

**ALLEN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC)**

Meeting Minutes of February 18, 2016

Members present: Kevin Bruin, Ted Brookman, Joe Kitchen, Carol Bertrand, Jim Michael, Craig Hohenbrink, Steve Mericle, William Kelly, Rick Skilliter, Diane Bishop, Mark Heffner, Tom Berger, W.D. Litsey, Jim Everett, Jeff Ramey, Steve Carr.

Members absent: Bill Stienbrunner, Jon Dishong, Shawn Campbell, Dieter Wireman, Beth Seibert, Trevor Violet, Tim Haniford, Joe Martz, Ron Luttrell, Mark Gierhart, Thomas Mazur, Jed Metzger, Clint Roland, Robert Hutchinson.

Guests attending: Judith Bullock LMH, Brandon Fischer ACPH, Becky Hausermen SRMC, Steve Harvey, Dan Endrizzi OEMA, Gene Davis EMA, Catherine Reed ARC.

Past Chairman W.D. Litsey called the meeting to order at 9:30 a.m. at the Red Cross Chapter House and declared that a quorum was present.

The minutes of the December 17, 2015 meeting were discussed. A motion was offered by Jeff Ramey and seconded by Ted Brookman to approve the minutes as mailed. Motion passed.

The financial report for the period from January 1 to February 1, 2016, was discussed. A motion was offered by Jim Michaels, seconded by Rick Skilliter to approve the financial report. Motion passed.

SERC Report –Dan Endrizzi of OEMA informed the Committee the OEPA is updating the LEPC handbook. They are looking to add 1 non-hazmat exercise per four year training cycle.

Emergency Coordinator's Report- Tom Berger reviewed the call for service (CFS) with the group. Tom highlighted a call that came in as a natural gas leak that turned out to be composting from a local business. Tom also informed the group that decaying radish used a cover crop can also smell like a methane or natural gas leak.

Tom asked the group to consider a May 26th functional exercise date to cover EOC Operations, Communications, Shelter Management and Hospital Services. Ted Brookman offered a motion and Bill Kelly seconded. Motion Passed.

Tom stated that he would work with a committee of Craig Hohenbrink, Bill Kelly, Catherine Reed, Jim Michael and Steve Mericle to complete the exercise prep.

Tom informed the group the Commissioners have passed a resolution to remove Bill Stienbrunner from the LEPC and replace him with Catherine Reed of the ARC.

Tom informed the group that Assistant Director Steve Harvey will be acting Director Feb- 21-28th and April 2nd – April 9th of 2016.

Coordinators Report:

Health Department- Brandon Fischer gave an overview of the ReadyAllenCounty.org functional needs website. Brandon explained how the registry would be utilized in the event of a Hazmat release to assist with evacuation efforts. Brandon asked the LEPC for financial support to maintain the program.

A motion was made by Jeff Ramey to provide \$2500 of support for the program, with an agreement that the LEPC would be added to the website and promotional materials. Seconded by Mark Heffner.

A motion to table Mr. Ramey's motion was offered by Diane Bishop until more details of the program and how LEPC would be supporting the program and if the it expenditure is allowable under the SERC grant. Seconded by Ted Brookman. Mr. Ramey agreed to the table.

A committee of Tom Berger, Jeff Ramey and Bill Kelly will look further into the matter.

Training –Nothing to report.

Citizens Corp: Chief Skilliter reviewed the calls for service for the CISM team. A total of 43 new trained or retrained volunteers this year.

Sheltering- Catherine Reed informed the committee that a review of shelters is taking place. Currently 56 shelters are viable in Allen County.

For the good of the Order

Bill Kelly thanked Catherine Reed and ARC for hosting a shelter operations training in January. The training was attended by 5 different counties.

Carol Bertrand inquired about a new railcar she noticed traversing the county. No members were able to definitively state what the cars were carrying.

A motion to adjourn was offered Jim Michaels and seconded by Craig Hohenbrink. Motion passed.

Respectfully submitted,

Tom Berger
Acting Secretary