



## Combined General Membership and Board of Directors Meeting

**Wednesday, December 10, 2025 – 11:30 AM**

Saint John XXIII Pastoral Center  
100 Hodges Road  
Charleston, West Virginia 25314

### Meeting Minutes

#### 1. Call to Order/Introductions

Marianne McClure called the meeting to order at 12:01 PM.

#### 2. Presentation

David Armstrong and Jordan Goble, Kanawha County Emergency Management, introduced the new Kanawha Alert public notification app. This replaces the KC Ready app which was no longer able to push out notifications. The new app is available from the App Store. They compared the similar features to Putnam Ready which is also available from the App Store.

Barry Lindley, KPEPC Response Plan Coordinator, summarized the 77 Facility Response Plans created this year as required by the WV State Emergency Response Commission (SERC). The plans are currently under SERC review. Barry will now start on the required annual review based on the facility HAZCONNECT chemical inventory submitted in January 2026.

#### 3. Approval of the Last Meeting Minutes

Jason Sears made a motion to accept the September 17, 2025, General Membership meeting minutes. Tim Skiles seconded the motion. Motion approved.

#### 4. Reports

##### Officer Reports

##### Name

Chair

Marianne McClure Nothing additional

Vice Chair

Mike Fisher Nothing additional

Secretary-Treasurer

Angela Akers

Checking Account \$ 41,717.03

Reserve Account \$ 1,729.04

Money Market \$ 182,851.01

|             |               |
|-------------|---------------|
| Tax Holding | \$ 2,915.22   |
| Total       | \$ 229,212.30 |

### 2025 Committee Reports

Business, Membership, and Community Outreach Mike Hodge

Not present

Communications Systems Committee Phillip Fout

Nothing additional to report.

Drill Planning, Exercise, and Training Dan Taaffe

Tom reported that several members participated in a West Virginia American Water tabletop drill on November 18. We will have 23 EPA required tabletop and functional drills to complete in 2026.

Finance Committee Angela Akers

See reporting above.

Hazard Assessment, Planning, and Mutual Resources Tim Skiles

Tim reported the All-Hazard Plan annexes have been reviewed and will be posted on our web site shortly.

Plan, Implementation, and Evaluation Committee Ryan Bremar

Nothing additional to report.

Chemical Facilities Matt Harris

Matt reminded everyone that their proposed 2026 drill schedule is due by December 15. Please plan to complete all drills by November 1, 2026.

### Emergency Manager Reports

Kanawha County Office of Emergency Management C.W. Sigman

CW had to leave due to response call.

Putnam County Office of Emergency Management Mikyle White

Mikyle had to leave due to response call.

City of Charleston Office of Emergency Management Chad Jones

Nothing additional to report.

Administrator Report

Tom Keefer

Tom reported the 2026 contribution request amounts will remain the same as in 2025. Please look for the request invoice in January. The contributions have allowed us to increase our responder activity funding.

Response Plan Coordinator

Barry Lindley

Nothing additional from meeting presentation.

5. Old Business

Nothing additional

6. New Business

We conducted our 2026 Board of Directors election. We welcome Angela Akers, Dan Taaffe, and Ryan Bremar to another three-year term.

7. Adjourn

Tim Skiles made a motion to adjourn at 12:43 PM. Barry Lindley seconded the motion. The meeting was adjourned.

The next General Membership meeting will be on January 28, 2026, at 11:30 AM.