

MAY 21, 2019  
LEPC MEETING MINUTES

Meeting opened at 9:03 a.m. by Acting Chair David Vollrath.

Motion by Rockey Adams; second by Sara Orpurt to approve *April 16, 2019* minutes as presented. Passed by unanimous vote.

Introductions

Public Comment: None

**Revised By-Laws Update:**

The revised by-laws were adopted by the BOC 5/16/19. Once signatures are obtained from the Chair and Vice-Chair, they will be submitted to MCCERCC. They are available on our website under our LEPC sub-page of Emergency Management.

**LEPC State Meeting:**

Sgt. Bush gave a quick recap of the state LEPC meeting held the first day of the recent Homeland Security Conference in GR. Brenna Roos led the meeting. She is the SARA Title III Planner/HMEP Coordinator for MSP/EMHSD. Currently, the HMEP grant only funds for new 302 site plans; however, this is being researched to begin funding for updated plans again, as it was a few years ago.

She discussed making sure LEPC by-laws are updated and in place. She emphasized that the LEPC is a separate group from LPT's. LEPC's have legal aspects to meet and these two should not be held at the same time. She reviewed other LEPC requirements as well. She also talked about the FOIA request process and what information should be redacted.

Suzie Knoll, Executive Director of the Oceana Conservation District, then gave a presentation on a 3-step process for farmers to obtain a Michigan Agriculture Environmental Assurance Program (MAEAP) sign they could post to indicate they have been environmentally verified.

**Information Coordinator Report:**

Dave reported that all plans are done and are now in the Sharefile, which Rockey will go over later.

The USDOT Pipeline & HazMat Safety Office, along with the Inter'l Assoc. of Fire Chiefs held a Roundtable Meeting in February. Last month they released their meeting report. Copies of the report are at the sign-in table. The focus is a lot on fire and hazmat, however, there is relatable information on LEPC's.

Their recommendations relating to LEPC's include better utilizing and integrating the LEPC into the local planning process. Planning efforts should be risk-based and embrace the THIRA process. LEPC's should facilitate the selection and development of strong local leaders who can improve LEPC utilization and effectiveness. LEPC's need to encourage stronger participation by both the emergency response community and industry in LEPC activities.

Their recommendation for LEPC's in prevention include a need for hazardous materials accident prevention and protection measures to better integrate into the emergency preparedness system. The application and use of community risk reduction (CRR) processes to the hazmat risks should be strongly encouraged. Prevention and protection measures can involve a range of administrative and engineered options, including educational, outreach, mitigation control, and protection or replacement/substitution of products or processes.

With reference to LEPC funding, their recommendation is to provide guidance and tools to assist local jurisdictions in identifying and utilizing supplemental sources of both hazmat and all-hazards funding to support local hazardous materials preparedness, and address locally prioritized capability gaps.

Dave also shared that for the first time, Michigan is going to have their own HazMat Responder Conference. The dates are April 16-18, 2020 and will be held at Crystal Mountain in Thompsonville, MI. This will be good for both industry leaders and responders. More information will be coming.

**Membership Action Plan:**

Gayle presented on LEPC membership. She discussed the two types of membership and how the application process works. She talked about the appointment of a Nomination/Membership Subcommittee the Chair will name in October to present nominations for membership. An attendance record is kept by the Secretary and if any members are unable to attend a meeting, they need to let the Secretary or Chair know they will be absent. Finally she discussed the process for vacancies, resignations and expulsions.

**Strategic Planning:**

Rockey is working on the worksheet for strategic planning as discussed at the past few meetings. It is almost finished and should have it available at next month's meeting.

The 302 site plans are available on Sharefile as Deputy Albers reported earlier. Sharefile is not open to the public and limited to public safety emergency responders and planners. An application will need to be completed and submitted to the Emergency Mgmt. Office. The jurisdictional chief will then validate the applicants' employment and endorse them.

Rockey supplied a sample copy of the application for Sharefile. It is recommended that each agency/group name an Information Coordinator (IC) to maintain the access to, and information, of plans. Plans can be printed to be maintained in command vehicles and downloaded to CAD terminals.

The IC should be familiar with CAMEO and MARPLOT software to import the files into CAD. Our office is working on a basic training to provide to those interested on CAMEO and MARPLOT. A 3-day, more in-depth training is available through FEMA, which also includes a 3<sup>rd</sup> software program called ALOHA.

Email [bcoem@berriencounty.org](mailto:bcoem@berriencounty.org) to request an application for Sharefile.

The public will still have to go through the FOIA process to obtain any information on 302 site plans.

**Meeting Schedule:**

Capt. handed out a proposed meeting schedule for the LEPC to go quarterly.

**Closing Comments:**

Capt. Adams shared information he just received from the Sheriff on USDA loan opportunities.

The USDA offers direct loans, loan guarantees and grants to develop or improve essential public services and facilities. Public bodies, non-profit organizations and federally recognized American Indian Tribes can use the funds to construct, expand or improve facilities that provide health care, education, public safety, and public services.

Projects include fire and rescue stations, village and town halls, health care clinics, hospitals, adult and child care centers, assisted living facilities, rehabilitation centers, public buildings, schools, libraries, and many other community-based initiatives.

More than \$80 million is available but must be obligated by September 30, 2019. Go to [www.rd.usda.gov/mi](http://www.rd.usda.gov/mi) for more, or contact our local USDA office in Grand Rapids at 616-942-4111, ext. 4.

Motion to adjourn the meeting at 9:45 a.m. by Vince Desjardins; 2<sup>nd</sup> by Sara Orpurt.  
Meeting adjourned.

Respectfully submitted,

Gayle Bassett  
Secretary

David Vollrath  
Acting Chair

**Member Attendance:**

*Rockey Adams, Dave Agens, Dave Albers, Gayle Bassett, Paul Bailey, Ron Bush, Vince DesJardins, Jim Curran, Dan Durham, Jack Fisher, Carmen Kucinich, Larry Lamb, Sara Orpurt, Brian Scribner, Denny Sexton, Steve Torres, David Vollrath, and Ralph Williams.*

**Guest Attendance:**

*Bob Wilson, Ed Kretchman, Corey Burks, Mike Mattix, Ed Martin, Will Martindale, Greg Belanger, Tony Martin, Marc Bilka, Tim Thompson, Bob Harrison, Mike Phelps, Kilby Brandt, Rick Winters, Darren Rickanos, Darrell Ezell, II, Lt. Ken High.*