KPEPC
KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE

BOARD OF DIRECTORS' MEETING
Wednesday, March 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 11:35 AM. A roll call was made with the following members present Marianne McClure, Tom Keefer, Chad Jones, Ryan Bremar, Mikyle White, Joe Stevens, CW Sigman, Matt Harris, and Barry Lindley. Jason Sears and David Armstrong were present as alternate members.

CW Sigman made a motion to approve February 4, 2026, 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
Vice Chair	Mike Fisher	Not Present
Secretary-Treasurer	Angela Akers	

Checking Account	$ 114,512.63
Reserve Account	$ 1,730.11
Money Market	$ 183,258.79
Tax Holding	$ 2,859.72
Total	$ 302,361.25

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.

Joe plans to start contacting facilities that have not made 2026 contributions.

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.

Not Present

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.

US Methanol had a tabletop drill on February 19. Group discussed the Covestro field drill scheduled for March 24. Matt Harris will advise how many observers are requested.

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.

Not Present

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.

Matt reported he is contacting facilities to schedule the required 2026 RMP drills. He plans a committee meeting on April 7.

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. They are conducting several first aid/CPR training sessions.

City of Charleston Office of Emergency Management Chad Jones

Chad reported on a WVDOH meeting regarding the I-64 Fort Hill bridge deck replacement. Deck work will begin 24/7 on January 1, 2027, with only one lane open

each way. Work is scheduled to last 10 months. Work information updates and schedules can be found at I64FortHill.com.

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 69 contributions totaling $116,500.00.

5. RESPONSE PLAN COORDINATOR'S REPORT

   Barry discussed issues he encountered with HAZCONNECT. He has a meeting with them in two weeks to work on issues.

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. FEMA has currently frozen all payments until US DHS is reauthorized.

7. New Business

   Tom gave an update on maintenance concerns at the Winfield Locks and replies from the chemical facilities. The next steering committee is March 13. Future group 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.

   Chad Jones made a motion to move $70,000 from our City National Bank checking account to Osaic Money Market. He also moved we close the City National Bank reserve checking account. Joe Stevens seconded the motion. Motion passed.

8. Adjournment

   Joe Stevens made a motion to adjourn at 12:46 PM. Mikyle White seconded the motion. The meeting was adjourned.