

**AFREDERICK COUNTY**  
**Local Emergency Planning Committee (LEPC)**  
**Meeting Minutes**

**DATE:** April 25, 2022

**TIME:** 8:30am

**LOCATION:** Virtual Meeting

**Attendees:** Melissa Bonaporte, FHH; Rohan Brown, FC-DEP; Kelly Cambrell, FC-Executive's Office; Laura Casillas, EPA; Dennis Dudley, FC-DEP; David Foehner, CSX; Kevin Grunwell, Brunswick Police; Ron Kunz, NIH; Caroline Mitchell, Red Cross; Tyler Muntz, FC-DPW; Jon Newman, FC-DFRS; Sharon Riddell, FC-DEP; Dennis Reynolds, Kite Pharma; Robin Shusko, FCC; Kayla Wilems, Kite Pharma

**CALL TO ORDER: Dennis Dudley called meeting to order at 8:31am**

- Introduction and welcome of LEPC members and guests

**MEETING MINUTES**

- A motion was made to approve the January 10, 2022 Minutes by Robin Shusko and seconded by Kevin Grunwell, the motion was approved by all.

**COMMITTEE REPORTS:**

- External Standing Committee
  - Request for locations or risks to table top or drill in 2022
    - Kite Pharma requested to conduct a Hazmat Drill
    - BC Jon Newman will check with DFRS on a possible drill/tabletop to be conducted with Kite Pharma October to Mid-November timeframe.
- Internal Standing Committee
  - Reminder this is a public meeting under the Open Meetings Act
  - Work on public messaging with Frederick County Video Services
    - Hazmat Video to inform what actions to take and understand response plans
      - ❖ Intro: Preparedness for Hazmat and Risks
      - ❖ Shelter in Place and Evacuation explained
      - ❖ Hazmat Unit response
- Priority for 2022 Update Website
  - Change time for Internal Standing Committee Meeting
    - Same day as External Committee
    - Ensure Meeting Dates, Agendas and Minutes are posted on Frederick County Government LEPC Website

## **OLD BUSINESS:**

- Until restrictions are lifted, meetings have been conducted in Microsoft Office Teams conference calls
- Update Membership: please provide updates to [sriddell1@frederickcountymd.gov](mailto:sriddell1@frederickcountymd.gov) names to Sharon
  - We will be sending the Membership listing to the County Executive and SERC for approval in September.
- LEPC Dates 2022: January 10, April 11, July 11 and a September date for emergency Preparedness Month.
- New Officers:
  - Chair: Dennis Dudley
  - Vice Chair: BC Jon Newman
  - Secretary: Sharon Riddell
- Constitution and Bylaws update
  - 2016 update was not submitted for approval
  - Input for changes to bylaws

## **NEW BUSINESS:**

- **NRC Notifications**

## **ROUNDTABLE DISCUSSION:**

- Issues/events pertinent to the mission of the LEPC
  - No issues/events to report

Motion to adjourn by Jon Newman, second by Ron Kunz. The motion passed unanimously and the meeting was adjourned at 8:40am.

**NEXT MEETING:** July 11, 2022, 8:30am, Virtual Teams Meeting or Room 126 PSTF

Send any items/topic for the agenda to [sriddell1@frederickcountymd.gov](mailto:sriddell1@frederickcountymd.gov)