



BOARD OF DIRECTORS' MEETING
Wednesday, November 12, 2025 – 11:30 AM
Regulatory Training Center
120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Tom Keefer at 11:40 AM. A roll call was made with the following members present Tom Keefer, Marianne McClure, Chad Jones, Tim Skiles, Ryan Bremar, Mikyle White, Phillip Fout, Matt Harris, and Dan Taaffe. Jason Sears, Omar Withrow, and David Armstrong were present as alternate members.

Phillip Fout made a motion to approve September 3, 2025, Board of Directors meeting minutes. Tim Skiles seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Marianne McClure	Nothing additional
Vice Chair	Mike Fisher	Not Present
Secretary-Treasurer	Angela Akers	

Checking Account \$ 47,848.66

Reserve Account \$ 1,728.69

Money Market \$ 182,580.55

Total \$ 232,157.90

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Mike Hodge

2025 Objectives

- Follow-up with 2024 members no longer attending meetings.
- Assist with 2025 invoice follow-up.
- Upgrade the web site and routinely post activity.

Not Present

Communications Systems Committee

Phillip Fout

2025 Objectives

- Review the 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.
- Update the All-Hazard Plan communication annexes.

Nothing additional to report.

Drill Planning, Exercise & Training

Dan Taaffe

2025 Objectives

- Develop and share Shelter-In -Place information (Coordinate with the CAC Committees).
- Assist Chemical Facilities Committee with scheduling and conducting facility tabletop and live drills as required by EPA.

Group discussed the West Virginia American Water table-top drill scheduled for November 18.

Finance Committee

Angela Akers

Not Present

Hazard Assessment & Planning/Mutual Resources

Tim Skiles

2025 Objectives

- Review 100% 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).

Tim reported that the Committee has completed the biennial review of the All-Hazard Plan.

Plan, Implementation & Evaluation Committee Ryan Bremar

2025 Objectives

- Review all incidents involving hazardous materials that meet the Federal EPA Reportable Quantity (RQ) guidelines, activation of the KPEPC All-Hazard Plan, or at the request of the KPEPC Executive Committee. This comprehensive review shall include the internal emergency response at the site where the incident occurred and the response from city, county, state, and local emergency response organizations.
- The committee will evaluate the effectiveness and implementation of the emergency response plan and recommend corrective actions and opportunities for improvement.
- A written report of committee findings will be provided to the KPEPC at the conclusion of the evaluation.

Nothing additional to report.

Chemical Facilities

Matt Harris

2025 Objectives

- Introduce KPEPC to the nonparticipating chemical facilities and secure representation for this Committee.
- Coordinate annual facility interaction as required by EPA for Tier II facilities exceeding the Extremely Hazardous Substance (EHS) threshold.
- Update mutual aid material listing.

Nothing additional to report.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

Dave Armstrong reviewed the features of the new Kanawha Alert app. The app contains several informational links.

City of Charleston Office of Emergency Management Chad Jones

Nothing additional to report.

Putnam County Office of Emergency Management Mikyle White

Nothing additional to report.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reviewed the 2025 Contribution status and compared the 2025 collected to the 2024 Contributions received. After discussion, Mikyle White made a motion to retain the 2026 Contribution Request at the current level. Chad Jones made a second to the motion. Motion passed.

Tom reviewed the 2025 SERC – LEPC Conference held October 1 and 2 at the Bridgeport Conference Center. Mikyle White, Chad Jones, CW Sigman, Barry Lindley, and Tom represented the KPEPC.

Tom reviewed the proposed 2026 Board of Directors and General Membership meeting dates. Please let Tom know if you see any conflicts.

5. RESPONSE PLAN COORDINATOR'S REPORT

Tom reported that Barry has completed 77 Facility Response Plans. The Plans have been reviewed with the local Fire Chief and County Emergency Manager. We are scheduled to deliver the signed Plans to Tony Domingo, WV TIER II Manager, for his review on November 14.

6. Old Business

No WVEMD update on our HMEP Grant for a Commodity Flow Study.

7. New Business

Ryan Bremar made a motion to accept the 2025 revised All-Hazard Plan annexes. Phillip Fout made a second to the motion. Motion passed.

Tim Skiles made a motion to continue the Response Plan Coordinator position as we are required to update the Facility Plans annually for SERC review. David Armstrong seconded motion. Motion passed.

Chad Jones made a motion to remove Section 7.3 – Labor Rate from our By-Laws as requested by the WV SERC. Phillip Fout made a second to the motion. Motion passed.

8. Adjournment

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