



BOARD OF DIRECTORS' MEETING
Wednesday, May 7, 2025 – 11:30 AM

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

The meeting was called to order by Mike Fisher at 11:40 AM. A roll call was made with the following members present Tom Keefer, Mikyle White, Mike Fisher, Phillip Fout, Barry Lindley, Matt Harris, Ryan Bremar, Dan Taaffe, and CW Sigman. Jason Sears was present as an alternate member.

Phillip Fout made a motion to approve March 5 and April 2, 2025, Board of Directors meeting minutes. Ryan Bremar seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair Marianne McClure Not Present

Vice Chair Mike Fisher

Mike reported Roquette acquired the Specialty Product (IFF) site May 1, 2025.

Secretary-Treasurer Angela Akers

Checking Account \$ 153,541.39

Reserve Account \$ 1,726.16

Money Market \$ 98,081.85

Total \$ 253,349.40

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.

Tom reported several drills attended since the last meeting. They included: 3/5 WV State-wide Medical Mass Casualty Drill, 4/16 United Dairy Ammonia release, 4/23 Corps of Engineer Summersville Dam rain/release, and 5/6 Covestro Acrylonitrile rail car storage yard incident.

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).

Tom reported the Post Event Reunification Annex is ready for membership comments. We will attempt to review comments, revise the proposed annex, and have ready for approval at the July 30 General Membership meeting.

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.

Matt reviewed the recent on-line committee meeting discussion and reminded everyone of the scheduled Metro 911 tour and meeting on May 15.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management

C.W. Sigman

CW advised the KC Ready vendor cannot repair the push notification link. He and Mikyle are having discussion with the National Weather Service on integrating community weather notification.

City of Charleston Office of Emergency Management

Chad Jones

Not present

Putnam County Office of Emergency Management

Mikyle White

Mikyle announced that Dave Turley has been hired as the Putnam County Fire Director.

Dave begins the role on June 1, 2025.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reported 153 invoices for a total of \$250,000.00 have been issued. To date, 77 invoice payments have been received totaling \$131,200.00.

The Primerica Money Market account has been established. Account initiation fees were \$2,521.42.

We submitted for the 2025 – 2026 WV SERC/LEPC grant. The grant allows \$ 4,000 per county limit. A request for the full \$8,000.00 was submitted.

5. RESPONSE PLAN COORDINATOR'S REPORT

Barry updated everyone on the Facility Response Plan development status. Most of the facility plans to cover sulfuric acid batteries are nearing completion. He has obtained Facility signatures on four plans.

6. Old Business

We discussed the two Commodity Flow Study proposals received from The Olsen Group, Ltd. and JH Consulting LLC. Ryan asked we contact CEC for their interest in project.

7. New Business

None

8. Adjournment

Mikyle White made a motion to adjourn at 12:45 PM. Dan Taaffe seconded the motion. The meeting was adjourned.