

Warren County LEPC Meeting Minutes 01/11/2017

LEPC members in Attendance: Steve Agenbroad, Dennis Waldbillig, Brooke Matzen, Dustin Ratliff, Lesli Holt, John Franks, Randy Johann, Bill Romaine, David Wood

Others in attendance: Andy Riddiough, Jonathan Westendorf, Barry Riley, Mark Messer, Duane Stansbury, Ryan Burke

<p>Welcome and Introductions</p>	<p>DISCUSSION/CONCLUSION: David Wood called the meeting to order at 2:32 p.m. David welcomed the members in attendance. David started the meeting by apologizing for sending out the wrong version of the bylaws on January 3, and he explained that a new draft was sent out yesterday for LEPC member review. David explained that this special LEPC meeting was called in order to approve LEPC bylaws and revise the LEPC members list.</p>	<p>RECOMMENDATION/ACTION: None</p>
<p>Review of Previous Meeting Minutes</p>	<p>DISCUSSION/CONCLUSION: Members in attendance reviewed the 10/25/2016 and the 12/14/2016 LEPC Meeting Minutes. A recommendation was made to add the attendance list to the meeting minutes. Lesli Holt will add the attendance list to the October and December LEPC meeting minutes. Motion was made to approve the October 25 meeting minutes by Steve Agenbroad. Motion was seconded by Dwayne Stansbury. Motion was carried to approve the October 25 LEPC meeting minutes. A motion to approve the November meeting minutes was made by Steve Agenbroad. Randy Johan seconded the motion. Motion was carried to approve the November LEPC meeting minutes.</p>	<p>RECOMMENDATION/ACTION: Lesli Holt will add the attendance roster to the October and December LEPC meeting minutes. – <i>completed 2/14/2017</i></p>
<p>Review of Bylaws</p>	<p>DISCUSSION/CONCLUSION: David Wood opened the discussion of the LEPC bylaws. David mentioned that this version of the bylaws was sent to LEPC members yesterday (Tuesday, January 10) for review. David reported that the portions of the bylaws that were highlighted were either questioned by an LEPC member or were items that had been edited due to meeting discussion or member request. Members and participants present reviewed and discussed the bylaws. Comments and discussion points are listed</p>	<p>RECOMMENDATION/ACTION: David wood live edited the member list</p>

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	<p>below: Committee representation Article 5 section A: committee reviewed this section. No comments were made to include further edits to this section.</p> <p>Reviewed again at a later time in the meeting: Article 5 section A – membership requirements. Changed wording to include that a hospital “with a footprint” in Warren County</p> <p>Article ----- Section C – struck out item regarding email vote outside of meeting. This was struck since it does not comply</p> <p>Member alternates: question was raised about what duties alternates have. The language decided on at the December meeting included that alternates who were previously named as an alternate LEPC member would count towards a quorum and would have voting privileges in the absent member’s stead. Committee discussion included clarifying when the alternate had to be named: whether an official LEPC application was needed for an alternate or if an alternate could be named via email before the meeting. The concern was that an alternate would be able to vote without knowledge of LEPC items and the number of alternates could outweigh the number of actual members. Decision was made that it would fall on members responsibility to brief their alternate on LEPC items.</p> <p>Article 7 section B voting: official voting cannot take place via electronic form – it has to be done face to face (this went against Ohio Revised Code). No further discussion was made on this comment. Language will be added to the bylaws.</p> <p>Recommendation was made to change the Ad Hoc Member to Ad Hoc Participant. Change was live edited by David Wood.</p> <p>Article 11 Administrative Services: David explained</p>	
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	<p>language was added to update the address of the EOC and add in the phone numbers for dispatch (non emergency and emergency).</p> <p>Article XIV – edited error in ORC reference (removed the extra “3”)</p> <p>Article 15 Section A: change to section B adding in language for subcommittee meetings. David explained that Subcommittees of the LEPC fall under the same legislation as LEPC. David said that if a majority of members of a subcommittee do not attend then it cannot be considered a meeting (under the public meeting rule). Question was asked if you could still have a meeting but not conduct public business if a quorum was not reached. Participants agreed that this type of meeting could be considered a “discussion” and not a meeting.</p> <p>Section C sunshine law provision: David explained that revisions in this section included defining what a meeting is and how public business could not occur without meeting requirements. David also mentioned that the section explaining the only two reasons for exemption to sunshine laws (to go into an Executive Session) was added into this section. David asked for questions or comments on Sunshine law provision edits: there were none.</p> <p>Recommendation was made to have a method to remove a member article 5 section C: recommend changing language after ...deemed inactive. The inactive member will need to be voted on to be removed for cause. David will draft language for this section and will add to bylaws for review.</p>	
<p>Voting on Executive Board</p>	<p>DISCUSSION/CONCLUSION: Voting on Executive Board did not occur at this meeting. Voting will be tabled until the next scheduled LEPC meeting.</p>	<p>RECOMMENDATION/ACTION: This item will be discussed at the next LEPC meeting.</p>

