KPEPC
KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE

BOARD OF DIRECTORS' MEETING
Wednesday, April 1, 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, Tim Skiles, Dan Taaffe, Mike Fisher, and Barry Lindley. David Armstrong was present as an alternate member.

CW Sigman made a motion to approve March 4, 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	$ 45,949.28
Reserve Account	$ 1,730.11
Money Market	$ 260,745.04
Tax Holding	$ 2,972.44
Total	$ 311,396.87

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 is contacting facilities that have not made 2026 contributions to verify they got our contribution request.

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.

We discussed several upcoming training courses and drills. They are:

Roquette Field Drill 4/15

Southern Medical Coalition Medical Drill 4/21

HSEEP Training Course 5/5 and 6

DOW Rail Security Drill 5/6

Amtrak Passenger Train Emergency Response Training 5/20, 21, and 22

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.

A committee meeting is scheduled for April 7 to discuss the 2026 drill schedule and review the All-Hazard Plan Annex list.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW and Dave discussed the community siren repairs they are encountering. The system is getting age dated.

City of Charleston Office of Emergency Management Chad Jones

Nothing additional to report.

Putnam County Office of Emergency Management Mikyle White

Mikyle discussed recent events where a jet ski and boat were both floating free in the Kanawha River. Law Enforcement is working on the owner's identity.

4. ADMINISTRATOR'S REPORT Tom Keefer

   Tom announced we will be hosting a WVEMD LEPC Workshop at 9:00 AM on April 17.

5. RESPONSE PLAN COORDINATOR'S REPORT

   Barry discussed the continuing issues he encounters with HAZCONNECT.

6. Old Business

   Tom stated the WVEMD HMEP Grant for a Commodity Flow Study was authorized using DOT funding. Tom will coordinate the study start with JH Consulting, LLC.

   Tom gave an update on the Winfield River water loss impact activity. The next steering committee meeting is April 22. We are obtaining useful information for our All-Hazard Plan Annex creation.

   Marianne discussed proposed KPEPC By-Law changes. CW Sigman made a motion to accept the latest revisions. Ryan Bremar seconded motion. Motion passed. The By-Laws will be presented at the May 27 General Membership meeting for final approval.

7. New Business

   Mikyle White made a motion to change the Board meetings from the first Wednesday of each month to the third Wednesday. Ryan Bremar seconded the motion. Motion passed.

   Mikyle White made a motion for the KPEPC to provide lunch and snacks for the HSEEP training course on May 5 and 6. CW Sigman seconded the motion. Motion passed.

8. Adjournment

   Tim Skiles made a motion to adjourn at 12:30 PM. Mikyle White seconded the motion. The meeting was adjourned. The next Board meeting will be on May 20.