

# Minutes of the Meeting

## OK County LEPC Meeting

September 14th, 2011 – 2:00 PM  
Oklahoma City Community College

Meeting called by:

Jon Hall

Minutes Taken by:

Lisa Kuefler

### Members Present

|                  |                        |                       |                     |
|------------------|------------------------|-----------------------|---------------------|
| Getty Williams   | Newalla EM             | Gary Renfrow          | SORB Technology     |
| Pamela Boatright | OSRHE                  | Lisa Teel             | OCCC                |
| Tom Tarr         | Cameron International  | Josh Kilmer           | OSU-OKC             |
| Richard Smith    | VHA-OEM                | David Perez           | OK ANG              |
| Rebecca Dallen   | City of OKC            | David Burrignt        | Oklahoma County EM  |
| Douglas Mason    | OK ANG                 | Kevin Bahjat          | OKC SWQ             |
| Mike Bower       | MWC EM                 | Jerry Bower           | OCCHD               |
| Jason Miller     | Luther Fire            | Jeremy Robbins        | MWC FD              |
| Luke Mark        | Luther Fire            | Becky Stuhlsatz       | International Paper |
| Lucien Jones     | OKC Public Safety Comm | Jeremy Coffey         | City of OKC         |
| Matt Stillwell   | Edmond EM              | Brook Pintens         | Edmond EM           |
| Diann Riter      | Tinker AFB EM          | Jami Murphy           | DEQ                 |
| Patricia Ragle   | OSU-OKC                | Mike Magee            | Edmond EM           |
| Lisa Kuefler     | Tinker AFB EM          | Elizabeth Billingsley | OCCHD               |
| Duane Bunch      | Meal Container Corp    | Bonnie McKelvey       | OEM                 |
| David Barnes     | Oklahoma County EM     |                       |                     |

1. Called to order by Jon Hall.
2. Previous meeting minutes were reviewed and approved. Motion to approve by R. Smith 2<sup>nd</sup> D. Burrignt
3. Treasurer's Report – The treasurer's report was reviewed with the group. Motion to approve by D. Perez, 2<sup>nd</sup> R. Smith.
4. Public Comments – None.
5. Spill Notifications – None.
6. Old Business –

6.1- HMEP Funding- Bonnie McKelvey from Oklahoma Department of Emergency Management- Jon discussed the changes in HMEP funding requirements for LEPCs. The LEPCs will have to create project proposals to determine eligibility for the grant funding and will be reimbursed upon completion of those projects. Bonnie recommended planning a multi-year project such as a commodity flow study or hazard analysis as a possibility of a project to start out. Bonnie provided the group with a handout discussing possible activities for the LEPC to become involved with and plan for to request grant funding. She emphasized the importance of including the element of hazardous materials transportation in all activities the LEPC is requesting funding for. Canadian county LEPC requested HMEP funding to assist with hiring a contractor to help update their emergency operations plan (EOP) to go in line with the national response framework and include ESFs. Bonnie contacted PHMSA to inquire about whether that type of activity would be approved for funding. She was told to submit the request formally, but was not denied. She emphasized the importance of

accountability of expenditures throughout project completion. The current deadline to submit a grant proposal is September 25<sup>th</sup>, 2011, however, Bonnie stated that she could work with LEPCs to extend that deadline. Jon discussed the possibility of starting out with requesting assistance contracting someone to help with the Oklahoma County EOP and also looking at funding for outreach activities. David Barnes will contact Canadian county emergency management to find out more information about their request. Mike Bower mentioned that the committee has accomplished a lot in FY 2011 and it may be good to look back and see what we can do again next year and how we can improve upon that to create a good project proposal for the grant request. Bonnie stated that some of the money that is set aside for planning may also be moved to training upon request. Costs for refreshments may not be included in the proposal. Jon Hall is going to look into a training opportunity for ethanol emergency response. Mike Bower emphasized the importance of ethanol emergency response training and the difficulty responders face when dealing with ethanol emergencies.

