



LEPC Minutes December 15, 2015 Courthouse Basement

- Meeting called to order at 13:00 by Chuck Massie
- Melanie read the minutes. Motion from Morgan Ellsbury to approve minutes as read, seconded by Terry Lee.
- Melanie gave a Secretary/Treasurer report. There is \$558.89 the LEPC line. Terry Lee made a motion to approve the treasurer's report, Randy Bury seconded.
- Vice Chair Randy Bury gave no report stating he would cover his topic in old business.
- Chuck Massi – LEPC Chair stated Cindi Shank was unable to attend due to the weather. He will ask her to attend the next scheduled meeting.
- Jeanne wondered about using the schools for evacuations at the October 20 meeting, discussion ended quickly due to the call in. Chuck Massi brought this back up today. Byron Stutzman doesn't know of any policies that state using the schools as evacuation centers. He will bring this up to the board of education. He asked about Cindi Shank possibly having a template that other communities may use. Melanie will get Cindi in touch with Byron. Ken Maston said the hospital's EOP states the use of the schools as an evacuation center if necessary, and the Crook County Community Room on the basement of the courthouse is also an evacuation center. Entities need to cross check the sheltering issues between the hospitals, schools, and First Responders. It was brought up that if school is in session, do we want to evacuate panicked adults to that facility? Byron stated that the schools are in the process of obtaining radios for the teachers and staff for communication in an emergency. They are also undergoing ALICE training in January at certain sites.
- **New Business**
 - HMEP Grant – the Non-Binding Notice of Intent to Accept Award Agreement needs to be approved and sent in by January 22, 2016. Byron made a motion to give Melanie the authorization to complete the form and send it to Rick Lopez at WOHS. Morgan seconded, motion voted upon and passed.
 - Grant project ideas included flash drives to copy the Tier II Reports on and send to the various First Responder entities to use for training, education, and if a

need arises to respond to a facility that contains hazardous materials. These will be compiled with the new Tier II reports that are due next year and sent out.

- Melanie will also ask the Sheriff's Office and their dispatch if they would like these flash drives for their information and use.
- The 2016 LEPC Membership Certification paper needs to be completed by Chuck Massie. Randy Bury made a motion for him to complete the form; Terry Lee seconded, voted upon and passed.
- There is a LEPC 101 online class that is available to take at your leisure. Melanie will send the link to the members.
- Randy Bury brought up creating a sub-committee to review the Tier II Reports when the new ones are in next year. This committee will look for red flags on the reports, give reports to the LEPC committee, which may lead to site visits, or bringing someone from the company in to talk about their report.

- **Unfinished business**

- Jeanne sent an email with her updates to the Crook County By-Laws. The committee reviewed them.
 - Article III – the meetings will be held quarterly in Sundance in the community room. Melanie will send out invitations to other communities and get an ad in the paper and on the county website.
 - Article IV – the number of sub-committees will be left blank because they are subjective and will change upon needs of the group.
 - Article V – a discussion was held to stagger the officers' office time so the entire board wasn't rolled over at the same time. Ken made a motion to commence from the LEPC start date to stagger the officers, Randy seconded it. Discussion was held. It was decided that at the second quarterly meeting in June 2016, the chair will be up for election for a term of 3 years. The vice chair will be up for election for a term of 3 years in the June 2017 meeting. The secretary/treasurer will be up for election for a term of 3 years in June 2018. The elections for officers will be held each year in June in this order. It was voted upon and passed.
 - The By-laws will need to be updated with these changes and other additions. It will be emailed to the committee for approval and voted upon at the next meeting.
- WOHS sent a template of a newspaper ad. Byron suggested listing all the quarterly meetings in this Ad. Randy confirmed that this would meet the required advertising. Any advertising will also be listed on the website. Sarah Pidgeon was checking on ad prices – possibly \$84 for advertising in all 3 of the county papers.

- **Old Business**

- None discussed due to time constraints and worsening weather.
- **Next meeting will be March 15, 2016. Lunch will be at 12:30, meeting at 13:00**
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- Motion to adjourn by Terry at 14:40 and seconded by Randy.

NEXT MEETING: December 15 - Lunch at 12:30, Meeting at 13:00.