

# Minutes of the Meeting

**OK County  
LEPC Meeting**  
**August 10th, 2011 – 2:00 PM**  
**RMACC**

Meeting called by: Jon Hall  
Minutes Taken by: Lisa Kuefler

## Members Present

Kevin Bahjat	OKC SWQ	Gary Renfrow	SORB Technology
Ron Micue	Integriss	Jordan Carter	Devon Energy
Getty Williams	Newalla EM	Jeremy Robbins	MWC FD
Buck Pearson	OKC SWQ	Norman Nieves	UCO
Jerry Bower	OCCHD	Donna Sewell	Xerox
Jennifer Cunkle	OK ANG EM	Tom Tarr	Cameron Int'l
Jason Miller	Luther Fire	Jon Hall	FAA
David Burrigh	OK County EM	Lisa Teel	OCCC
Kyle Glisson	63 <sup>rd</sup> CST/WMD	Lisa Kuefler	Tinker AFB EM
David Dickerson	63 <sup>rd</sup> CST/WMD	Mike Bower	MWC EM
Jennifer Shubert	OK ANG EM	Rebecca Dallen	OKC SWQ
Micah Jarrett	OK ANG EM	David Barnes	OK County EM
William Gebur	OUHSC PD/EM	Jeremy Coffey	City of OKC

1. Called to order by Jon Hall.
2. Previous meeting minutes were reviewed and approved. Motion to approve by R. Micue, 2<sup>nd</sup> T. Tarr.
3. Treasurer's Report – The group reviewed the July 2011 treasurer's reports. Motion to approve by D. Barnes, 2<sup>nd</sup> R. Micue.
4. Public Comments – None.
5. Spill Notifications – None.
6. Old Business –

6.1- LEPC Planning Grants letter from OEM-Jon reviewed the HMEP grants fund letter from OEM. In the past the LEPC had a fairly simple process for requesting HMEP grant funding. PHMSA has issued new requirements for requesting HMEP grant funds. The guidelines are more stringent than they previously were and will require more support from group members to accomplish. OEM will be sending applications and guidance to LEPCs next week and the LEPC will discuss the grant funding at future meetings.

6.2- Emergency Response Plan Review- Updated on an annual basis. This plan is broken down into an annex format. The plan will change extensively with the current update. The format of the plan will be moving to the ESF format and will put the plan more in line with the National Response Framework format. The basic plan is an overview of the plan and accessible to the public. The specific annexes are more restricted from public access. Jon Hall asked David Barnes if the LEPC could help. David said that the LEPC could help by assisting him in the planning process and review. This especially applies for those that would be actively involved in a response for an incident type encompassed in the plan. Jon suggested that anyone that is interested in providing assistance with the plan to contact himself or David Barnes.

6.3- Volunteer Fire Department Laptop Request- The LEPC has the ability to provide funding for a laptop for volunteer fire departments. Luther Fire has expressed an interest in being a part of this funding. Getty Williams from Newalla fire department has also requested to receive a laptop. The laptop will be used as an emergency response planning tool for hazardous materials by utilizing programs such as MARPLOT and CAMEO. The volunteer fire departments are not provided with the funding they would need to obtain a laptop on their own. Mike Bower brought up the question as to whether we want to make the process competitive when considering who will be included. Jon stated that it is currently unnecessary for departments to compete as there have only been two requests in the last couple years that the LEPC has been offering. In the future, if there are multiple requests and not enough funding available the process may become competitive. Jon Hall stated that the fire departments will need to make a formal request for the equipment to ensure accountability for the funding. The volunteer departments will be required to maintain the equipment and install any additional software. Ron Micue stated that the committee needs to determine a standard computer package that will be issued to the fire departments. The LEPC will most likely pre-load the laptops with CAMEO, CAMEO chemicals, and MARPLOT and educate the departments on how to retrieve tier II reporting information. Mike Bower suggested that the municipality that is receiving the equipment be required to be an active member of the LEPC. Lisa Teel suggested publicizing the donation of laptops to volunteer fire departments through the Eastern Oklahoma County Fire Chiefs Association or Oklahoma Fire Chiefs Association. Lisa Teel also suggested putting a sticker on the laptop that states that it was donated by the LEPC. Jordan Carter recommended providing CAMEO training for fire department receiving laptops. Motion to approve the purchase of laptops for Luther and Newalla fire departments once a formal letter of request is submitted and the LEPC will purchase and issue the equipment to the departments by J. Robbins, 2<sup>nd</sup> J. Murphy.

6.4- Safety Performance Indicator (SPI) Committee-This item has been deferred to a later date.

6.5- 2011 Oklahoma Emergency Management Conference –August 22<sup>nd</sup>- 25<sup>th</sup>, 2011. Carrie Cox will be the point of contact to determine whether the LEPC has a booth at the conference. Jon asked the group if there are any volunteers. David Barnes, Jon Hall, Mike Bower, Lisa Kuefler, Jami Murphy, and Diann Riter volunteered to man the booths. Volunteers will meet Tuesday morning at 0930 and determine the schedule for manning the booth.

6.6- Oklahoma Hazardous Materials Emergency Response Committee (OHMERC) Meeting- This meeting was cancelled and this item has been deferred to a later date.

7. New Business – None

8. Sub-committee breakout sessions- Jon Hall would like the committees to focus on the HMEP grant funding ideas. The LEPC will start out with looking at high risk areas located near RMP facilities and providing training and information to the local community. The subcommittees are tasked with brainstorming ideas on how to inform communities and also how to relate this project to hazardous materials transportation as required for the HMEP grant funds. The subcommittees will then submit their ideas to the group and the committee will move forward from there.

9. Meeting Adjournment.

Next Meeting: September 14th, 2011