

FREDERICK COUNTY  
Local Emergency Planning Committee (LEPC)  
Meeting Minutes

DATE: Monday, December 13, 2010

LOCATION: American Red Cross – Frederick County Chapter  
Walkersville, MD

ATTENDEES: Lt. Dennis Dudley, FPD; Stephanie Gordon, HOFC; Tom Meunier, FC-DPW; Judy Peterson, ARC; Richard Himes, DFRS; Dewey Foreman, HAZMAT Vol.; Seamus Mooney, FC-DEP; Jack Markey, FC-DEM; Steve Cooper, FC-DEP; Dr. Barbara Brookmyer, FCHD

In the absence of the elected officers, S. Mooney brought the meeting to order at 0833 hours. Chairman Dudley arrived shortly thereafter and assumed chair of the meeting.

OLD BUSINESS:

- October 12, 2010 meeting minutes
  - A motion was made by R. Himes and seconded by J. Peterson that the minutes of the October 12, 2010, meeting be accepted as presented. The motion passed unanimously.
- Volunteer Update
  - S. Gordon had nothing new to report
- LEPC Drills
  - S. Mooney reported that he had attended (along with other members of the LEPC) a drill conducted in Brunswick by CSX. Since this drill was centered around a hazardous materials incident, the LEPC should be able to use it to meet its current year drill requirement. He will turn over the drill information to Chairman Dudley.
  - S. Mooney also reported that he plans to start conducting small drills around the county with the municipalities in late spring of 2011.
  - The Frederick County Health Department has several drills scheduled in 2011.
- Committee Membership
  - Chairman Dudley will send out an e-mail to the committee membership requesting that they review and update their organization's representative. S. Mooney offered that DEP would coordinate the updating of the list.
  - J. Markey will handle the BOCC approval process once the membership list has been updated.
- LEPC Constitution and Subcommittees
  - S. Mooney stated that Article IV of the LEPC Constitution identifies five standing committees. He offered that the work of the LEPC could be accomplished by two committees - Internal and External. The Internal Subcommittee would deal with items such as the budget, grants, and annual drill; the External Subcommittee would deal with items such as Community Right-To-Know issues and community liaison work. After discussion, a motion was made by J. Peterson and seconded by T. Meunier to place the two subcommittee proposal on the January LEPC meeting agenda for a vote.
- FY10 LEPC Grant Funds
  - There is \$5,367 remaining in the fund.
  - R. Himes reported that no one from DFRS attended the Virginia Hazardous Materials Conference.

- J. Peterson asked the LEPC to consider funding a Mass Casualty Disaster Course scheduled to be held at the Red Cross on January 8, 2011. She requested \$700 that will cover instructor expenses and course materials. 21 students have been registered at this point, and 20 are Frederick County residents. This course is being conducted as a result of the issues associated with the natural gas line explosion in California. A motion was made by S. Gordon and seconded by R. Himes to allocate \$700 for this course. The motion passed unanimously.
- J. Peterson advised that there was a storage container available that could be used to transport the cots and blankets (30 each per container) purchased by the LEPC for use in shelters. Each cart is \$750 (including \$100 for items to secure the carts in a trailer). She submitted a grant request to the Red Cross to purchase some of these containers but the request was denied. A motion was made by R. Himes and seconded by S. Mooney to allocate \$4500 to purchase 6 containers if this item is acceptable under the grant. The motion passed unanimously.
- S. Mooney stated that the remaining funds could be used toward the publication of the LEPC Annual Notification. A motion was made by S. Mooney and seconded by J. Peterson to spend the remaining funds for the publication of the LEPC Annual Notification. The motion passed unanimously.

#### NEW BUSINESS:

##### ➤ FY11 Community Right-To-Know (CRTK) Grant Eligibility

- After discussion of the FY11 CRTK grant eligibility criteria, all in attendance agreed that the LEPC met the criteria. A motion was made by J. Peterson and seconded by T. Meunier authorizing the Chairman to sign and submit the letter for the grant. The motion passed unanimously.
- Chairman Dudley would like to have a spending plan in place for the FY11 funds. S. Mooney will send out an e-mail to LEPC members to solicit spending options. Those items submitted will be checked to see if they meet the funding criteria before being presented to the LEPC for consideration.

