



**BOARD OF DIRECTORS' MEETING**  
**Wednesday, September 3, 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, Mike Fisher, Michael Hodge, Chad Jones, Tim Skiles, CW Sigman, Barry Lindley, Ryan Bremar, Mikyle White, Phillip Fout and Matt Harris. Jason Sears was present as an alternate member.

Michael Hodge made a motion to approve August 6, 2025, Board of Directors meeting minutes. Mike Fisher 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	Nothing additional
Secretary-Treasurer	Angela Akers	

Checking Account \$ 65,621.14

Reserve Account \$ 1,727.97

Money Market \$ 173,895.48

Total \$ 241,244.59

**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.

Matt Harris discussed the Covestro drill held on August 19 and response changes being considered. Barry Lindley reminded everyone of the three Pipeline Emergency Response training classes on September 9, 10, and 11 at the Dunbar Fire Department.

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).

The Committee is working on the biennial review of the All-Hazard Plan. They are actively holding review sessions for the Public Warning, Emergency Public Information, and Communications annexes. Please share any upgrades you have for consideration.

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.

The Committee met with Arclin Amines, Chemours, and Metro following the August 16 ammonia release. Several annex upgrades are being evaluated.

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 reported that a committee meeting is scheduled for September 4. Several agenda items for industry discussion as follow-up to the August 16 event.

### 3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management      C.W. Sigman

CW reported Metro had successfully used the wireless alert system for two recent events. The notification was well received by the affected residents and those travelling through the area.

City of Charleston Office of Emergency Management      Chad Jones

Nothing additional

Putnam County Office of Emergency Management      Mikyle White

Mikyle announced a Drone Operations class on October 27 and 28 at the Putnam County Sheriff Office. Class is open to anyone who requiring certification.

**4. ADMINISTRATOR'S REPORT**      Tom Keefer

Tom reviewed the 2025 Contribution status. We have received all the anticipated 2025 funding except for \$8,000 that is in the payment flow process.

Tom announced the 2025 SERC – LEPC Conference will be held October 1 and 2 at the Bridgeport Conference Center. Mikyle White, Chad Jones, CW Sigman, Barry Lindley, and Tom will attend as KPEPC representatives.

**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. We will meet with the Kanawha County Volunteer Fire Chiefs on September 17 to start the approval process.

**6. Old Business**

Mikyle White made a motion to accept a WVEMD HMEP Grant for a Commodity Flow Study. The Study must be completed by September 31, 2026. CW Sigman seconded the motion. Motion passed. Tom will contact JH Consulting and schedule the Study once State Purchasing gives final Grant authorization.

**7. New Business**

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

Mikyle White made a motion to cancel the October 8 Board of Directors meeting due to other scheduling conflicts. Tim Skiles seconded the motion. Motion passed.

**8. Adjournment**

Mikyle White made a motion to adjourn at 12:55 PM. Mike Fisher seconded the motion. The meeting was adjourned