BOARD OF DIRECTORS' MEETING
Wednesday, October 21, 2026 – 11:30 AM

Putnam County Sheriff Conference Room
236 Courthouse Drive, Winfield, WV 25213

The meeting was called to order by Marianne McClure at 11:45 AM. A roll call was made with the following members present: Marianne McClure, Tom Keefer, Joe Stevens, Tim Skiles, Chad Jones, Matt Harris, Jason Sears, Mikyle White, Mike Fisher, and Barry Lindley. Dave Armstrong and Noah Avis were present as alternate members.

Joe Stevens made a motion to approve September 16, 2026, 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
Vice Chair	Mike Fisher	Nothing Additional

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach — Joe Stevens

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.

Nothing additional to report

Communications Systems Committee — Jason Sears

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.

Not Present

Finance Mike Fisher

Checking Account	$ 20,870.75
Money Market	$ 226,074.25
Tax Holding	$ 2,958.44
Total	$ 249,903.44

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 continues to review and update All-Hazard Plan Annexes. The next review session is scheduled for 11/9 with participation from the Kanawha Charleston Health Department and American Red Cross representatives.

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.

Not Present

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.

Matt reported the committee will meet in November for year-end activities.

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

Chad reported on a functional drill at the University of Charleston on October 19.

The drill simulated multiple exposures from organophosphate pesticide release.

Putnam County Office of Emergency Management Mikyle White

Nothing additional to report

4. ADMINISTRATOR'S REPORT Tom Keefer

   Tom reported that JW Harvey Consulting has completed data collection for the Commodity Flow Study. The final draft report is in preparation.

   Tom reminded everyone of the 2026 Annual Public Meeting scheduled at 1:00 following the Board meeting.

5. RESPONSE PLAN COORDINATOR'S REPORT

   Barry reported he is nearing completion of the 77 2026 Facility Response Plans. He has identified approximately 200 hazardous chemicals to include in our chemical data sheet file. He has identified over 700 chemicals moving in, out, or through the area.

6. Old Business

   Tom gave a summary of the facility survey results for release of the Facility Response Plans. The responses are attached for review. Chad reported that the WV SERC agreed the plans should be available to the Emergency Managers on a protected drive. However, the HAZCONNECT system may not be that system. Chad made a motion that the KPEPC create a protected share drive for this purpose. Dave Armstrong seconded motion. Motion passed. Chad asked Mikyle White to assist with creating the shared drive.

7. New Business

   The group discussed ways to improve our meeting participation and efficiency. Everyone was asked to bring ideas to our November 18 meeting for discussion.

8. Adjournment

   Joe Stevens made a motion to adjourn at 1:00 PM. Tim Skiles seconded the motion. The meeting was adjourned. The next Board meeting will be on November 18 at the KPEPC Office.