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Reports:	DISCUSSION/CONCLUSION: <u>LEPC Coordinator Update:</u> <u>EMA Update:</u> Lesli Holt reported on the 4 th quarter 2016 EPA notified events in the county. Events list is on file with Warren County EMA. <u>SERC:</u> no report for this meeting <u>Greater Cincinnati Hazmat:</u> no report for this meeting <u>Warren County Health District –</u> no report for this meeting -	RECOMMENDATION/ACTION: No action needed at this time.
New Business:		
LEPC TTX Exercise	DISCUSSION/CONCLUSION: David Wood reported that the LEPC is due to hold an exercise before June 30, 2017. David recommended that the LEPC focus on a tabletop exercise. He said a meeting with the LEPC planning team will be scheduled to discuss the upcoming exercise.	RECOMMENDATION/ACTION: LEPC Planning team will meet to discuss details on the next LEPC exercise.
4th Quarter Hazardous Materials Spills and Events for Warren County	DISCUSSION/CONCLUSION: <ul style="list-style-type: none"> - 10/1 – green algae Bloom in creek near Stubbs Mill - 10/16 – Plane Crash near Camp Kern - 10/20 – 200 Gallons of fuel oil leaked in a residence in Carlisle - 10/26 – Report of 5 gallons of a chemical leaking from a roof into the 3rd floor of a business. 15 people reported feeling sick. - 10/29 - Construction crew notified dispatch of cleanup of waterway at Primrose and Davis in Deerfield Twp. (reported limeshale from digging migrated into waterway) - 11/2 – Strong odor of natural gas. Upon investigation found unintentional mercaptain release related to maintenance being performed on Hart Road. - 11/3 – EPA was contacted related to a vehicle crash involving a semi truck with diesel fuel leaking into a waterway in the area of Alexanders Hill (due to an accident with live wires down the leak could not be 	RECOMMENDATION/ACTION: No recommended action at this time.

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	<p>contained for a certain amount of time).</p> <ul style="list-style-type: none"> - 12/15 – Semi driver reported a leak in the saddle tank – 30 gallons of diesel fuel leaked at rest area on I71NB - 12/21 – Reported CO poisoning at a business on Kingsview. Approximately 3 patients were taken to local hospitals. - 12/29 – semi overturned carrying 16 pallets of paint. 8 of the 16 pallets were leaking paint onto the roadway. 	
Roundtable Discussion:	<p>DISCUSSION/CONCLUSION:</p> <p>No reports were given for this meeting.</p>	<p>RECOMMENDATION/ACTION:</p> <p>None</p>
Educational Review	<p>DISCUSSION/CONCLUSION:</p> <p>No educational items were discussed at this meeting.</p>	<p>RECOMMENDATION/ACTION:</p>
Open Discussion	<p>DISCUSSION/CONCLUSION:</p> <p>Next meeting date: David will send out a doodle to poll attendees of todays meeting of when their availability is for another meeting,</p>	<p>RECOMMENDATION/ACTION:</p>
Adjourn	<p>Motion to adjourn was made by Ryan Burke. Seconded by Steve Agenbroad.</p>	