



BOARD OF DIRECTORS' MEETING
Wednesday, June 4, 2025 – 11:30 AM
Regulatory Training Center
120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Mike Fisher at 11:35 AM. A roll call was made with the following members present Tom Keefer, Mike Fisher, Phillip Fout, Dan Taaffe, Michael Hodge, Chad Jones, Tim Skiles and CW Sigman. Jason Sears and Omar Withrow were present as alternate members.

Phillip Fout made a motion to approve May 7, 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	Not Present
Vice Chair	Mike Fisher	Nothing additional
Secretary-Treasurer	Angela Akers	
Checking Account \$ 147,922.81		
Reserve Account \$ 1,726.88		
Money Market \$ 98,895.48		
Total \$ 248,545.17		

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.

Nothing additional to report

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.

Dan reported that the Regional Training Center is hosting an Atmospheric Storage Tank Emergencies training class on June 26. Contact Dan for registration. Class presented by High Heat Consulting, Houston, TX.

CW asked the Committee to look for available cargo truck response training.

Finance Committee

Angela Akers

After discussion, Chad Jones made a motion to move an additional \$75,000.00 from our checking account into the Primerica Money Market. Dan Taaffe seconded the motion.

Motion passed.

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 the Post Event Reunification Annex, A-29, is ready for membership approval. He made a motion to accept the new annex and submit it to the General Membership for approval at the July 30 meeting.

Phillip Fout seconded the motion. Motion passed.

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.

Not present

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.

Not present

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW reported our Search and Rescue Annex was recently used in Kanawha County. No upgrades required.

City of Charleston Office of Emergency Management Chad Jones

Chad asked about upgrading our community siren flyer information. The Emergency Managers will work on the information posted.

Putnam County Office of Emergency Management Mikyle White

Not present

4. ADMINISTRATOR'S REPORT Tom Keefer

Tom reported that our 2025 – 2026 SERC/LEPC Grant application has been accepted. Our \$8,000.00 payment should come soon.

5. RESPONSE PLAN COORDINATOR'S REPORT

Barry has 60 plans ready for outside review. The Board requests that we meet with the Fire Chief and Emergency Manager responsible for the facility to review and secure approval signatures.

6. Old Business

We discussed the two Commodity Flow Study proposals received from The Olsen Group, Ltd. and JH Consulting LLC. CW Sigman made a motion to accept the bid from JH Consulting and submit it to the WV SERC for funding. Jason Sears seconded the motion. Motion passed. The Flow Study will not be conducted if grant funding is not available.

7. New Business

CW Sigman made a motion to provide lunch for the June 26 training class. Chad Jones seconded the motion. Motion passed.

8. Adjournment

Jason Sears made a motion to adjourn at 12:40 PM. Phillip Fout seconded the motion. The meeting was adjourned.

Please note our next Board of Directors meeting is August 6, 2025. The July meeting was cancelled due to the holiday. A special meeting will be called for any unforeseen emergencies.