

## LEPC Meeting Minutes: 4/17/14

11:30 A.M> at Michna's BBQ Restaurant Meeting Room

- A.) Called the meeting to Order – by Billy Gueringer – President of LEPC
- B.) Introductions: Round the room each person's name and company
- C.) Minutes from previous meeting reviewed and approved.
- D.) Frank Patterson, McLennan County Emergency Manager,
  - a. Tier II spreadsheets were sent out to the local Fire Departments for their preplanning.
  - b. The Commodity Flow Study needs to be updated and when the Grants come available we need to be able to show in our minutes that we voted approval to complete a grant and do the study.
  - c. Working on Contacts about performing an Emergency Exercise and working it out with the Fire Departments
- E.) LEPC By-Laws Committee Update:

Addressed by: Sean Taylor, McLennan County Office of Emergency Management;  
Sub-Committee determined changes needed:

- a. Provided copies of the LEPC By-Laws to the group
- b. List out positions to change; Information coordinator; T2 Coordinator and chemical reporting and information distribution. Need to vote on who this will be.
- c. Items in blue type must be revised
- d. Lists out Standing committees
- e. Establish groups that can be called out by Chairperson any time they are needed to perform a task.
- f. All Members must volunteer on at least one sub-committee as currently written. Do we want to change this or have it remain the same?
- g. We can make the By-Laws say what we want it to say, but need to reflect how the committee will actually function.
- h. Planning Process is listed for Hazardous Materials
- i. City office can call those people in for planning purposes as needed and can make the By-Laws say what we are doing.

Floor was opened for discussion and / or suggestions. There was none.

Motion was made by Charles Bonasek, and seconded by Micha Reeves, for the Sub-Committee to Update and correct the items in blue. This was voted on and all Aye's passed it with no Nay's

A Hazard Risk Assessment needs to be performed:

- a. What are your vulnerabilities, submit to the LEPC, and have them recorded
- b. Use tools/resources available like Red Cross program "ready ratings program"
- c. Get an advanced level of preparedness. Know if this person or facility is at risk, this is what the County OEM office does when developing plans

- d. Programs available to do a plume study to show exposures and what to do; like CAMEO or MarPlot
  
- F.) Let the LEPC know when you are planning any Emergency Exercises at facilities that could involve, LEPC, EMS, and Fire Departments and they can follow up on action reports and assessments.
  
- G.) Waco – McLennan County OEM Update:
  - a. The Commodity Study will require a Grant to perform
  - b. A Motion and vote is needed for a Grant application to be completed.
  - c. Motion to apply for a grant was made by: Blake Deen, and seconded by Phillip Belcher
  - d. Motion was voted on with all Aye's for and no Nay's
  - e. Motion needed to vote on officer changes to by-laws
  - f. Motion made by Blake Deen, and seconded by Philip Belcher
  - g. Motion voted with all Aye's for and no Nye's to have Waco-McLennan County OEM serve as information coordinator as previously addressed
  
- H.) LEPC Workshop Schedule & Info  
EPA, regional coordinator will be doing and has sent out workshop schedules; they are trying to list locations to allow all LEPCs to attend a Workshop. The locations of the workshops are not determined yet, but Waco's will be September 11, 2014, all day 8:30 to 4:00.
  
- I.) LEPC Member Updates & Upcoming Events
  - a. Meetings are now set Quarterly, is that working for everyone? Answered yes.
  - b. Chemical Safety Board is to be in West on the 22<sup>nd</sup> if anyone wants to attend.
  - c. Cargill will be having their contractor SRFS perform Confined Space High Angle Rescue training with the local Fire Departments of Waco and Temple at their facility in Waco and Mill in Temple. If anyone is interested please contact Billy Gueringer.
  
- J.) Questions/Comments

**Next Meeting:**

**July 17<sup>th</sup>, 2014 1130am-100pm - RESCHEDULED TO 30th**

**Michna's BBQ**

**2803 Franklin Ave, Waco, TX 76710**