##### ➤ Elected Positions

- S. Mooney brought up that Article II of the LEPC Constitution states that the LEPC shall consist of five elected officers, but we only vote for three; the other two are appointed. Robin Santangelo, Frederick County PIO, has been serving as the LEPC PIO as an assignment by the County Manager, and J. Markey, Frederick County Emergency Manager, has been serving as the Community Emergency Coordinator.
- After discussion, a motion was made by B. Brookmyer and seconded by J. Peterson to have the Frederick County Division of Emergency Management (DEM) carry out the duties of the Community Emergency Coordinator. The motion passed unanimously.
- J. Markey stated that he would check with the County Manager to see if the County PIO could perform the duties of the LEPC PIO as an assignment. A motion was made by B. Brookmyer and seconded by J. Peterson to fill the LEPC PIO position as directed by the County Manager. The motion passed unanimously.

##### ➤ Monthly Meetings

- There was a lengthy discussion on how often the LEPC should meet. As a result of this discussion, a motion was made by S. Mooney and seconded by J. Peterson that the LEPC will meet at least quarterly, but will conduct bi-monthly meetings. The motion passed unanimously.

##### ➤ LEPC Officers Not Attending Meetings/Performing Duties

- It was brought out that the current vice chair hasn't attended any meetings this year and the current secretary has only attended one meeting. After discussion, a motion was made by R. Himes and seconded by J. Peterson to appoint S. Cooper as "acting" secretary until the current secretary's status can be determined. The motion passed with all present in favor of the motion except for S. Mooney and S. Cooper.

- A motion was made by S. Mooney and seconded by T. Meunier to conduct nominations and vote on filling the positions of vice chair and secretary at the January 2011 meeting. The motion passed unanimously.

ROUNDTABLE:

- S. Mooney
  - We will be recycling boxes of old LEPC brochures.
  - Department of Emergency Preparedness' offices have been moved to the other side of our building where DFRS offices used to be located. We will be moving the Emergency Operations Center (EOC) to the space vacated by the Fire Marshals.
- T. Meunier
  - FEMA cost codes have been added to DPW's Emergency Operations Manual and the personal contact information has been updated.
- J. Markey
  - The new BOCC will be communicating their seven goals.
  - Dale Spangenberg resigned from IIT. Sherry Weakley is the "acting" director.
  - A delegation from the county did a factory test on the new radio system and it passed. It is in the process of being shipped here and will be stored until installation begins. Testing of the installed system will begin in late summer with a projected cut-over date of October 2011.
- S. Gordon
  - A Volunteer Mobilization Drill will be held on March 17, 2011, at The Unitarian Universalist Congregation of Frederick.
- R. Himes
  - DFRS has moved to its new building at the Training Center off Reichs Ford Road. Groups are welcome to conduct meetings/hold training at the new building.
- J. Peterson
  - There are six boxes of Plan 9 materials at the Red Cross Building that need to be relocated to DEP.
  - The Red Cross – Frederick County Chapter is updating its Continuity of Operations (COOP) Plan.
  - The National Red Cross is "nationalizing" a lot of things.
  - The Red Cross' response to the house fires in Brunswick last week was called off due to adverse road conditions caused by the snow. Red Cross coordinated with DFRS Director Owens and Battalion Chief Dmuchowski to get the residents a place to stay temporarily.
- D. Dudley
  - The City of Frederick is updating its COOP Plans and its Emergency Operations Plan (EOP) and its annexes.
- D. Foreman
  - A Swift Water Rescue Drill was conducted a couple of weeks ago and was supported by the Red Cross.

PLANNED EVENTS:

- A half-marathon will be held in the City of Frederick on May 7, 2011. It will be run completely within the city limits.

A motion was made by J. Peterson and seconded by T. Meunier to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 1003 hours.

The next meeting will be held on January 10, 2011, at the American Red Cross – Frederick County Chapter in Walkersville, MD.

Respectively submitted by Steven Cooper, “Acting” Secretary.