



Local Emergency
Planning Committee
Walt VanDromme
Chair
Tim O'Brien
Vice Chair
Patekka Bannister
Secretary

**LEPC Meeting Minutes
November 17, 2011**

Attendance and Introductions

Minutes

September 15, 2011 minutes were approved and distributed.

Old Business

The executive committee recommendation is to terminate the Haz Mat IQ training. Joe Walter made a motion that we cancel our reservation for Haz Mat IQ. The motion was seconded by Matt Heyrman. Motion passed.

Haz Mat Conference- Discussion included whether the topics and scope of the conference would be a better fit for fire service organizations and a list of expenses that our contribution will cover was requested.

Joe Walter made a motion that we participate and contribute \$500 for the December 10th Haz Mat Conference. The motion was seconded by Carrie Perry.

Subcommittee Reports:

Executive Committee: Chief VanDromme reported that the Executive Committee met this morning to discuss several topics. One item that needs to be voted on is the contract for Mike Frey. He has met most deliverables with one remaining item that has to be delayed until 2012. The 2012 contract will have similar conditions as the previous contract Mike is under.

Tom Wiegand made a motion for a contract extension for Mike Frey (January 2012-June 2012). The motion was seconded by Tony Sloma. Motion passed.

Compliance Committee:

Tony Sloma provided a background on the committee for new members along with a summary of closed cases and open spill reports.

Training: No report

Exercise: Kelvin Davis reported that we will be partnering with UTEP for our 2012 exercise. Both groups need a table top and full scale exercise. The table top is scheduled for February 1 and the full scale exercise will be in June. Our state deadline is June 30, 2012.

Finance: Matt Heyrman reported on the 2012 budget (attached). Discussions included creation of a rainy day fund and identifying future office or field equipment needs.

Joe Walter made a motion to approve the 2012 LEPC Operations Budget. The motion was seconded by Tony Sloma. Motion passed.

Grants: No report

Plan review: Chief VanDromme reported that Joe Walter received a Notice of Concurrence from the state. Minor recommendations were made. Local fire departments will receive copies of the plan and law enforcement will be sent a letter informing them of where to locate a copy.

Information Coordinator: Joe Walter reported he had a few request and they were passed on to the contractor to process.

Emergency Coordinator: Michelle Hughes-Tucker reported that spill reports are caught up and are flowing in. Haz Mat IQ training is December 8th.

Public Relations: No report

Compliance Committee: Tony provided the following report:

Compliance Report

1. Closed Cases

Late Spill Reporting

-First Energy: \$11,762.50

-First Energy: \$ 2,325.00

Late Tier II Reporting

-Norfolk Southern \$ 152.10

Open Spill Report Cases

No open cases to report at this time

New Business

Tim O'Brien reported on the Operation and Organization Plan. The plan will define each committee and duty. Also, it will include goals and a scope. Tim would like the group to meet before the next January LEPC meeting.

Chief VanDromme reported that we might perhaps start another subcommittee to work on records retention. Joe Walter volunteered to work to set a policy.

Adjournment

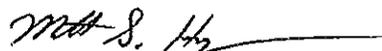
Meeting was adjourned. The next LEPC meeting will bet at 12:15 p.m. on January 19, 2012 in the third floor conference room of the Lucas County Emergency Services Building.

Minutes Submitted by: Patekka Pope Bannister



Local Emergency Planning Committee (LEPC)
2011 Budget Report
November 17, 2011

	<u>2011 Budget</u>	<u>2011 Actual</u>	<u>2011 Projected</u>
Beginning Balance	\$ 169,749.19	\$ 169,749.19	\$ 169,749.19
Revenues			
416270 Grants -OEEF	\$ 5,000.00	\$ -	\$ -
416271 Grants - Federal	\$ 7,500.00	\$ 8,725.19	\$ 14,053.19
416272 Grants - State	\$ 54,176.00	\$ 50,048.00	\$ 50,048.00
418110 Other Receipts	\$ 20,500.00	\$ 14,749.80	\$ 27,000.00
Total	<u>\$ 87,176.00</u>	<u>\$ 73,522.99</u>	<u>\$ 91,101.19</u>
Expenditures			
512110 Contract Services	\$ 51,000.00	\$ 45,700.00	\$ 51,000.00
512180 Contract Projects	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
514120 Supplies	\$ 500.00	\$ -	\$ -
514130 Postage	\$ 1,000.00	\$ 314.69	\$ 350.00
515110 Advertising & Printing	\$ 10,000.00	\$ 3,500.00	\$ 10,000.00
515160 Copying	\$ 200.00	\$ -	\$ -
515210 Telecommunications	\$ 300.00	\$ 234.22	\$ 300.00
515230 Training	\$ 20,000.00	\$ 16,850.00	\$ 22,550.00
517110 Miscellaneous	\$ 2,855.00	\$ 1,623.19	\$ 1,746.60
530100 Equipment	\$ 20,000.00	\$ 18,360.00	\$ 18,360.00
Total	<u>\$ 150,855.00</u>	<u>\$ 131,582.10</u>	<u>\$ 149,306.60</u>
Projected Ending Balance	\$ 106,070.19	\$ 111,690.08	\$ 111,543.78



Submitted by Matthew S. Heyrman on 11/17/2011

Local Emergency Planning Committee (LEPC)
2012 Budget

	<u>2011 Budget</u>	<u>2011 Projected</u>	<u>2012 Budget</u>
Beginning Balance	\$ 169,749.19	\$ 169,749.19	\$ 111,543.78
Revenues			
416270 Grants -OEEF	\$ 5,000.00	\$ -	\$ -
416271 Grants - Federal	\$ 7,500.00	\$ 14,053.19	\$ -
416272 Grants - State	\$ 54,176.00	\$ 50,048.00	\$ 51,808.00
418110 Other Receipts	\$ 20,500.00	\$ 27,000.00	\$ 25,000.00
Total	<u>\$ 87,176.00</u>	<u>\$ 91,101.19</u>	<u>\$ 76,808.00</u>
Expenditures			
512110 Contract Services	\$ 51,000.00	\$ 51,000.00	\$ 48,000.00
512180 Contract Projects	\$ 45,000.00	\$ 45,000.00	\$ -
514120 Supplies	\$ 500.00	\$ -	\$ 500.00
514130 Postage	\$ 1,000.00	\$ 350.00	\$ 750.00
515110 Advertising & Printing	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00
515160 Copying	\$ 200.00	\$ -	\$ 3,765.00
515210 Telecommunications	\$ 300.00	\$ 300.00	\$ 300.00
515230 Training	\$ 22,550.00	\$ 22,550.00	\$ 12,978.00
517110 Miscellaneous	\$ 2,855.00	\$ 1,746.60	\$ 2,515.00
530100 Equipment	\$ 20,000.00	\$ 18,360.00	\$ 500.00
Total	<u>\$ 153,405.00</u>	<u>\$ 149,306.60</u>	<u>\$ 76,808.00</u>
Projected Ending Balance	\$ 103,520.19	\$ 111,543.78	\$ 111,543.78