

FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes

DATE: Monday, January 10, 2011

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

ATTENDEES: Dennis Dudley, FPD; Stephanie Gordon, HOFC; Robert Shen, FC-DPW;
Judy Peterson, ARC; Richard Himes, FC-DFRS; Dewey Foreman, HAZMAT Vol.;
Seamus Mooney, FC-DEP; Steve Cooper, FC-DEP; Dr. Barbara Brookmyer, FC-HD;
Dave Dunn, Asst. County Manager; Robin Santangelo, FC-PIO; Todd Johnson,
FCAA; John Reginaldi, MEMA; Carroll Jones, Mayor – City of Brunswick.

Chairman Dudley called the meeting to order at 0835 hours and began the meeting with introductions of those in attendance.

OLD BUSINESS or INFORMATION:

- December 13, 2010 meeting minutes
 - A motion was made by T. Johnson and seconded by B. Brookmyer that the minutes of the December 13, 2010, meeting be accepted as presented. The motion passed unanimously.
- Volunteer Update
 - S. Gordon reported that all HandsOn Frederick County staff had reported back to work after the recent lay-offs had ended. Suzanne Cliber is in charge of the RSVP Program, and Michelle Sweet, Chief Staff Officer, is carrying out the responsibilities of the Executive Director since they have no one in that position.
- LEPC Drills
 - S. Mooney reported that he is still working with several municipalities concerning their Emergency Operations Plans (EOPs). New Market just approved its plan and is interested in hosting one of the tabletop drills/facilitated discussions we plan on conducting around the county with groups of municipalities beginning in late spring this year. The drills/discussions will center around the County and municipal EOPs and we will talk thru a couple of scenarios, including a hazardous materials incident.
- LEPC Constitution and Subcommittees
 - S. Mooney presented changes discussed at last month's meeting to change the meetings to at least quarterly and to establish two committees, Internal and External, to replace the current five standing committees identified in Article IV of the LEPC Constitution.
 - Internal Committee - This Committee shall be responsible for formulation of all policies and procedures concerning the public's Right-To-Know Program and public education and information. The committee shall handle all record keeping and information dissemination procedures for the LEPC, the development and implementation of public education and information programs, and content and maintenance of the LEPC's website.
 - External Committee - This committee shall be responsible for emergency response and resources coordination for the LEPC and hazardous materials facilities liaison and outreach. The committee will review, update and exercise the County's Hazardous Substance Emergency Response Plan as required by law, review existing federal, state, local, and facility plans for the purpose of coordination with the LEPC planning process, coordinate the outreach efforts to hazardous materials storage facilities, and provide the LEPC quarterly reports on hazardous materials responses in the county.

After discussion of these changes and others that were pointed out as needing to be made,

S. Mooney stated he would make the proposed changes and then send the document to the membership for review. Chairman Dudley stated that a vote would be taken at the next meeting on the proposed changes.

- Committee Membership
 - Chairman Dudley will send out an e-mail to the committee membership showing the recent changes and requesting that they conduct a final review before the list is sent to J. Markey who will handle the BOCC approval process.
- LEPC Officers Not Attending Meetings/Performing Duties
 - It was brought out that the current LEPC By-Laws does not address the removal of an elected officer for not performing the duties of the position. Chairman Dudley will contact the current elected Vice Chair to see if he intends to attend meetings and carry out the duties of Vice Chair; S. Cooper will contact the current elected Secretary to see if he intends to attend meetings and carry out the duties of Secretary. If they cannot carry out their duties, they will be asked to tender a letter of resignation from the elected position.
 - S. Mooney made a motion that he serve as acting Vice Chair in the interim. This was seconded by R. Himes and passed unanimously.
- FY10 LEPC Grant Funds
 - Chairman Dudley reported that the items approved at the December 2010 for purchase are eligible for grant funds.
 - J. Peterson stated that the storage containers and mounting equipment have been ordered. The costs associated with the Mass Casualty Disaster Course were less than anticipated and will come in under \$500.
 - S. Mooney will contact the DFRS Haz Mat Team Officer to see if the team has any needs that the remaining grant funds can be used to purchase.

NEW BUSINESS:

ROUNDTABLE:

- C. Jones
 - Asked if all municipal EOPs had been completed. S. Mooney stated they had not, and added that they were not required to have an EOP.
 - Thanked the Red Cross for their assistance during the recent incidents in the City of Brunswick.
- J. Reginaldi
 - Offered assistance with conducting exercises.
 - Spoke about the incendiary packages sent to Maryland officials last week.
 - Solicited assistance for an effort he is involved in with the International Association for Healthcare Security and Safety to develop a manual to assist architects with security issues related to building design.
- S. Mooney
 - Modifications to our building are ongoing. The Emergency Operations Center (EOC) is almost done, and a temporary back-up 911 center will be operating out of the EOC while the current back-up 911 center is being upgraded with new furniture and equipment.
 - The Mass Care and Shelter Committee is developing a Shelter Operations Plan.
- S. Gordon
 - A Volunteer Mobilization Center Drill will be held on March 17, 2011, at The Unitarian Universalist Congregation of Frederick.
 - HOFC is coordinating a MLK Day Service on January 17th at the Cultural Arts Center.

- R. Santangelo
 - Frederick County has a new television show on Channel 19 called *This Week in Frederick County*. New shows will air each Monday at 5:30pm and will be repeated.
 - Let her know if any updates need to be made to the LEPC website.
- D. Dudley
 - The MCAC put out a bulletin after two incendiary packages were sent to Maryland officials last week that incorrectly stated that the MCAC should be called if you find a suspicious package.

PLANNED EVENTS:

- Other than the previously mentioned MLK Day Service on January 17th, no other events were mentioned.

A motion was made by R. Himes and seconded by S. Mooney to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 0922 hours.

The next meeting will be held on February 14, 2011, at the American Red Cross – Frederick County Chapter in Walkersville, MD.

Respectively submitted by Steven Cooper, Acting Secretary.

NOTE: These minutes were reviewed and approved at the February 14, 2011, meeting with no changes.