



**General Membership and Board of Director's Meeting  
Wednesday, December 11, 2024 – 11:30 AM**

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

**Meeting Minutes**

1. Call to Order/Introductions

Mike Fisher called the meeting to order at 12:10 PM.

2. Presentation

Tom Keefer reviewed the proposed KPEPC By-Laws that were circulated to members for review after our September 25, 2024, meeting. With no further discussion, CW Sigman made a motion to accept the revisions. Marianne McClure seconded the motion. Motion approved by members.

Tom presented the three Board of Directors nominations for 2025. They were: Marianne McClure, Matt Harris, and Tim Skiles. With no additional nominations from the floor, CW Sigman made a motion to accept these candidates for the three open positions. Omar Withrow seconded the motion. Motion approved by the members. Welcome to the Board of Directors.

3. Approval of Last Meeting Minutes

Marianne McClure made a motion to accept the September 25, 2024, General Membership meeting minutes. Tim Skiles seconded the motion. Motion approved.

4. Reports

Officer Reports

Name

Chair

Keith Vititoe

Not present

Vice Chair

Mike Fisher

Nothing additional

Secretary-Treasurer

Angela Akers

Checking Account \$ 121,741.51

Reserve Account \$ 63,501.64

Total \$ 185,243.15



Barry reviewed the status of the Facility Response Plan development effort. He is finding several errors with the Haz Connect data filed. Facilities are giving incorrect locations, incorrect chemical properties, and filing for materials not required. He is contacting the Facility Tier II Coordinator for correction. Facilities should see preliminary Plans soon. Please review, add additional information as requested, and return for upgrading. Our goal is to have all Plans approved by six levels of review by June, 2025.

5. Old Business

No additional business.

6. New Business

Brad McGee, WV Department of Homeland Security, CISA, reviewed the leading threat assessment topics for next year. The top priorities are: Transportation, Cyber Communications, Energy, and Waste Water. If your facility would like assistance with a threat assessment evaluation please contact Brad.

7. Adjourn

Ryan Bremar made a motion to adjourn at 12:35 PM. Doug Douglas seconded motion. The meeting was adjourned.

The next General Membership meeting will be on January 29, 2025, at 11:30 AM.