

LEPC Agenda

September 20, 2017

1. Welcome

2. Minutes – 19 July 2017

Entertain a motion to approve the minutes as read or corrected as needed.

3. September 2017 Treasurers Report – Tom Culley – expenditures since last meeting

- a. Deposit – Interest Received - \$107.10
- b. Expenditure - Verizon – 21Jun-20Jul - \$125.17 – Administrative Communications Equipment
- c. Expenditure - Brooks Uppercrust Pizza - \$95.21 – July Meeting Stipend
- d. Expenditure - Verizon – 21Jul-20Aug - \$125.79 – Administrative Communications Equipment
- e. Deposit – HMEP Grant Disbursement - \$3,964.54
- f. Current balance - \$60,043.70

Entertain a motion to approve the expenditures, deposits, and interest received and to approve the current balance.

4. LEPC Requirements – Tom Culley

Pending – LEPC Plan Update due by 17 October – initial stages of updating plan based on best submitted LEPC plan from Monroe County. Julie and I have been working towards putting our plan together. We will be reaching out to the fire departments to get the following information:

- a. List the resource organizations and contact persons
 - i. Fire Departments
 - ii. EMS
 - iii. Hospitals
- b. List the resources available from each resource organization
- c. List equipment/resources that the facilities have on hand – include response capability and maximum capacity available
- d. Identify who has the authority to commit resources from each organization
- e. List each response agency in the county. List their current Hazmat Certification levels and number of personnel at each level
- f. Include a calendar of LEPC sponsored training activities for the upcoming year (i.e. Hazmat Awareness, Hazmat Operations, Hazwoper, etc.)
- g. Include a calendar of response organizations current year Hazmat training activities (include course description, course content, level of training this applies to – i.e. awareness, operations, technician, refresher, etc.)

5. Upcoming Meetings – approve 2018 dates for public notification of meeting schedule due two weeks before first meeting and proof updated to the IERC by 31 January 2018

- a. 15 November 2017
- b. **17 January 2018**
- c. **21 March 2018**
- d. **16 May 2018**
- e. **18 July 2018**
- f. **19 September 2018**
- g. **21 November 2018**

Entertain a motion to approve the 2018 meeting schedule.

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6. Spill Reports
 - a. No known spills.

Guest Speaker – Mark Frazier, Meteorologist in Charge, US National Weather Service, Northern Indiana

Old Business

7. Outstanding Grant

2017 HMEP Grant – UPDATE 8/1/17, reimbursement received \$3,964.54 - grant will be closed out at the end of this month which is the quarterly schedule for the state.

8. Open projects - Tom
 - a. Commodity Flow Study
 - i. Sam George, LLC - quote of \$15,000 to cover all State Roads within Grant County.
 - ii. Resilient Strategies – quote of \$8,275.00 to cover all State Roads within Grant County.
 - iii. Difference number of collection hours.

Entertain a motion to approve seeking a grant to pay for the cost of this study, table for further discussion and revisit at a later date, or nix the idea all together.

- b. Ongoing - Continuity of Government/Operations – class on 3 August – very general course. Wasn't as in-depth as I had hoped. Still a start. This will be an ongoing project that will take some time to accomplish and get buy-in even though it's mandated in our Emergency Management Ordinance.

9. Exercise update – full scale exercise in conjunction with MGH to fulfil the yearly requirement will be 28 October from 10:00am to 2:00pm. Bruce to provide additional information.

10. EMAI/IERC conference 18-20 October 2017.

- a. Seeking anyone interested in attending to submit their name for approval to attend. Those that have expressed interest to attend so far:
 - i. EMA Director – Tom Culley
 - ii. EMA Deputy Director – Bruce Bender?
 - iii. Dean Small – Update 9/20 unable to attend.
 - iv. Elizabeth Garrasi – ?
 - b. Four rooms have been reserved.
 - c. Pending registration fees being paid in the amount of \$275.00 early bird rate. After Labor Day timeframe, registration jumps to \$320.00.

Entertain a motion for the final list of attendees to be approved to attend the conference and that registration fees \$320, lodging expenses (\$125.19/night) and state per diem rate of \$26.00/day be approved expenses utilizing LEPC funds.

New Business

11. Introduction of new Part-Time EMA Administrative Assistant – Julie Pattison.

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12. Membership updates:
 - a. Request addition to LEPC roster for Julie Pattison, under EMA
 - b. Resignation of Brandy Swanner from the Grant County Health Dept and LEPC
 - c. Request addition to the LEPC roster for Traci Little, from the Grant County Health Dept. under the Health section.

Entertain a motion that we accept the additions and removal collectively as mentioned.

13. Exercise sub-committee – request that we formally chair an exercise sub-committee due to the fact that our exercise has to be submitted by 1 March for the upcoming year’s compliance exercise. In addition the overall LEPC plan that is due this coming 17 October requires the following information be included in it - Annually.
 - a. Include an exercise schedule of the LEPC plan
 - b. Describe the type of exercise to be conducted (i.e. tabletop, functional, or full scale). All exercises must be HSEEP compliant and proposals due by 1 March annually)
 - c. Describe/provide the exercise evaluation methods
14. Would like to open discussion on our current by-laws, that we look at amending the by-laws to include the following information:
 - a. Non-attendance
 - i. Nothing in current by-laws
 - ii. Previous approved by-laws:

Section 3: Removal of Non-Attending Members

Members who miss 3 consecutive regularly scheduled meetings shall be recommended, by vote of the committee, to the IERC for removal from the Committee. After 2 missed meetings the member will be notified of the intent to remove by the Chairman of the Grant County LEPC. Members recommended for removal from the committee may appeal to the IERC.

- b. Election of officers:
 - i. Specify nominations and election being in January of each year
 - ii. And period that officers will serve be from the conclusion of that January election meeting through the January election meeting of the following year
15. Balance of LEPC funds – information on surrounding county balances
 - a. New equipment needed
 - b. Training
 - c. Conferences

16. Requests for additional new business.

Adjournment