

**Allegan County Local Emergency Planning Committee (LEPC)  
MEETING MINUTES**

<b>MEETING: LEPC</b>	<b>DATE:</b> November 4, 2010	<b>Start Time:</b> 1400	<b>End Time:</b> 1500
<b>LOCATION:</b> Allegan General Hospital, Schuyler Room			
<b>ATTENDANCE:</b> Heather Miller, Ryan Lewis, Pete Hetzel, Rashmi Travis, Richard Koch, Jim Hull, Brandon Weber, Bill Hinz, Jennifer Hamman, Richard Koch, and recorder Gail McFanin			
<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION/CONCLUSION RECOMMENDATION</b>	<b>RESP. PARTY</b>
Clarify Meeting Objectives	Meeting called to order at 2:00 p.m.		Heather Miller
Review Roles	Everyone introduced themselves.		
Review Agenda	Scott Corbin moved to accept the meeting agenda, which was seconded and all voted in favor.		
Work through Agenda Items:			
a. Planning Committee	<i>Review report:</i> A committee meeting will be held this month.		
b. Training Committee	<p><i>Update/Chairperson:</i> Jeff Welcher has asked to step down as chair of that committee, and Heather asked if anyone would be interested in serving as chair.</p> <p><i>JBS:</i> Still wants to host a tabletop, but ran into some issues in August, so a new date will need to be set for that exercise in early 2011.</p> <p>Jennifer Hamman has agreed to chair the Expo for 2011.</p>	<p>Pete suggested putting the opening out to all the membership to see if there is an interested party.</p> <p>Training Committee will follow up and set a date with JBS.</p> <p>Heather will forward Expo materials to Jennifer.</p>	
c. Executive Committee	No update		
d. LEPC Coordinator Report	<i>Fennville natural gas line break:</i> Pete just returned from a gas line break caused by a contractor replacing MDOT signs this morning. The line		

	<p>was pinched off and is being repaired. He was in contact with Lowell Winne of Fennville Fire. No injuries and no evacuations were necessary.</p> <p><i>Tribal Representative:</i> Phyllis Davis was contacted by Scott Corbin, and agreed to join the committee.</p> <p><i>Environmental Representative:</i> DNRE is not a possibility due to cuts in personnel.</p> <p><i>Tabletop Exercises:</i> Visited Kruger Commodities and contacted the former Dean Foods, which did not respond.</p> <p><i>No Spills Conference:</i> Pete distributed information regarding the upcoming conference in January. There are 20 slots available and will be fully paid for with regional funds – turn in registrations to Scott or Pete by November 15.</p> <p><i>Meeting Dates:</i> Pete distributed the 2011 LEPC meeting dates and has by-laws if anyone would like a copy. The committee roster for 2011 will be revised before being submitted to the BOC.</p> <p><i>Site Visits and Contact Person updates:</i></p> <p>Pete has reviewed the chemicals on site and extended an invitation to a LEPC meeting to the following: Parker Dean Mill Assist Kruger</p>	<p>Gail will scan notice and email to all members.</p>	
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	<p><i>EPA Random Sampling:</i></p> <p>The EPA will begin random sampling of accounts that have not reported and has provided a list to the local LEPC. He visited Meadowbrook (Johnson Controls), which was listed as delinquent with the DEQ regarding their Tier II report. The site had been included in a combined report, but Pete encouraged them to report it separately to clear up the delinquent status.</p> <p><i>Christian Brothers</i> (oil operation near Monterey): Pete has tried to contact them, and will continue trying.</p>		
<p>e. Membership</p>	<p>Marsha Fisher has tendered her resignation as Firefighter Representative.</p> <p>Contact Kim Dufresne about taking over the Firefighter Representative position?</p> <p>Add Brandon Weber as Firefighter Representative.</p> <p>Paul Wylie is retired and no longer available for the Agricultural Representative position.</p> <p>Mike Stanton will be contacted to see if he is interested in the Agricultural Representative.</p> <p>Add Margaret Brown as Hospital Representative.</p> <p>Bruce LaBrie – should be titled as Transportation Representative.</p>		

	<p>Bruce McClintock – Owner/Operator of Facility Representative.</p> <p>Add Phyllis Davis as Tribal Representative.</p> <p>Education Rep.: Jim Hull will ask AAESA to appoint an Education Representative.</p> <p>Environmental Rep: We will still look for and encourage a new representative to join LEPC.</p> <p>Organized Labor: not required?</p> <p>Ryan Lewis motioned and Richard Koch seconded to approve the changes to the membership as discussed.</p> <p>Heather asked what should be done for Marsha for her retirement from LEPC, and recognition from the BOC was suggested</p>	<p>**Correlate “Group Represented” column on EMSHD member record to the positions listed in the LEPC By-laws.</p> <p>Gail will check into setting up a recognition and certificate from the Board of Commissioners. ** need copy of Marsha’s resignation letter</p>	
Strategic Planning	<p>A Strategic Planning session will be planned for January. Jim will contact Terry Fisk about moderating the session and will check with his church to serve as the location. (This will take the place of the regular meeting in January.)</p>	<p>Send e-mail survey regarding regular meeting day/time and Strategic Planning session date (Friday morning, either January 14 or 21, 2011).</p>	
Plan Next Steps & Next Meeting Agenda	<p>Next meeting – Strategic Planning session: TBA</p>		
Roundtable:	<p>Richard Koch has Expo information/assistance for Jennifer Hamman.</p>		
Evaluate Meeting	<p>JH motioned to adjourn with Jennifer Hamman supporting the motion.</p>	<p>All voted in favor to adjourn at 3:00 p.m.</p>	