BOARD OF DIRECTORS' MEETING
Wednesday, September 16, 2026 – 11:30 AM

Regulatory Training Center

120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Tim Skiles at 11:37 AM. A roll call was made with the following members present Tom Keefer, Joe Stevens, Tim Skiles, Chad Jones, CW Sigman, Matt Harris, Ryan Bremar, Jason Sears, and Dan Taaffe. Omar Withrow was present as an alternate member.

Dan Taaffe made a motion to approve August 20, 2026, Board of Directors meeting minutes. Jason Sears seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Marianne McClure	Not Present
Vice Chair	Mike Fisher	Not Present

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 to report

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 to report

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 registration and details for the West Virginia Chemical Sector Tabletop on 9/29 at the Mardi Gras Resort.

Finance Mike Fisher

Checking Account	$ 217.21
Money Market	$ 246,268.38
Tax Holding	$ 2,958.42
Total	$ 249,444.01

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 that the committee continues to review Annexes FA-08, Health and Medical, and FA-16, Chemical HazMat Response. The next review session is scheduled for 9/25.

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 present

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 asked for possible meeting dates in October.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW gave an update on recent flooding.

City of Charleston Office of Emergency Management Chad Jones

Chad reported on recent informational meetings concerning the deck replacement of the Eugene Carter Bridge. Tom added the WV DOH will give a construction plan review at our 9/30 General Membership meeting.

Putnam County Office of Emergency Management Mikyle White

Not Present

4. ADMINISTRATOR'S REPORT Tom Keefer

   Tom reported that JW Harvey Consulting has completed data collection for the Commodity Flow Study. The final report should be published in September. The WV Emergency Management Division is holding an Integrated Preparedness Planning Workshop (IPPW) on 9/18 at the Waler Smittle Training Center, Ripley, WV.

5. RESPONSE PLAN COORDINATOR'S REPORT

   Tom reported that Barry had reviewed several listings of hazardous materials shipping into, out of, or through the area and identified around 200 materials requiring an information data sheet as approved at the August meeting.

6. Old Business

   Tom reported that the WV SERC had received our request to discuss lack of Facility Response Plan approval at their next meeting. Tom reported that 22 facilities to date had responded to our memo requesting approval to release the 2025 Facility Response Plans. Of the 22 facilities, 17 (three chemical facilities and 14 battery storage facilities) authorized release, 2 facilities wanted a meeting to review layers of protection prior to release, and 3 facilities have closed since the Plans were prepared.

7. New Business

   Tom discussed the three expiring Board terms and provided 2027 nomination forms. The election will be held at the December 9 Combined General Membership – Board meeting.

8. Adjournment

   Joe Stevens made a motion to adjourn at 12:10 PM. Matt Harris seconded the motion. The meeting was adjourned. The next Board meeting and Annual Public meeting will be on October 21 at the Putnam County Emergency Management Center, Winfield.