

Minutes of the Meeting

**OK County
LEPC Meeting**
April 11, 2007 - 2:00 PM
OSU Extension Center

Meeting called by: Mike Bower
Minutes Taken by: Jon Hall

1. Called to order and introduction of members by Mike Bower
2. Approval of Minutes from March Meeting – Minutes approved
3. Public Comments –
 - 3.1. DHS is in the process of conducting an NRP/NIMS review. On March 27th a draft NIMS update was released for review, however, the comment period ended on April 6th. For additional details see the following link. http://www.dhs.gov/xprepresp/programs/gc_1166653070655.shtm
 - 3.2. DHS has released an interim final rule that imposes comprehensive federal security regulations for high risk chemical facilities, titled “Chemical Facility Anti-Terrorism Standards Final Rule”. Appendix A, DHS Chemicals of Interest, is of particular importance as comments can be submitted before it is instituted. The following web-site can be accessed for additional details and comment procedures. http://www.dhs.gov/xprevprot/laws/gc_1166796969417.shtm
4. Spill Notifications – None
5. Old Business –
 - 5.1. The Oklahoma County LEPC has received the draft MOU from the Dept. of Environmental Quality (DEQ). The dates the MOU will be in affect are being researched by Jami Murphey. When the dates are determined, they will be added to the MOU and the MOU will be signed and returned to DEQ for final signature.
 - 5.2. David Barnes provided an update to future LEPC education efforts.
 - It was determined that the LEPC should continue to send the yearly letter to all Tier II submitting facilities encouraging participation in the LEPC. Discussion arose as to exactly who would receive the invite and the process used to mail the letters out in 2006. Jon Hall will review the past meeting minutes to see if the process was documented. **No information was found in past meeting minutes.** When the LEPC receives the Tier II reports from DEQ, a review will be conducted to see if the reports contain the needed information on facilities that should receive the yearly invitation and if the information can be easily extracted for use.
 - David mentioned the upcoming national Conference of State Emergency Directors. It may be beneficial for the LEPC to host a lunch or break during this event in an effort to further our education efforts. The item will be added to the May agenda for a vote of the members.
6. Treasurer’s Report – Dwight e-mailed a treasurers report to the LEPC members and a copy was available at the monthly LEPC meeting.
7. New Business –
 - 7.1. Information was distributed to the LEPC concerning the upcoming all hazards radio event to take place at Super Wal-Marts throughout the OKC metro area. The main programming periods will be April 14th and April 21st and everyone is encouraged to spread the word and or come out and help support the event.

- 7.2 . A question was asked concerning the reproduction status of the Shelter In Place pamphlets. Jami was in need of a hard copy of the document which Dwight provided to her. The contact information needed to be changed on the document. Jim will make those changes and provide Dwight and Jami with the corrected copy.
- 7.3. As addressed in past meeting minutes, the LEPC is sponsoring a training event on June 13th with Aubrey Campbell from the Department of Transportation. Mike has asked the Cleveland County LEPC if they would like to co-sponsor the training. Justin Adams is checking on the availability of the Oklahoma City Public Works Bldg. as a possible training location.
8. Program – Mike Magee provided a handout and an introduction to the HSEEP program. The briefing covered the basic steps to conducting an exercise program in compliance with HSEEP guidance. The main areas of focus were exercise types, exercise documentation, planning conferences and HSEEP compliance. All were encouraged to utilize the HSEEP website (<https://hseep.dhs.gov/default.htm>) as a tool to help create an affective exercise program. Many resources are available on the website, to include various planning templates used when developing, conducting and evaluating exercises.

9. Meeting Adjourned

Next Meeting: May 9, 2007