



LEPC Minutes October 20, 2015 Courthouse Basement

- Meeting called to order at 13:00 by Chuck Massie
- Melanie read the minutes. Motion from Byron Stutzman to approve minutes as read, seconded by Terry Lee.
- Melanie gave a Secretary/Treasurer report. There is \$590.26 in the LEPC line minus lunch ingredients for the meeting today.
- Vice Chair Peter Rossi sent an email stating he would like to be on the LEPC but doesn't feel he can fulfill the roles as vice chair. Morgan moved to open nominations for a new Vice Chair. Jeanne seconded the motion. Melanie nominated Randy Bury. Byron seconded, motion voted upon and passed. We will continue contact with Peter and hopefully have Pre-Corp do an electrical hazard training sometime in the future.
- Chuck Massi – LEPC Chair said Cindi Shank and his wife are with Wyoming Red Cross, and although we had scheduled Cindi for a shelter presentation today, we rescheduled due to the call in from Rick Lopez and the fires in Casper and house fire in Gillette. We will schedule them for a later date.
- Jeanne wondered about using the schools for evacuations, discussion ended quickly due to the call in.
- **New Business:** Rick Lopez with the Wyoming Office of Homeland Security called in and thanked us for having him.
 - The basic function of the LEPC is to conduct emergency planning to protect the community members. The THIRA (Threat and Hazard Identification and Risk Assessment) document can assist with this as well by identifying the gaps in equipment and preparedness and it is also a good guide for haz-mat planning.
 - The SERC (State Emergency Response Committee) develops the haz-mat response plan, and this will be made available on the county coordinators website to meet the FEMA and EPA requirements. This is in review in Goshen County presently.
 - SERC is also tracking things annually
 - March is the next SERC Meeting, they will have a checklist of things required (bi-laws, member list, public notices, advertisement of meetings, etc)

- We can hold meetings as we deem necessary for our location, monthly, bi-monthly, quarterly; whatever we want depending on the community needs.
 - We need to publish a public notice at least annually stating that the public can review the Tier II Reports on file at the Emergency Management Office. We can publish this through the county website.
 - Rick is updating the LEPC handbook and will send out a copy to all LEPC agencies in the state when it is finished, hopefully soon. And as always, the WOHS (Wyoming Office of Homeland Security) will be more than happy to assist in helping us do what needs to be done according to the handbook.
 - The best process to conduct facility reviews is to create a spreadsheet, pick a few facilities and make sure they have an emergency plan, review and assist the facility with one if not. We want to do this in a fashion that would protect communities if/when an incident occurs.
 - The Tier II forms are going to be required to be sent to agencies electronically now; one Wyoming county still prefers paper as they haven't many facilities reporting.
 - The EPA is willing to come to Wyoming to help us do business better and protect the citizens and get plans up to date. There may also be a LEPC 101 training through the EPA, WOHS is working on that as well.
 - The LEPC meetings are open to the public so they can be informed and see the ideas and issues the LEPC is dealing with.
 - The role of the LEPC and natural disasters is to work with the Emergency Management Coordinator and use the EOP (Emergency Operating Plan) as a guideline. The haz-mat plan is an annex to the EOP and separate from it. Haz-mat is really the main goal of the LEPC. Parts of the EOP should be given to those industries that that section applies to. The WyoBOLD (web program through Homeland Security) planning can be used to create the EOP.
 - We can talk about any topics that concern the protections of the citizens.
 - Rick can be reached at rick.lopez@wyo.gov , 307-777-4906 or 307-421-0202 cell with any questions. He is also very happy to sit in via teleconference at any of our meetings, even if just to listen.
- **Unfinished business**
 - The committee took a quick look at the Tier II binder. A discussion was held regarding a sub-committee to check for compliance with the report and doing the facility reviews, then that sub-committee would report back to the LEPC.
 - Ken asked that it be distributed to the First Responders in the county so they can use it for trainings and have it available in the event of an emergency involving a particular company. Melanie will work on getting the reports compiled on a flash drive and cd for the EMS and Fire Departments in the county.
 - Tier II reports are due in late February. They will need to be compiled and sent to the First Responders.
 - Should we talk to the Sheriff about getting a copy of the Tier II reports to the dispatchers and do a quick training so they can further assist the First Responders if they

respond to one of the reporting facilities? There was a discussion about run-cards for the dispatch center as well.

- There was a discussion about having the reporting companies come to a meeting to talk to the LEPC about their report, or sending a product representative to talk about the report.
 - The Emergency Manager and LEPC needs to help the fire chiefs and EMS raise awareness of the Tier II reports and the trainings they could hold with them.
 - There was discussion about airing a public announcement stating along the lines of “The LEPC is inviting the citizens of Crook County to its meetings to share info and raise awareness to further protect the citizens of the county, etc...”
 - An evening tabletop exercise was discussed. A tabletop held in the evening would allow those who work during the day to attend. The most common problem is getting people to attend, as it is hard enough to get volunteers for the First Responder Services. It was decided that we hold off on the tabletop until we have a new County Fire Warden and Emergency management Coordinator and they have held their positions for at least 3 months.
 - Jeanne will review the bi-laws sent by Rick, as well as Weston and Campbell County’s bi-laws. She will update Crook County’s Bi-laws, email them to the committee for review, and they will be discussed and voted upon at the next meeting.
- Motion to adjourn by Terry at 14:40 and seconded by Randy.

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