BOARD OF DIRECTORS' MEETING
Wednesday, February 4, 2026 – 11:30 AM

Regulatory Training Center

120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Marianne McClure at 11:30 AM. A roll call was made with the following members present Marianne McClure, Tom Keefer, Chad Jones, Tim Skiles, Ryan Bremar, Mikyle White, Dan Taaffe, Joe Stevens, CW Sigman, Mike Fisher, and Barry Lindley. Omar Withrow, Jason Sears, and David Armstrong were present as alternate members.

CW Sigman made a motion to approve January 14, 2026, Board of Directors meeting minutes. Mike Fisher 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	$ 71,839.31
Reserve Account	$ 1,729.78
Money Market	$ 183,258.79
Tax Holding	$ 2,859.72
Total	$ 259,687.60

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.

Waiting for contribution request returns to slow before contacting facilities.

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 2026 Drill Schedule. US Methanol has a tabletop drill scheduled for February 19.

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.

Nothing additional to report.

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.

Not present

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW reported they are working on an ATV Train-the-trainer course. Dave announced the County would take possession of a new fire truck and incident command unit this Spring.

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 2026 contributions to-date. We have received 32 contributions totaling $64,300.00.

5. RESPONSE PLAN COORDINATOR'S REPORT

   Barry covered plans for updating the existing facility plans and proposed additional information. He reported the KPEPC Web Site has been updated with revised By-Laws and All-Hazard Plan annexes.

6. Old Business

   Tom stated the WVEMD HMEP Grant for a Commodity Flow Study was authorized. JH Consulting, LLC has been awarded the contract to conduct the Flow Study.

7. New Business

   Tom gave an update on maintenance concerns at the Winfield Locks. The Corps of Engineers are modeling a variety of flow conditions for review. The models are tentatively scheduled for review on February 12. Future meetings will be developed after this review.

   Marianne discussed potential KPEPC By-Law changes. She will propose several changes for Board review at a later meeting.

   We discussed opportunities to enhance training for local responders. Please submit any thoughts to Tom.

8. Adjournment

   Marianne McClure made a motion to adjourn at 12:35 PM. Mikyle White seconded the motion. The meeting was adjourned.