

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

**Meeting Minutes of June 16, 2011**

**Members present:** Clint Rolland, Robert Hutchinson, Kent Zimmerly, David Collins, W. D. Litsey, Joe Martz, Debbie Foos, Bill Kelly, Trevor Violet, Carol Bertrand, Chad Ulm, Joseph Kitchen, and Russ Decker.

**Members absent:** Tim Haniford, Pat Miller, Jed Metzger, Jim Everett, Thomas Mazur, Ted Brookman, Kevin Bruin, Steve Carr, Steve Faul, Mark Heffner, Jim Michael, Dan Protsman, Jeff Ramey, Rick Skilliter, and Dieter Wireman.

**Guests attending:** Gene Davis and Scott Fessler with Allen County EMA, Stuart Emmons and Norm Paquette with Linde, Kyle Erford with Lima Memorial, and Cathy Deck with Ohio EMA.

Chairman Rolland 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 April 21, 2011 meeting were discussed. A motion was made by Joe Martz, seconded by Kent Zimmerly to accept the minutes as mailed. Motion passed.

The financial report for the period from April 1, 2011 through May 31, 2011 was discussed. A motion was made by Carol Bertrand, seconded by Bill Kelly to approve the financial report as mailed. Motion passed.

Russ Decker gave a presentation on the role of the Office of Homeland Security & Emergency Management and its various mission areas of 9-1-1, EMA, LEPC, Hazmat, Bomb Squad, USAR, Environmental Enforcement and Homeland Security.

Doug Litsey reported out on behalf of the Nominations Committee a slate of candidates for LEPC Officers to serve beginning August of 2011 through August of 2013 for Chairman – Joe Martz, Vice Chairman – Robert Hutchinson, and Secretary – Ted Brookman. There being no further nominations from the floor, Doug Litsey moved to close nominations and to elect the slate of candidates by acclamation, seconded by Kent Zimmerly. Motion passed. Chairman Rolland congratulated the newly elected officers.

Russ Decker reported out that the Board of County Commissioners are expected to nominate 27 of the current members for reappointment to new 2-year terms and three new members: Beth Siebert with the Ottawa River Coalition, Kyle Erford with Lima Memorial Health Systems and Diane Bishop with the Allen County Council on Aging. The State Emergency Response Commission is expected to formally make the appointments at their August meeting.

In new business, Doug Litsey moved to reimburse the Allen County Chapter of the American Red Cross the sum of \$500 to offset costs associated with hosting various LEPC meetings and training events, seconded by Carol Bertrand. Motion passed.

Joe Martz moved that the LEPC renew its sponsorship agreement with public access television station GTV-2 in the amount of \$2,000 for community education efforts with the LEPC, seconded by David Collins. Motion passed.

In the Emergency Coordinator's Report, Russ Decker reported on 50 calls for service since the last meeting with 12 of those related to hazardous material releases. Decker proposed a joint LEPC/EMA venture to promote community & personal preparedness through use of signage on Allen County RTA busses for the period from July of 2011 through June of 2012. The LEPC share of the project would cost \$1,365.00. The balance of the campaign to be funded through a grant from the U. S. Department of Homeland Security. Bill Kelly made a motion to go ahead with the project at a cost not to exceed \$1,365.00, seconded by Carol Bertrand. Motion passed. Decker also reported on the Ohio EMA report on the recent joint tabletop exercise with Van Wert County where all tested objectives were met; the SERC is expected to concur the drill at its next meeting.

Under Committee Reports, Bill Kelly explained that the Health Department will be increasing efforts at establishing a Medical Reserve Corps under the Citizens Corps Council. Doug Litsey announced that the Risks & Hazards subcommittee will meet soon and have a report out at the August meeting.

Russ Decker read a request from Citizens Corps Chair Rick Skilliter requesting authorization for up to \$650 to cover meal costs during a two-day training session on critical incident stress scheduled for August. Doug Litsey moved to approve the funding request up to \$650.00, seconded by Joe Martz. Motion passed.

Being no further business to come before the Committee, Trevor Violet moved to adjourn, seconded by Doug Litsey. Meeting stood adjourned at 10:45 a.m.

Respectfully submitted,

Robert L. Hutchinson  
Secretary