response coverage area, response structure, etc.
- Update mutual aid material listing.
- Introduce KPEPC to the nonparticipating chemical facilities and secure representation for Committees.
- Coordinate annual facility interaction as required by EPA for Tier II facilities exceeding the Extremely Hazardous Substance (EHS) threshold.

Nothing additional to report.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management

C.W. Sigman

Not present

City of Charleston Office of Emergency Management

Chad Jones

Not present

Putnam County Office of Emergency Management

Mikyle White

Nothing additional to report.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reviewed our 2023, 2024, and proposed 2025 contribution summaries. After discussion, the Board agreed to continue with the 2025 contribution request increase as communicated to the facilities in November 2024.

We received a request for addition 2023 LEPC Baseline information from SERC. They requested a copy of the Annual Public meeting newspaper notice, membership list showing e-mail addresses and telephone numbers, and where we inform someone of where to file a FOIA request. The first two items have been submitted for SERC review. We discussed a By-Law revision to Section 7 outlining three options for submitting a FOIA Request. Mike Fisher made a motion to submit the revision to the General Membership for approval. Matt Harris seconded the motion. Motion approved.

We discussed the upcoming WV Emergency Management Emergency Planning Summit on January 29 and 30. It appears they could require development of additional response plans. We will discuss our impact at the February meeting.

5. RESPONSE PLAN COORDINATOR'S REPORT

Barry updated everyone on the Facility Response Plan development status. He has submitted 55 of 94 draft plans to the facilities for review and feedback. He is receiving considerable interest from Facility TIER II Coordinators for assistance in improving their TIER II filing data.

Barry requested permission to attend an on-line Cameo for Planning Course. Mikyle White made a motion we submit Barry's registration with the required \$400 tuition fee. Mike Fisher seconded the motion. Motion passed.

6. Old Business

Tom reported on his findings about moving our Reserve Bank Account into a money market. The group has an interest in pursuing this activity. Tom will present a firm proposal for consideration at the February Board meeting.

7. New Business

Mike Fisher requested we replace Keith Vititoe with his alternate, Ryan Bremar, for completion of his elected Board term ending December 2025. Mike Hodge made the motion to accept Ryan for the one-year term. Tim Skiles seconded the motion. Motion passed.

Mike opened the floor for the election of the 2025 Board officers. Mike Fisher nominated Marianne McClure for the Chair. Phillip Fout seconded the motion. Motion passed. Marianne McClure nominated Mike Fisher for Vice Chair. Phillip Fout seconded the motion. Motion passed. Mike Hodge nominated Angela Akers for Secretary - Treasurer. Phillip Fout seconded the motion. Motion passed.

Marianne reviewed the standing Committees and received acceptance for the following Chair assignments:

Business, Membership, and Community Outreach	Mike Hodge
Communications Systems Committee	Phillip Fout
Drill Planning, Exercise, and Training	Dan Taaffe
Finance Committee	Angela Akers
Hazard Assessment, Planning, and Mutual Resources	Tim Skiles
Plan, Implementation, and Evaluation Committee	Ryan Bremar
Chemical Facilities	Matt Harris

Each Chair is requested to review and upgrade the 2025 Committee objectives for presentation at the January 29 General Membership meeting. We will request Committee member sign up there.

After discussion, Mike Fisher made a motion to allow the Administrator \$1,000.00 spending authorization for routine KPEPC operation. Any requests over \$1,000.00 would require Executive Committee approval to avoid delaying until a full Board meeting. Mikyle White seconded the motion. Motion passed.

Tom requested that all Board members submit their alternates' contact information if they choose to delegate one.

8. Adjournment

Phillip Fout made a motion to adjourn at 12:55 PM. Dan Taaffe seconded the motion. The meeting was adjourned.