

MEETING MINUTES

ALLEN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Meeting Date: February 13, 2023

Meeting Time: 1:30 pm

Meeting Location: Citizens Square, 200 E. Berry Street 4th Floor Conference Room Fort Wayne, IN

Meeting Called to Order: Chairman Beier 1:31 pm

Committee Members Present: L. Mayers, C. Fleischer, B. Bard, S. Hubbert, T. Maloney, M Waldron, N. Milliman, D. McCoy, A. Spangler, T. Schulz, J. Hale, J. Smith, B. Beier

Committee Members Absent: J. Huff, B. Remesnik, B. Carlisle, J. Heath

QUORUM MET

WELCOME AND COMMENTS:

Chairman Beier welcomed everyone. Since there are new members, Chairman Beier asked for everyone to introduce themselves.

Chairman Beier provided some background and the role of the LEPC. The two elements of this committee are to focus specifically on fixed facilities, chemicals, hazardous materials and accidental releases. The second role is Community Right to know; sharing with the community what hazardous chemicals are in the community and what folks should do even before an incident.

Chairman Beier discussed the role of the committee members on the LEPC and stated members represent different aspects of planning, primary and response, to fixed facility. The emphasis we want to put on it is planning; working with fixed facilities.

ROSTER APPROVAL:

The 2023 roster was emailed out to all members in advance. Chairman Beier discussed how we are required to, at a minimum, have 12 representatives on the Committee: one for each category.

On a motion by M. Waldron and a second by D. McCoy, the Committee voted to approve the roster as presented. **Motion passed**

BY-LAWS APPROVAL:

The by-laws were emailed out to all members in advance. Chris Fleischer explained that the 2023 by-laws were written and based on the states template: with some changes. Chris Fleischer explained quorum; we have to have 50% +1; 50% in person then the +1, and anyone after that can attend can be

virtually. Chris Fleisher explained the sub-committees that will be create; Communication, Planning and Training and Exercise. Each Sub-Committee will need a chairperson. Chris Fleischer stated all sub-committee meetings need to follow the open-door policy.

On a motion by T. Schulz and a second by N. Milliman the Committee voted to approve the 2023 by-laws as presented. **Motion passed**

FISCAL BUDGET:

Chairman Beier stated the budget is based off of fees received from facilities who submit a Tier II via the Tier II Manager. T. Maloney identified what the LEPC funds can be spent on; emergency planning, data management, training, hazardous materials response equipment, administrative communications equipment, meeting stipend or special projects approved by the IERC. Chairman Beier stated most LEPC's are not aware of what the funds are for. It's specifically for fixed facilities. We need to focus our funding on the key aspects of planning, training and exercises with fixed facilities.

C. Fleischer stated that at the May meeting we will determine if we want to create a finance sub-committee in order to be more strategic with our budgeting. The May meeting will allow us time to create the sub-committee prior to the 2024 budget being due.

On a motion by M. Waldron and a second by D McCoy, the Committee voted to approve the 2023 budget report as presented. **Motion passed**

APPOINTMENT OF 2023 LEPC EXECUTIVES:

Chairman Beier stated we have to appoint and vote for LEPC executives for 2023. He opened nominations for Chair. Chairman Beier nominated C. Fleischer for Chair. M. Waldron seconded the motion and recommended to close nominations for Chair. **Motion passed**

Chairman Beier asked for nominations for Vice-Chair. L. Mayers nominated T. Maloney for Vice-Chair. C. Fleischer seconded the motion. **Motion passed**

Chairman Beier asked for nominations for Secretary/Treasurer. Chairman Beier nominated L. Mayers for Secretary/Treasurer. M. Waldron seconded the motion. **Motion passed**

The 2023 Executive LEPC officers are:

- Chair – Chris Fleischer
- Vice Chair – Tim Maloney
- Secretary/Treasurer – Lori Mayers

APPOINTMENT OF 2023 LEPC SUB-COMMITTEE CHAIRS:

Chairman Beier stated the Chair appoints the sub-committee chairs. He stated the sub-committees are planning, training/exercise and communications. C. Fleischer stated to be a sub-committee chair, you

need to be a LEPC member, other sub-committee members do not need to be a member of the LEPC. All sub-committee meetings must follow the open-door law.

C. Fleischer stated since he is the office planner, he will be the sub-committee chair of the planning sub-committee.

L. Mayers nominated T. Maloney as Chair of the training/exercise sub-committee.

No takers for communications sub-committee. The communications sub-committee will remain open and we will continue to find someone to fill the role.

Sub-Committees

- Planning – emergency planning with fixed facilities – Chairman C. Fleischer
- Training/Exercise – training those plans with the fixed facilities and exercising the plans – Chairman T. Maloney
- Communications – communicating with the public what chemicals are in the community – Not currently filled.

EXERCISE PROPOSAL:

Chris Fleischer stated we have reached out to BF Goodrich, via committee member D. McCoy, to conduct an exercise at their facility for 2023. D. McCoy stated he is waiting for approval from his Management Team. C. Fleischer stated if they have concerns or additional questions, he and T. Maloney would be willing to sit down with them to discuss further.

T. Maloney stated we always try to have a full-scale exercise because they are more beneficial.

C. Fleischer stated he and T. Maloney talked briefly about possibly breaking the exercise up into two different sections; a tabletop in the morning to discuss information sharing, coordination. The afternoon would consist of the technical component for the HazMat team at the facility.

Chairman Beier stated we are not executing the LEPC plan, we are executing the Allen County response plan related to hazardous materials. What traditionally happens it everyone is already staged and on scene, the event starts halfway into the emergency, but what gets forgotten, is how we get there. How do we get told this is happening? We want to look at the opportunity to focus on the front end of the emergency; from what happens at the company, to calling dispatch, who gets notified, who gets paged, how do we know where to go? We never exercise this part. Then roll into the technical response. The focus should be on the initial phone calls. T. Maloney stated it would be a table-top/workshop. Chairman Beier stated the workshop portion of the exercise allows the HazMat Tech team to work with BF Goodrich.

FUTURE MEETING DATES:

Chairman Beier stated we are required to meet quarterly. If we have to cancel one of the below meeting dates, we will need to call a special meeting.

C. Fleischer stated the December meeting is not confirmed, he put it out there. The December meeting is when we would do elections for 2024, approve the by-laws, roster, and financials. To be discussed at the May 8th meeting.

- May 8, 2023
- August 14, 2023
- November 13, 2023
- December 18, 2023

ADDITIONAL COMMENTS:

L. Mayers stated she has a roster for everyone to provide their contact information. This roster will only be for internal use for committee members. The updated roster will be sent out with the minutes.

T. Maloney thanked Chairman Beier for his leadership through the years. It's been a privilege having you as the Chairman. He stated he's looking forward to 2023.

ADJOURNMENT:

On a motion by D. McCoy, seconded by C. Fleischer the Committee motioned to adjourn. **Motion passed.** Adjourned at 2:41 pm.

Chris Fleischer, Chair

Date