

**ALLEN COUNTY  
HAZARDOUS MATERIALS EMERGENCY PLANNING COMMITTEE  
(LEPC)**

**Meeting Minutes of February 20, 2014**

**Members present:** Robert L. Hutchinson, Russ Decker, Fred Boeheim, Ted Brookman, Diane Bishop, Kyle Erford, Dieter Wireman, Ron Luttrell, W. D. Litsey, Joe Martz, Bill Kelly, Jim Michael, Carol Bertrand, Rick Skilliter, Thomas Mazur, Joseph Kitchen, Jed Metzger, Trevor Violet and Steve Carr.

**Members absent:** Kevin Bruin, Matt Childers, David Collins, Jim Everett, Tim Haniford, Mark Heffner, Dan Protsman, Jeff Ramey, Clint Rolland, Beth Seibert, and Chad Ulm.

**Guests attending:** Gene Davis and Steve Harvey with Allen County EMA, Leslie Bricker with Ohio EMA, Tom Berger with Allen County Public Health, Roy Warnock and Beth Keehn with Husky Lima Refinery, and the news media.

Chairman Hutchinson 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 19, 2013 meeting were discussed. A motion was offered by Ron Luttrell, seconded by Ted Brookman to approve the minutes as mailed. Motion passed.

The financial report for the period from December 1, 2013 through January 31, 2014 was discussed. Jim Michael moved to approve the financial report as mailed, seconded by Carol Bertrand. Motion passed.

Beth Keehn and Roy Warnock of the Husky Lima Refinery gave a presentation on the \$300,000,000 upgrades as part of the refinery's "Flexibility Project." Keehn explained the upgrades offer the refinery an opportunity refine more varieties of crude oil and additional avenues to distribute the refined products. The majority of the construction to the physical plant will occur in 2015 and 2016. Increased steam from the refinery will be noticeable to the public once the upgrades are completed.

Under the SERC Report it was announced that Russ Decker has been appointed by Governor Kasich to a 2-year term on the State Emergency Response Commission (SERC) effective immediately and running through January of 2016. The SERC is currently considering changes to the rules regarding annual training exercises.

Under the Emergency Coordinator's Report, Russ reported on 105 calls for service since the last meeting with 23 of those involving hazardous materials. Russ reported on an intern from Ohio Northern University who will be working in the EMA office this spring

to assist with SARA Title III filings. Ted Brookman offered a motion to pay the intern a \$1,500 stipend for her services to the LEPC, seconded by Jed Metzger. Motion passed.

Under Committee Reports, Tom Berger discussed a new tool acquired by his agency to assist with the identification of at-risk or vulnerable populations. He will present more information to the LEPC at a future meeting.

Chief Kitchen asked the LEPC to consider amending its earlier allocation (from Oct. '13) for funding of an upcoming Hazmat Technician course to be offered in Allen County. The original motion allocated \$2,000, he asked for an increase of \$500 to cover an additional instructor due to overwhelming response to the course offering. Thom Mazur moved to increase the allocation by \$500 to a total not to exceed \$2,500, seconded by Ron Luttrell. Motion passed.

There being no further business to come before the Committee, Jim Michael moved to adjourn, seconded by Ted Brookman. The meeting stood adjourned at 10:15 a.m.

Respectfully submitted,

Ted Brookman  
Secretary