



**BOARD OF DIRECTORS' MEETING**  
**Wednesday, August 6, 2025 – 11:30 AM**

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

The meeting was called to order by Marianne McClure at 11:40 AM. A roll call was made with the following members present Tom Keefer, Marianne McClure, Dan Taaffe, Michael Hodge, Chad Jones, Tim Skiles, CW Sigman, Barry Lindley, Ryan Bremar, and Matt Harris. Jason Sears was present as an alternate member.

Tim Skiles made a motion to approve June 4, 2025, Board of Directors meeting minutes. Dan Taaffe 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	\$ 64,990.48	
Reserve Account	\$ 1,727.60	
Money Market	\$ 173,895.48	
Total	\$ 240,613.56	

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.

Not present

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 Regulatory Training Center is hosting six Pipeline Emergency training classes on August 26, 27, 28 and September 9, 10, and 11. Contact Dan for registration. Matt Harris discussed a tentative Covestro drill on August 19. More details later week.

Finance Committee

Angela Akers

Nothing additional

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, was approved at the July General Membership meeting. The Committee will now work on 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

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 today. He will be scheduling a committee meeting soon.

### 3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management

C.W. Sigman

CW reported they have received funding to replace the KC Ready app. More details to follow as the app is developed. KC Ready still issues updates but will not alarm the user.

City of Charleston Office of Emergency Management

Chad Jones

Nothing additional

Putnam County Office of Emergency Management  
Not present

Mikyle White

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reviewed the 2025 Contribution status. We have currently the same percentage of participation as 2024. The contributions received total is slightly less than double last year. After discussion of the WV DEP Above Ground Storage Tank program, the group decided to monitor tank registrations received without establishing a formal internal tracking program.

5. RESPONSE PLAN COORDINATOR'S REPORT

Barry reported that most Facility Response Plans are complete and ready for review by the responsible Fire Chief and County/City Emergency Manager.

6. Old Business

We discussed the status of WVEMD funding for a Commodity Flow Study. At this time, approved grant work must be completed and invoiced by September 24, 2025. This is not sufficient time to complete the project without jeopardizing the grant reimbursement. So, we will not proceed with a grant request at this time as approved at the June 4 meeting.

7. New Business

Tom reminded the membership of the upcoming Board of Directors election. We need to identify potential candidates for the December election.

8. Adjournment

CW Sigman made a motion to adjourn at 12:40 PM. Tim Skiles seconded the motion. The meeting was adjourned.