



BOARD OF DIRECTORS' MEETING
Wednesday, November 6, 2024 – 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, Mike Fisher, Chad Jones, CW Sigman, Mikyle White, Michael Hodge, Phillip Fout, Marianne McClure, and Barry Lindley. Jason Sears and Noah Alvis were present as alternate members.

Phillip Fout made a motion to approve October 2, 2024, Board of Directors' meeting minutes. Marianne McClure seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Keith Vititoe	Not present
Vice Chair	Mike Fisher	Nothing additional
Secretary-Treasurer	Angela Akers	
Checking Account	\$ 113,739.72	
Reserve Account	\$ 63,436.65	
Total	\$ 177,176.37	

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Mike Hodge

2024 Objectives

- Follow-up with 2023 members no longer attending meetings.
- Assist with 2024 invoice follow-up.
- Establish Facebook and Twitter accounts and routinely post events.

Nothing additional to report

Communications Systems Committee Jeff Clark Not present

2024 Objectives

- Review 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 (around 44 facilities).
- Update the All-Hazard Plan communication annexes.

Drill Planning, Exercise & Training Dan Taaffe Not present

2024 Objectives

- Develop and share Shelter-In -Place information (Coordinate with the CAC Committees).
- Assist Chemical Facilities Committee with scheduling and conducting facility reviews and drills as required by EPA.
- Schedule and conduct a Kanawha County traffic diversion drill as requested by Sheriff Rutherford.

Tom reported three tabletop drills were conducted at Specialty Products, Chemours, and Arclin Amines since our last meeting.

Finance Committee Angela Akers Not present

Hazard Assessment & Planning/Mutual Resources Barry Lindley

2024 Objectives

- Review at least 50% 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).

Nothing additional to report

Plan, Implementation & Evaluation Committee Marianne McClure

2024 Objectives

- Develop a guideline/standard for conducting a PIE review.
- Design and roll All-Hazard Plan information out to local responders

Nothing additional to report

Chemical Facilities

Phillip Fout

2024 Objectives

- Develop the Hazardous Material Response Advisory program including roles, individual training certification required to join or respond, activation procedure, internal training plan, response coverage area, response structure, etc.
- Update mutual aid material listing.
- Introduce KPEPC to the nonparticipating chemical facilities and secure representation for Committee.
- Coordinate annual facility interaction as required by EPA for Tier II facilities exceeding the Extremely Hazardous Substance (EHS) threshold.

Nothing additional to report

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW reviewed some concerns with our current Traffic Control Plan. See notes under Old Business.

City of Charleston Office of Emergency Management Chad Jones

Nothing additional to report

Putnam County Office of Emergency Management Mikyle White

Mikyle reported that the WV EMD is planning a hazardous material response workshop for Fall 2025. We discussed KPEPC participation. He also informed the Board that Hurricane is requesting Putnam County Commission approval for the annexing of land

currently in Cabell County. He inquired if we would coordinate response planning for the area since it is in another County.

4. ADMINISTRATOR'S REPORT

Tom Keefer

A letter was sent to all TIER II Facility Owners and Emergency Contacts advising the 2025 contribution rate increase, the Facility Response Plan requirements and development plans, and requesting input on how we can better work together. The letter generated several additional follow-ups.

Tom reviewed the proposed 2024 By Law Revisions for Membership approval at our December 11 meeting. No action required.

We held our Annual Public Meeting at the Putnam County Emergency Services office on October 24. The meeting was attended by two non-Board members and five Board members.

5. RESPONSE PLAN COORDINATOR'S REPORT

Barry updated everyone on the Facility Response Plan development status. He has downloaded the current TIER II information and is starting to fill out facility reports. We will be meeting on November 8 with Tony Domingo, WV EMD TIER II Manager, to review our status and errors we are finding in the filed reports.

6. Old Business

CW will form an Ad Hoc Committee to revise the Traffic Diversion Plan. The Committee will consist of the three Emergency Managers and identified personnel from law and the WV DOH.

7. New Business

Mikyle White brought forward a request from the Hurricane Fire Department for us to issue a letter of support for their proposed training ground. After discussion, CW Sigman made a motion to issue a letter of support to the WV EMD. Chad Jones seconded motion. The motion passed with one member abstaining.

8. Adjournment

Michael Hodge made a motion to adjourn at 12:52 PM. Mikyle White seconded motion. The meeting was adjourned.