



May 14, 2002

OK Department of Civil Emergency Management  
Attn: Dale Magnin  
P.O. Box 53365  
Oklahoma City, OK 73152

RE: 2nd Quarter CY 2002 Quarterly Report

The following report is the Oklahoma County LEPC Quarterly Report.

### **Task 1**

Meet the minimum requires for representation (Oklahoma Statute 27A Section 4-2-103).

#### **Result**

The Oklahoma County LEPC membership continues to meet the requirements of State Statute 27A Section 4-2-103. Current membership names, addresses and organizations that they represent are available upon request.

### **Task 2**

Have an elected Chairman

#### **Result**

Oklahoma County LEPC continues to have an elected Chair. Elections were held on January 10, 2001 and Clint Greenwood was re-elected as Chair for his second 2-year term.

### **Task 3**

Develop or review and update bylaws annually.

#### **Result**

The annual review of the Oklahoma County LEPC by-laws was completed during the second quarter of calendar year 2002. Changes are pending. By-laws have been posted on the LEPC internet site [www.okcountylepc.org](http://www.okcountylepc.org). The 2002 revision of the by-laws is currently in process.

[www.okcountylepc.org](http://www.okcountylepc.org)

### ***Oklahoma County LEPC Mission Statement***

*To enhance the protection of the community and environment from hazardous material incidents through planning, preparation and communication between citizens, business and government.*

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#### **Task 4**

Maintain a designated 24-hour spill reporting number in the county and a point of contact name and address.

##### Result

The Oklahoma County LEPC continues to maintain the 24-hour spill reporting number and point of contact name and address through the Oklahoma County Sheriff's Department. The Oklahoma County LEPC plans on revising the 24-hour spill notification procedure to incorporate online reporting through the OK County LEPC website at [www.okcountylepc.org](http://www.okcountylepc.org). In addition, the Oklahoma City Fire Department makes a pager notification to the OK County Chairman for all releases within Oklahoma City.

#### **Task 5**

Participate in a HAZMAT exercise annually.

##### Result

Members participated in a table top exercise with the Oklahoma City Fire Department during their annual Chief's Retreat.

#### **Task 6**

Review and update LEPC Emergency Response Plan annually.

##### Result

The Oklahoma County LEPC Emergency Plan has been reviewed by an OK County LEPC subcommittee. No updates were necessary.

#### **Task 7**

Conduct regular LEPC meetings and provide public notification of meetings.

##### Result

The Oklahoma County LEPC continues to have monthly meetings on the second Wednesday of each month for a minimum of 10 meetings per year. Agendas and minutes for the meetings are posted on the LEPC website [www.okcountylepc.org](http://www.okcountylepc.org).

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### **Task 8**

Maintain a system to receive Tier II reports, respond to public requests for information, annual publish a newspaper notice of the plan, MSDS's and that inventory of forms have been submitted.

#### **Result**

The Oklahoma County LEPC continues to receive Tier II reports and file them so that they are available to the public. The Oklahoma County LEPC has not received any requests for information within the last several years. The documented procedure for maintaining the current system and the publication of the public notice will be completed prior to December 31, 2002. The procedure is currently in draft form to incorporate homeland security issues into the procedure.

### **Task 9**

Sponsor or co-sponsor some type of outreach activity; such as Risk Management Plan rollouts, CAMEO classes, EPA workshop, HAZMAT training, WebPages, etc.

#### **Result**

The Oklahoma County LEPC has developed a webpage and will add outreach information as appropriate.

The Chair, Clint Greenwood, participated in several training sessions to bring the Edmond Fire Department up to the Hazardous Materials Technician Level.

In addition, the Oklahoma County LEPC maintains a budget account with Oklahoma County for receipts of grant monies.

If you have any questions, or if you need any additional information, please contact me at home: (405) 670-4950 or pager (405) 647-5774 or work (405) 557-6980 or via e-mail at [cfireknight@cs.com](mailto:cfireknight@cs.com).

*Clinton G. Greenwood*

CLINTON G. GREENWOOD  
OK COUNTY LEPC CHAIRMAN

[www.okcountylepc.org](http://www.okcountylepc.org)

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