



**BOARD OF DIRECTORS' MEETING**  
**Wednesday, March 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 11:36 AM. A roll call was made with the following members present Tom Keefer, Mikyle White, Mike Fisher, 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.

Tim Skiles made a motion to approve the February 5, 2025, Board of Directors meeting minutes. Ryan Bremar 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 | Nothing additional |
|------------|-------------|--------------------|

|                     |              |  |
|---------------------|--------------|--|
| Secretary-Treasurer | Angela Akers |  |
|---------------------|--------------|--|

|                  |               |
|------------------|---------------|
| Checking Account | \$ 117,279.95 |
|------------------|---------------|

|                 |              |
|-----------------|--------------|
| Reserve Account | \$ 63,697.38 |
|-----------------|--------------|

|       |               |
|-------|---------------|
| Total | \$ 180,977.33 |
|-------|---------------|

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.

Not present

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.

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.

Nothing additional to report.

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 reported on the March 3 Committee meeting to start drafting a Reunification Plan annex. The group hopes to have an initial annex for review on March 28.

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 has scheduled an initial committee meeting for March 20.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management      C.W. Sigman

CW gave a brief overview of the recent flooding. The wireless alert notification system worked well. Some area flooding was minimized because the County had actively cleaned out culverts and storm drains in known flood prone areas..

City of Charleston Office of Emergency Management      Chad Jones

Nothing additional to report.

Putnam County Office of Emergency Management      Mikyle White

Nothing additional to report.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reported 153 invoices for a total of \$250,000.00 had been issued. To date, 33 invoice payments have been received totaling \$50,000.00.

The City Nation Bank account signature cards have been updated. They were last updated on 2007.

The Primerica Money Market account has been established. Funding will be transferred into this account shortly.

5. RESPONSE PLAN COORDINATOR'S REPORT

Barry updated everyone on the Facility Response Plan development status. Most of the facility plans to cover sulfuric acid batteries are nearing completion.

6. Old Business

No additional items covered.

7. New Business

Mikyle White stated the issue of no Commodity Flow Study being conducted since 2014 was discussed in a NIMS course. We should complete one every three years. We will explore the grant possibilities for funding. Tom reported a Kanawha River Railroad listing was requested. Mikyle and CW will request a CSX car listing.

8. Adjournment

Phillp Fout made a motion to adjourn at 12:00 PM. Ryan Bremar seconded the motion. The meeting was adjourned.