



**BOARD OF DIRECTORS' MEETING**  
**Wednesday, February 5, 2025 – 11:30 AM**

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

The meeting was called to order by Marianne McClure at 11:35 AM. A roll call was made with the following members present Tom Keefer, Mikyle White, Michael Hodge, Phillip Fout, Marianne McClure, Barry Lindley, Tim Skiles, Matt Harris, Ryan Bremar, Dan Taaffe, Chad Jones, and CW Sigman. Jason Sears and Omar Withrow were present as alternate members.

Mike Hodge made a motion to approve the January 8, 2025, Board of Directors meeting minutes. Barry Lindley seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Marianne McClure	Nothing additional
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Vice Chair	Mike Fisher	Not present
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Secretary-Treasurer	Angela Akers	
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Checking Account	\$ 97,798.62
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Reserve Account	\$ 63,636.36
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Total	\$ 161,434.98
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2. COMMITTEE REPORTS:

Business, Membership & Community Outreach	Mike Hodge
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2025 Objectives

- Follow-up with 2024 members no longer attending meetings.
- Assist with 2025 invoice follow-up.
- Upgrade web site and routinely post activity.

Mike will prepare and distribute a membership letter summarizing our 2024 program completions and introducing our 2025 objectives.

Communications Systems Committee

Phillip Fout

2025 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.
- Update the All-Hazard Plan communication annexes.

Phillip is collecting the draft annex revisions from 2024 and circulating for comments.

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.

Tom reported the 2025 EPA drill requirements and scheduling form was issued to 22 facilities. Eighteen of the facilities have a registered RMP program. Four facilities were added to the list because of the chemical being handled by the facility.

Finance Committee

Angela Akers

Not present

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 has been reviewing the 2025 work required and will be scheduling a committee meeting shortly.

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 to report,

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 will be scheduling a committee meeting shortly.

### 3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management      C.W. Sigman

CW discussed the recent WV Emergency Management Planning Summit. We need to add an incident reunification annex to our All-Hazard Plan. Hopefully, we can model the annex from the February 12 training session provided by the I Luv You Guys group.

City of Charleston Office of Emergency Management

Chad Jones

Nothing additional

Putnam County Office of Emergency Management

Mikyle White

Mikyle discussed the need for maintaining the All-Hazard Plan for county FEMA grants in addition to the new facility response plans required by EPA and WVSERC.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reported a WVSERC Grant authorization for 4Q24 Response Plan Preparation was submitted on January 27, 2025. The grant request was for \$23,360.00

We are getting several drill requests for the year in addition to the 22 RMP drills.

Each Committee Chair was requested to review and upgrade the 2025 Committee objectives.

5. RESPONSE PLAN COORDINATOR'S REPORT

Barry updated everyone on the Facility Response Plan development status. He has received 30% of the plans returned with additional facility specific information. He is merging all the data into a final plan for signatures.

6. Old Business

Tom reviewed the attached Money Market proposal. CW Sigman made a motion to accept the proposal and open a Primerica Money Market account. The motion authorizes the KPEPC Executive Committee, Administrator, and accountant as authorized agents. Matt Harris seconded the motion. Motion passed.

7. New Business

After discussing our City National Bank checking signature authorizations, CW Sigman made a motion to remove Krist Farley-Raines, Tim McDaniel, John Dearnell, and Susan Graves from the authorization card. Chad Jones seconded the motion. Motion passed. CW made a motion to add Marianne McClure, Mike Fisher, Angela Akers, Susan Graves, and Tom Keefer to the signature card. Mikyle White seconded motion. Motion passed.

Tom reviewed the 2025 Board meeting schedule and potential conflicts. The Board agreed to cancel the July 2 meeting, move the October 1 meeting to October 8, and move the November 5 meeting to November 12.

8. Adjournment

Mikyle White made a motion to adjourn at 1:00 PM. Chad Jones seconded motion. The meeting was adjourned.