



**LOCAL EMERGENCY PLANNING COMMITTEE  
LUCAS COUNTY, OHIO**

**MEETING MINUTES  
SEPTEMBER 19, 2013**

**CALL TO ORDER**

The meeting was called to order at 12:22 p.m. There was a quorum

**ELECTION OF OFFICERS**

Matt Heyrman opened nominations from the floor for positions of; chairman, vice-chair and secretary. Hearing no further nominations, Matt submits the following: for Chair Tim O'Brien; for Vice-Chair Chief Kowalski; for Secretary Greg Bonfiglio. By unanimous consent, nominations are closed

**Motion 1**

*All those in favor of Tim O'Brien for chair, say "Aye." Those opposed say "No." With all ayes Tim O'Brien is elected chair.*

**Motion 2**

*All those in favor of Chief Jeff Kowalski for vice-chair, say "Aye." Those opposed say "No." With all ayes Chief Kowalski is elected vice-chair.*

**Motion 3**

*All those in favor of Greg Bonfiglio for secretary, say "Aye." Those opposed say "No." With all ayes Greg Bonfiglio is elected secretary.*

**APPROVAL OF MEETING MINUTES**

Keith Jackson, seconded by Bill Rossini moved to approve the Committee Minutes of July 18, 2013 With all "ayes" motion is approve.

**OLD BUSINESS**

**LEPC By-Laws Proposed Amendments**

Referring to document Lucas County Local Planning Committee (LEPC) Constitution and By-Laws (p. 4) Tony Sloma notes the following changes:

- Purchases requiring a purchase order and prior approval from Chairperson, Vice-Chairperson or Finance sub-committee is now \$7,5000 (from \$5,000)
- Purchases requiring competitive bid and LEPC majority approval is now \$50,000 (from \$25,000)

Tony notes these changes are consistent with current Lucas County procurement policy.

#### **Motion 4**

*Tony Solma made a motion to revise the Lucas County Local Emergency Planning Committee (LEPC) Constitutional and By-Laws procurement policy to align with current Lucas County practices. Motion is seconded by John Barnes. With all ayes motion is passed and no "nays" motion is passed.*

### **SUBCOMMITTEE REPORTS**

#### **Executive Committee**

Tim O'Brien informs members that Workshop Committee and the Public Relations Committee has been consolidated into one.

#### **Finance Coordinator**

Referring to handout Local Emergency Planning Committee Budget Report September 19, 2013 Margo Schramm provided an overview of projections, expenditures, and 2014 budget. Included in the FY 2014 budget is a provision for a new PC for the LEPC contractor.

#### **Grants Coordinator**

Mike Frey updated the Committee regarding 2014 grants

- State Emergency Response Commission (SERC) awarded \$52,580 for FY2014 This is a primary funding source and is a slight increase over last year.
- Hazardous Material Emergency Preparedness (HMEP) grant has reimbursed the LEPC \$3,456 This matches the maximum of 80% (of \$4,320)

#### **Information Coordinator**

Matt Heyrman informs the Committee all information requests have been forwarded to and closed by the LEPC contractor.

#### **Emergency Committee**

Michelle Tucker informs the Committee of HAZWOPER 8-hour refresher training scheduled for October 24, 2013 See Michelle for additional information and/or registration.

#### **Training Coordinator**

LEPC is seeking nominations for this position

#### **Plan Review Committee**

Tim O'Brien reminds the Committee the annual report is due to the SERC each year by October 17, 2013

#### **Motion 5**

*Tony Sloma, seconded by Mike Gerber moved to approve submitting the SERC plan to the State of Ohio. With all "ayes" and no "nays" the motion is passed*

#### **Compliance Committee**

Referring to the Toledo Edison transformer oil incident (October 11, 2012); Tony Sloma, and the Compliance Committee recommend the LEPC accept a counter-offer of \$2,500 Discussion ensued

**Motion 6**

*Tony Sloma made the motion to accept Toledo Edison counter-offer of \$2,500. Motion is seconded by Chief Kowalski. With all "ayes" and no "nays" motion is carried.*

*Other Compliance Open Cases* Tony informs the LEPC of additional compliance violations with the Lucas County Prosecutors Office

**NEW BUSINESS**

**Cost Recovery Policy**

The current cost recovery policy is currently under review. We are working to align this policy with the state of Ohio policy. A draft will be presented at the November meeting.

**Northwest Ohio HAZMAT Conference**

As a participating sponsor and member of the six-county region, LEPC has been asked support the Northwest Ohio Hazmat Conference with a donation of \$500

**Motion 7**

*John Barnes made a motion to appropriate \$500 for the Northwest Ohio Hazmat Conference. Motion is seconded by Tony Sloma. With all "ayes" and no "nays" motion is carried.*

**ADJOURNMENT**

There being no further business, Tim O'Brien adjourned at the hour of 12:50 p.m.