BOARD OF DIRECTORS' MEETING
Wednesday, January 14, 2026 – 11:30 AM

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

The meeting was called to order by Marianne McClure at 11:50 AM. A roll call was made with the following members present Marianne McClure, Tom Keefer, Chad Jones, Tim Skiles, Ryan Bremar, Mikyle White (Call in), Phillip Fout, Matt Harris, Dan Taaffe, Joe Stevens, CW Sigman, Mike Fisher, and Barry Lindley. Omar Withrow and Scott Smith were present as alternate members. Dr. Matt Blackwood and Tony Domingo were present from the WV Emergency Management Division.

Phillip Fout made a motion to approve November 12, 2025, Board of Directors meeting minutes. Tim Skiles seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Marianne McClure	Nothing additional
Vice Chair	Mike Fisher	Nothing additional
Secretary-Treasurer	Angela Akers	

Checking Account	$ 30,900.02
Reserve Account	$ 1,729.04
Money Market	$ 182,851.01
Tax Holding	$ 2,915.22
Total	$ 218,395.29

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach — Mike Hodge

2026 Objectives

- Follow-up with 2025 members no longer attending meetings.
- Assist with 2026 invoice follow-up.

- Upgrade the web site and routinely post activity.

  Mike was not present due to a work assignment change. He resigned from the Board effective December 11, 2025.

Communications Systems Committee Phillip Fout

2026 Objectives

- Review the current communication process between facilities and 911 dispatch centers and recommend changes to All-Hazard Plan annexes.
- 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

2026 Objectives

-Assist Chemical Facilities Committee with scheduling and conducting facility tabletop and live drills as required by EPA RMP regulations.

Group discussed the attached 2026 Drill Schedule. It will be a busy drill year.

Finance Committee Angela Akers Not Present

Hazard Assessment & Planning/Mutual Resources Tim Skiles

2026 Objectives

- Review the All-Hazard Plan Annexes and Basic Plan. Consider revisions and upgrades identified from drills.
- Consider a method for providing quick chemical reference for material shipping into or out of our area.
- Update the Traffic Diversion Annex.

  Tim reported that the Committee has completed the biennial review of the All-Hazard Plan.

Plan, Implementation & Evaluation Committee Ryan Bremar

2026 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

2026 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.
- Assist with communicating EPA requirements with all Tier II facilities.

Nothing additional to report.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

Nothing additional to report.

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 reviewed the 2025 financial report and anticipated 2026 contributions.

5. RESPONSE PLAN COORDINATOR'S REPORT

   Barry covered plans for reviewing the existing facility plans and proposed additional information. He presented a list of additional facilities to consider for developing plans based on their chemical inventory hazards. We will add additional facilities as time allows.

6. Old Business

   Tom stated the WVEMD HMEP Grant for a Commodity Flow Study was close to authorization. We will discuss the process for conducting the Flow Study in February.

7. New Business

   Marianne appointed Joe Stevens as the replacement for Michael Hodge. Joe will complete the one year remaining in Michael's Term.

   CW Sigman made a recommendation to accept the proposed officer and Committee Chair proposal (attached). Chad Jones seconded the motion. Motion passed.

   The Board held a lengthy discussion on maintenance concerns at the Winfield Locks. We will conduct additional meetings to assess any additional planning requirements.

8. Adjournment

   Tim Skiles made a motion to adjourn at 1:30 PM. Mike Fisher seconded the motion. The meeting was adjourned.