KPEPC
KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE

BOARD OF DIRECTORS' MEETING
Wednesday, June 17, 2026 – 11:30 AM

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

The meeting was called to order by Marianne McClure at 11:38 AM. A roll call was made with the following members present Marianne McClure, Tom Keefer, Ryan Bremar, Joe Stevens, Mike Fisher, Tim Skiles, Chad Jones, and Matt Harris. David Armstrong was present as an alternate member.

Tim Skiles made a motion to approve May 20, 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

Marianne announced that Angela Akers resigned from the KPEPC Board of Directors.

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.

Joe reported he has drafted a contribution request letter to mail to all facilities that have not contributed this year. He plans for a July mailing.

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.

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 completed and upcoming drills. Discussed were:

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

AC&S Tabletop 6/9

Putnam County Truck Incident Tabletop 7/14

Total Distribution (TDI) Tabletop 7/16

Finance Mike Fisher

Checking Account	$ 25,714.18
Reserve Account	$ 1,731.20
Money Market	$ 246,268.38
Tax Holding	$ 2,958.44
Total	$ 276,672.20

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 the committee will meet on 6/25 to start the biennial review of our All-Hazard Plan annexes.

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.

  Tom reported on the 6/3 Service Transport truck wreck AAR meeting held on June 16.

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 is planning to meet in late June. He requested members submit any incident learnings they obtained from recent events or drills. He wants to compile the learnings for sharing at the meeting.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

Dave Armstrong reported they are developing a traffic diversion plan for Kanawha County. They plan to complete it by 10/26.

City of Charleston Office of Emergency Management Chad Jones

Chad reminded everyone of the Charleston activities planned through July 4. Many road closures and detours to maneuver around.

Putnam County Office of Emergency Management Mikyle White

Not present

4. ADMINISTRATOR'S REPORT Tom Keefer

   Nothing additional

5. RESPONSE PLAN COORDINATOR'S REPORT

   Not present

6. Old Business

   Nothing discussed

7. New Business

   Tom presented a request from Brenntag Mid-South for our participation in a facility drill scheduled for 9/29/26. The Board had no objection and will add event to our drill schedule.

   Marianne discussed Angela's resignation. At this time, she will leave the Board seat open until our 2027 election. She proposed adding herself and Mike Fisher to all committees for increased meeting attendance. With no objections raised, they will be added to the rosters.

8. Adjournment

   Mike Fisher made a motion to adjourn at 12:33 PM. Tim Skiles seconded the motion. The meeting was adjourned. The next Board meeting will be on July 15.