

**FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Agenda**

DATE: December 12, 2011

TIME: 8:30am

LOCATION: American Red Cross – Frederick County Chapter
2 E. Frederick St., Walkersville, MD 21793

CALL TO ORDER:

- Introduction and Welcome of LEPC Members and Guests

MEETING MINUTES

- Action on previous meeting minutes

COMMITTEE REPORTS:

- External Standing Committee
- Internal Standing Committee
- Ad-hoc Committee(s)
 - None at this time

OLD BUSINESS:

- Potential 2012 LEPC exercise(s)
- FY11 Grant spending

NEW BUSINESS:

- LEPC Grant Eligibility Certification Statement
 - See Attachment 1 for requirements
- National Response Center and Miscellaneous Notifications
- Determination of 2012 Meeting Location and Dates
 - See Attachment 2 for proposed location and dates
- Nomination of Officers
 - Chair
 - Vice Chair
 - Secretary
 - Community Emergency Coordinator
 - Public Information Officer

ROUNDTABLE DISCUSSION:

- Issues/events pertinent to the mission of the LEPC

LEPC Grant Eligibility Requirements

1. Appointed a chairman;
2. Established rules by which the LEPC shall function, including:
 - Provided for public notification of committee activities;
 - Provided for public meetings, if requested to discuss the emergency plan, public comments, committee response to the comments, and distribution of the emergency plan, and;
 - Designated an official to serve as coordinator of information.
3. Established procedures for receiving and processing requests from the general public for the following information as described in § 324 of EPCRA:
 - An emergency response plan;
 - Each follow-up emergency release notice described in § 304(c) of the federal Act;
 - Each material safety data sheet (MSDS) or list of MSDSs described in § 311(a)2 of the federal Act; and
 - Each hazardous chemical inventory form described in § 312 of the federal Act.
4. Completed an emergency plan in accordance with § 303 of the federal Act;
5. Completed a review of the emergency plan annually, or more frequently as changed circumstances in the community or at a facility may require;
6. Designated a location for the general public to review each item listed in item 3, above; and
7. Published an annual notice in local newspapers stating the following:
 - The emergency response plans, MSDSs or lists of MSDSs, and inventory reports have been submitted;
 - That follow-up emergency notifications may be subsequently issued; and
 - The location and hours of availability that members of the public may review a plan, MSDS, list, form or follow-up notice.

Proposed 2012 LEPC Meeting Location and Dates

Proposed location:

Division of Fire and Rescue Services
Conference Room (number TBD)
5370 Public Safety Place
Frederick, MD 21704

Proposed Dates:

February 13 (election of officers)

April 9

June 11

August 13

October 8

December 10 (nominations for officers)