KPEPC
KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE

BOARD OF DIRECTORS' MEETING
Wednesday, May 20, 2026 – 11:30 AM

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

The meeting was called to order by Marianne McClure at 11:40 AM. A roll call was made with the following members present Marianne McClure, Tom Keefer, Ryan Bremar, Mikyle White, Joe Stevens, CW Sigman, Dan Taaffe, Mike Fisher, Phillip Fout, and Matt Harris. David Armstrong and Jason Sears were present as alternate members.

Phillip Fout made a motion to approve April 1, 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	$ 35,939.09
Reserve Account	$ 1,730.83
Money Market	$ 255,362.00
Tax Holding	$ 2,972.42
Total	$ 296,004.34

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

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

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 completed and upcoming drills. Discussed were:

Roquette Field Drill 4/15

Southern Medical Coalition Medical Drill 4/21

Innovative Water Care Field Drill 5/1

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

AC&S Tabletop 6/9

Covestro Rail Yard Field Drill 6/10

WVEMD has inquired about interest in rescheduling the HSEEP Course. We will look for a Fall schedule opportunity.

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.

Ryan reported on follow-up activity to-date concerning the Catalyst Refiners event on April 22, 2026.

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 was held April 7 to discuss the 2026 drill schedule and review the All-Hazard Plan Annex list. They plan to meet again in late June.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW reported on some of the Catalyst Refiners follow-up activity underway.

City of Charleston Office of Emergency Management Chad Jones

Not present

Putnam County Office of Emergency Management Mikyle White

Mikyle discussed three drills being coordinated by the Emergency Managers with WVEMD Training. The drills are currently scheduled for:

Putnam County 7/14

City of Charleston 8/11

Kanawha County 9/22

4. ADMINISTRATOR'S REPORT Tom Keefer

   Tom reported on the May 6 WV SERC meeting. The Commission did not have a quorum to conduct business. We asked for feedback on getting signatures applied to our 2025 Facility Response Plans so they can be shared. We also discussed the lack of a TIER I list or availability for us to see Hazconnect pipeline data.

5. RESPONSE PLAN COORDINATOR'S REPORT
   Not present

6. Old Business
   Tom stated the WVEMD HMEP Grant for a Commodity Flow Study was authorized using DOT funding. Tom and Barry have provided initial starting information to JH Consulting, LLC. They are scheduled to start road observations in June.

   Tom gave an update on the Winfield River water loss impact activity. No future meetings scheduled by the task group. Tom will contact WVEMD and request a meeting.

7. New Business
   Phillip Fout resigned from the Board of Directors due to a job change. Marianne named Jason Sears as the replacement to fill the opening until the next election.

   Ryan Bremaar made a motion to support complying with the numerous FOIA requests being received from the Catalyst Refiners event. Matt Harris seconded the motion. Motion passed.

8. Adjournment

   Mike Fisher made a motion to adjourn at 12:30 PM. Matt Harris seconded the motion. The meeting was adjourned. The next Board meeting will be on June 17.