KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE

BOARD OF DIRECTORS' MEETING
Wednesday, July 15, 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, Joe Stevens, Mike Fisher, Tim Skiles, Chad Jones, CW Sigman, Barry Lindley, Mikyle White, Jason Sears, and Matt Harris. Phillip Fout and Omar Withrow were present as alternate members.

Tim Skiles made a motion to approve June 17, 2026, Board of Directors meeting minutes. Matt Harris 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

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 status of a follow-up 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.

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:

Putnam County Truck Incident Tabletop 7/14

Total Distribution (TDI) Tabletop 7/16

City of Charleston Tabletop 8/18

West Virginia Chemical Sector Tabletop 9/29

Finance Mike Fisher

Checking Account	$ 15,268.27
Reserve Account	$ 1,731.56
Money Market	$ 246,268.38
Tax Holding	$ 2,958.42
Total	$ 266,226.63

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 meet on 7/14 to continue review of Annexes FA-08, Health and Medical, and FA-16, Chemical HazMat Response.

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 proposed an Incident Review Checklist for the PIE Committee use when reviewing incident responses using our All-Hazard Plan. Checklist was accepted and referred to the Hazard Assessment Committee for inclusion in the All-Hazard Plan.

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 on July 22 to discuss lessons learned in recent activities and finalize the 2026 RMP drill schedule.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW reported they are scheduling several hazardous material courses for the near future.

City of Charleston Office of Emergency Management Chad Jones

Nothing additional

Putnam County Office of Emergency Management Mikyle White

Nothing additional

4. ADMINISTRATOR'S REPORT Tom Keefer

   Tom reported that JW Harvey Consulting will start the traffic observations for our Commodity Flow Study on July 16.

   Tom raised scheduling the KPEPC Annual Public Meeting. Putnam County will be the meeting location this year. After calendar reviews, the Board agreed to move the October 21 Board meeting location to Putnam County and hold the Annual Meeting immediately following at 1:00 PM. Mikyle will secure a meeting location.

5. RESPONSE PLAN COORDINATOR'S REPORT
   Nothing additional

6. Old Business
   Nothing discussed

7. New Business
   Mikyle requested we move our August 19 Board meeting to August 20 (one day later). After discussion, the Board agreed to delay the meeting one day.

8. Adjournment
   Mikyle White made a motion to adjourn at 1:00 PM. Chad Jones seconded the motion. The meeting was adjourned. The next Board meeting will be on August 20.