



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

**MEETING MINUTES  
September 15, 2016**

**CALL TO ORDER**

Tim O'Brien called the meeting to order at 12:16 p.m.

**APPROVAL OF MEETING MINUTES**

On motion by Matt Krause, seconded by Tony Sloma, the Committee approved the minutes of the July 21, 2016 LEPC meeting minutes as circulated.

**OLD BUSINESS**

Tim O'Brien had nothing to report

**EXECUTIVE COMMITTEE**

**Organization and Maintenance of Records**

Tim O'Brien presented a proposal to enter into contract with Mike Frey--LEPC Contractor, to convert all existing 30-minute, 30-day and spill records from paper hard copy to digital format to accommodate the mission of the office. Discussion ensued.

***Motion***

*On motion by Dan Baker, seconded by Mike Gerber, the Committee granted authorization to enter into contract with Mike Frey-LEPC Contactor to conduct a records inventory, categorization, and conversion to digital format of all existing LEPC 30-minute and 30-day records. Contract shall be effective October 1, 2016 through December 31, 2017 The total agreement amount shall not exceed \$5,000.00 With all "ayes" and no "nays" motion is carried.*

**SUBCOMMITTEE REPORTS**

**Finance Coordinator**

Margo Schramm presented LEPC budget report and draft of LEPC 2017 budget. Margo reports we are under budget for 2016 expenses. The final budget for 2017 will be available for review before the November LEPC meeting.

**Grants Coordinator**

Mike Frey reports SERC approved a grant of \$54, 097.00 to the Lucas County LEPC.

**Plan Review Coordinator**

Pursuant to ORC 3750.04 13(a) & (b) the LEPC shall after internal review “submit the plan to the commission not later than the seventeenth day of October for review and concurrence” Mike Frey solicited the committee for motion that plan meets the criteria for submission. Discussion ensued.

***Motion***

*Katy Silvestri made a motion, seconded by Tony Sloma, to accept a resolution that the Committee has reviewed the Lucas County LEPC Hazard Materials Plan. With all “ayes” and no “nays” motion is carried.*

**Information Coordinator**

Pat Moomey reports four (4) information requests were made. All requests were forwarded to and handled by LEPC contractor.

**Emergency Coordinator**

Michelle Hughes-Tucker had nothing new to report.

**Training Coordinator**

Michelle Hughes-Tucker updated the Committee on future training:

- City of Toledo, Division of Environmental Services is hosting a 8-hour HAZWOPER refresher training on Thursday, October 13, 2016 at Owens Community College. Cost is \$70 for private industry and free-of-charge for public sector entities.
- Western Lake Erie Commission (WLEAC) will hold its next general meeting at Lucas County Emergency Services Building on November 1, 2016. Presenter will be Herb Oertli of US Coast Guard Topic is TBD
- LEPC Facility Workshop will be December 1, 2016 at the Lucas County EMS Training Center

**Exercise Committee**

Aletha Reshan informed the Committee the rain date for the full scale exercise is October 6, 2016

**Compliance Committee**

Tony Sloma reports no open Late 30-minute nor Late Tier II cases at this time.

Tony presented on four (4) 30-day late report compliance cases. Each case was presented and voted upon independently.

**Late 30-Day Spill Reports Voice Vote**

Company	Proposed Penalty	Motion	Seconded	LEPC Vote
Sharp Transit	\$375.00	T. Sloma	P. Moomey	Motion Passed*
Vance Properties	\$265.00	T. Sloma	K. Silvestri	Motion Passed*
JB Hunt	\$7,250.00	T. Sloma	R. Shearn	Motion Passed*
Prudy Brothers	No Penalty	T. Sloma	M. Sshramm	Motion Passed*

\* Abstentions; M. Gerber

## NEW BUSINESS

### ICS/EOC Training

Aletha informs the Committee that Wood County EMA, supported by Ohio EMA Field Operations, is presenting an incident command (ICS) and emergency operations center responsibilities and functions training on January 25, 2017 at the Wood County Courthouse. Registration is available through Department of Public Safety Training Campus website.

### Public Information Officer (PIO) Awareness Course

Aletha informs the Committee that Wood County EMA is hosting introductory level PIO training provided by Ohio EMA Training and Exercise Branch. Topics include PIO concepts and functions in the public safety/emergency management environment. Class will be on November 2, 2016 at the Wood County Courthouse. Registration is available through Department of Public Safety Training Campus website.

### 2016 LEPC Conference

The State Emergency Response Commission (SERC) is hosting the 2016 LEPC Conference on October 13, 2016 at State Fire Marshal Training Academy in Reynoldsburg, Ohio. Interested participants should contact Mike Frey for additional information/registration.

## ADJOURNMENT

Tim O'Brien adjourned at the hour of 12:52 p.m.

**Next Meeting**  
**November 17, 2016 12:15 p.m.**