6.2- Training Opportunities- Western Shelter is offering a training class for experience setting up western shelters on Friday, Oct 7<sup>th</sup> 2011 from 8am-5pm. The training may require standing for several hours and lifting up to fifty pounds. Contact Paulette Marshall (405) 312-4758 or [paulettm@health.ok.gov](mailto:paulettm@health.ok.gov) if you are interested in attending Western Shelter training. Skywarn Spotter training is available online. The course is located at [https://www.meted.ucar.edu/training\\_course.php?id=23](https://www.meted.ucar.edu/training_course.php?id=23). You will have to create an account and login to access the training. This course covers the basics of being a SKYWARN Spotter. The goal of the course is to provide baseline training for all spotters through multiple modules covering the procedures for spotting (including communication and spotter report criteria) and safety considerations for all hazards.

6.3- Hot Zone Conference-The Hotzone conference will be held in Houston, TX on October 20<sup>th</sup>-23<sup>rd</sup>, 2011. The state is providing 9 \$500 scholarships for people to attend the Hotzone conference. The goal of the Hotzone conference is to train and equip local, state and federal responders for safe, coordinated and efficient response to releases of hazardous materials which threaten public health and the environment. A motion to approve the LEPC providing up to \$500 for Mike Bower to attend the conference made by D. Riter, 2<sup>nd</sup> D. Barnes. Mike will brief the group upon his return from the conference. The 2011 National Association of Sara Title III Program Officers (NASTTPO) conference will be held in Houston, TX on October 19<sup>th</sup>-20<sup>th</sup>, 2011. Jon mentioned the possibility of sending someone to the NASTTPO conference. Bonnie McKelvey stated that the organization is an advocate for LEPCs. Mike Bower volunteered to attend the conference since he is already planning to be in Houston for the Hotzone conference around the same time. A motion to amend the previous motion for \$500 to include the extra expenses for the NASTTPO conference and increase the funding to up to \$750 made by D. Barnes, 2<sup>nd</sup> D. Riter.

6.4- October HAZMAT Awareness Course-Jon Hall is still waiting on OSU-OKC to confirm the schedule on the OSU-OKC website for the October HAZMAT Course. Bonnie will confirm the funding and class schedule with her contact at OSU-OKC and get back to the LEPC. The flyer is posted on the website for retrieval to send to persons that may be interested in the course, but do not currently attend the meetings.

6.5- December Meeting- Jon requested that the group consider cancelling the monthly meeting for December due to scheduling conflicts during the holidays. Jami Murphy mentioned that this may be a good time to have an executive meeting and safety performance indicator meeting. A motion was made to cancel the December meeting by Jon Hall, 2<sup>nd</sup> D. Riter.

6.6- Map Book/CD's for Rural Fire Department-Deferred to October Meeting.

6.7- LEPC Promotional Items- Lisa Kuefler handed out two examples of promotional items for the LEPC to order. The items included pens and mini notebooks with the Oklahoma County LEPC logo and website address. Jon Hall made a motion to approve up to \$1000 for the purchase of promotional items for the LEPC, 2<sup>nd</sup> D. Riter.

## 7. New Business –

7.1- Storm Water Quality Industrial Workshop is coming up on October 12<sup>th</sup> and October 13<sup>th</sup>, 2011. In the past the LEPC has sponsored workshops and had a table to reach out to attendees as well as provide a briefing on the LEPC. Mike Bower made a motion to approve sponsorship of the SWQ Workshop of up to \$150 for door prizes at the workshop 2<sup>nd</sup> J. Murphy Second. Rebecca Dallen is going to look into different types of weather radios, specifically, handheld or crank.

7.2- The Post office needs a permanent address for the P.O. Box and 2 forms of ID. David Barnes volunteered to use his work address.

8. Program-Lisa Teel, Oklahoma City Community College- Lisa Teel provided an overview of the history of OCCC as well as the different programs offered on campus. OCCC has been working on their EOP. The Oklahoma County LEPC is referred to in their EOP under ESF 10 for making information available to the public on the nature, amount and location of the incident. OCCC has also conducted exercises to test their response time for a hazardous materials incident and received favorable results.

9. Meeting Adjournment.

Next Meeting: October 12th, 2011