



## LEPC Minutes March 15, 2016 Courthouse Basement

### **Meeting called to order by Chuck Massie at 12:55pm.**

- Minutes read by Melanie Wilmer. Terry Lee made a motion to approve the minutes as read, seconded by Randy Bury, motion passed.

### **Secretary/Treasurer Report**

- Melanie reported that there is \$558.89 in the LEPC line. It can be used for lunch supplies, advertising and items the LEPC needs, such as thumb drives, etc.

### **Vice-Chair Report**

- Randy Bury gave a report. The Tier II reports will be covered in the New Business section. There was an Unable to Self Evacuate tabletop held in February. This led to finding out about confusion on where to emergency shelter and who has permission to use which locations, and transportation issues (school buses were mentioned but the schools will attend to their students first, then will help. It may be a 2-4 hour delay, though). He encouraged the members present to check their emergency operations plans.
  - Melanie added that the new Superintendent of Crook County schools just completed the contract for sheltering with the American Red Cross, and she would get the information to Cindi Shank. She also said Cindi was unable to attend this meeting due to deployment to Beaumont, TX to assist with the flooding there, and that Cindi sent her apologies.
- Randy gave notice that there are many trainings available in South Dakota and Montana, and many of those trainings are ICS (Incident Command System) trainings that many grants require. Email Randy and he will send you the links.

### **Chair Report**

- Chuck Massie had no report.

**New Business:**

- If anyone wants a thumb drive of the current Tier II reports, email Melanie and she will get you on the list.
- The Facility Report shows who did or did not turn in their Tier II reports in an easy to read spreadsheet. It also is a requirement to report this to Rick Lopez at Wyoming Office of Homeland Security (WOHS).
- Randy Bury suggested a sub committee consisting of the officers and fire warden/chiefs to review the Tier II reports, then come back to the committee as a whole with findings. This may lead to site visits or invites of certain companies to do a presentation.
- Jeanne suggested asking the assessor for help in finding if certain companies who did not report this year but did last year are still in business.
- Melanie needs to ask Rick Lopez at WOHS if a Keyhole Dam tabletop would count as an LECPC exercise. The Bureau of Reclamation Keyhole Dam planning meeting will be held on March 16, 2016.
- Crook County LECPC needs to get the historical matrix updated in the facility report column (shown as the spreadsheet in the handouts), exercise column, and public notice column. The Hazmat Plan date reviewed column has no date.
- Randy made a motion to give Melanie permission to make the publication of meeting and turn in the information to Rick Lopez to get the matrix updated. Morgan Seconded, passed.
- Chuck asked about doing an ERG (Emergency Response Guide – the orange haz-mat book) training. He would like to set a time and invite First Responders, Law Enforcement, and the public to attend. He more than likely will have to do a training for dispatch separately as they work 24-7. It would be about a 1 ½ hour training with reference to the Tier II Reports and/or SDS (safety data sheets). If anyone is interested in this, please email any of the LEP officers.
- Randy moved to allow Melanie to purchase 6 thumb drives to distribute to the various First Responders with the Tier II information on them. Terry seconded. Discussion was held – Ken suggested scanning the reports into a file to see how large they are, and to purchase a thumb drive with the appropriate GB size. It was also suggested that it would be helpful if dispatch could use the Tier II information if there is a call to one of the reporting facilities. Motion passed.

**Unfinished Business:**

- There was a By-laws discussion. Jeanne brought up Article IV reads oddly. It was suggested to change the wording to “a) The Sub-Committees are flexible in number and can include but are not limited to: Planning, Training, Fiscal, Communications, Liaison, Media, and Tier II Review sub-committees. Randy motioned to allow signatures of the officers on the Bylaws with the Article IV sentence corrected. Jeanne seconded. Motion passed.

**Old Business:**

- The Hazardous Materials Plan is in process. The commissioners are reviewing the emergency operating plan before it goes to the rest of the county.
- Jeanne mentioned that there used to be a haz-mat truck at the Moorcroft Fire Department, but it was converted into a fire unit. She said there is no haz-mat response in Crook County due to difficulty keeping certifications current and lack of time. Melanie said there is a RERT1 (Regional Emergency Response Team 1) in Campbell County stationed at Station 1 in Gillette. They respond to any hazardous materials spill in Sheridan, Johnson, Campbell, Crook and Weston County.
- Jeanne said the Sheriff Hodge and Melanie Wilmer had presented Code Red/IPAWS to the commissioners at a recent meeting. Melanie said she is in the process of applying for the grant funding to pay for the program and it is due on April 1, 2016. It is a program that will send out information on emergency issues to people in a specific area determined by the Sheriff's office. Ongoing education for the public and advertising for the program was suggested so citizens don't forget about it.

**Randy motioned to adjourn at 13:58, Terry seconded.**

**Next meeting June 21, 2016 12:30 lunch, 13:00 meeting. Chair will be up for election.**