**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

 **MEETING MINUTES**

**May 7, 2015 at 1:30 p.m.**

**Sheriff’s Training Academy**

**916 Main Street, Suite 1002**

**Lubbock, TX**

Attendees:

1. Liz Broadsteet, DSHS
2. Bill Brown, DSHS
3. Mark Brown, Texas Agrilife Extension Services
4. David Corder, SPAG
5. Everett Davis, Lubbock County
6. Dan Dennison, Vice Chair LEPC
7. Rachel Dolan, City of Lubbock PHEP
8. Dave Freriks, The Salvation Army
9. Anna Gibson, TIEHH Bioterrorism Response Lab
10. Gerry Grant, LP&L
11. David Jones, Lubbock MPO
12. Jill Lonvick, City of Lubbock OEM
13. PJ Mann, Covenant
14. Tommy Murillo, SPAG
15. Nick Olenik, Lubbock County
16. Lance Owens, TCEQ
17. Clinton Thetford, Lubbock County Emergency Management
18. Tammy Walker, LMPO
19. Renee Witherspoon, TTUHSC
20. Welcome and introductions by Renee Witherspoon, LEPC Chair
21. Public Comment
	1. No public comment
22. Approval of the Minutes
	1. No meeting minutes available for 2/5/15 with Chuck Reed, Lubbock FBI
23. Subcommittee Reports
	1. **Executive Committee Report**
		1. On April 29, we had an executive committee meeting. We had 9 members in attendance. The goal of our meeting was to Review our Standing Committee responsibilities and ask for volunteers for the committee leadership.
		2. New Committee Leadership
			1. Tim Berry, Emergency Response and Resource Committee
			2. Charlie Brown, Public Education and Information Committee
			3. Everett Davis, Membership Committee (previously Training and Membership, but this will be separated with the updated bylaws)
			4. Lance Owens, Hazardous Materials Facilities Liaison Committee
			5. Clinton Thetford, Training Committee Chair
		3. Additional volunteers to assist in leadership roles include:
			1. Anna Gibson will be assisting in the Emergency Response and Resource Committee
			2. Trish Jenkins in the Hazardous Materials Facilities Liaison Committee, and
			3. Ida (Aida) Martinez, the Public Education and Information Committee
		4. The other goal for the meeting was to get some ideas of goals for our LEPC this year. Some of the goals we discussed were:
			1. Updating our membership roster and committee membership to the SERC.
			2. Updating our Bylaws
				1. At our previous meeting, we asked for volunteers to assist with the bylaws, and Everett and Dan volunteer to assist with this.

We have reviewed the bylaws, and have updated them to meet the 2014 Region 6, LEPC Handbook. A few more changes will be made before those are presented to the entire committee for review.

One of the key recommendations for our bylaws was to split up the Training and Membership committee.

Regarding Public Comment.

We’re getting this published to our website.

* + 1. Review of our Tier 2 data.
			1. This responsibility will be going to Lance with our Hazardous Materials Facilities Liaison Committee.
		2. Updating the website
			1. Lindsey Diaz was able to update our webpage with our meeting information. Jessi Collins is our webmaster for Lubbock County.
			2. Responsibility for Public Education is with our Public Education and Information Committee and Charlie Brown.
	1. **RIGHT-TO-KNOW COMMITTEE** – Dan Dennison (new Chair)
		1. Dr. Presley has resigned as chair.
		2. Dan Dennison has graciously volunteered to fill this position.
	2. **PUBLIC EDUCATION AND INFORMATION COMMITTEE** - Charlie Brown (Chair). Charlie did not attend so Renee provided the update.
		1. Leland Fellows is also on this committee, and he is working on a project with his Boy Scout troop and developing an Emergency Planning Merit Badge with the LEPC.
			1. Renee attended Leland’s Boy Scout troop on 5/4/15 to recruit new Wally mascots and to discuss Emergency Planning and how the LEPC can help them develop their skills in this area.
		2. Wally attended the Lion’s Club Pancake festival on February 21st and this was the first festival where Wally had a live Twitter feed from the event.
	3. **TRAINING COMMITTEE** – Clinton Thetford (Chair)
		1. Discussed upcoming training opportunities and the TDEM Conference in Austin the following week.
	4. **MEMBERSHIP COMMITTEE** – Everett (Chair)
		1. Will be updating everyone’s membership information so that it can be approved by the Judge and submitted to the SERC.
		2. Everett asked David Corder and Tommy Murillo with SPAG to provide an update as to the [South Plains Unified Regional Systems Network](http://prod.i-info.com/dashboard/portal.aspx?gid=657F006B86824217B3CF12772AD9FE60)
			1. Presented was an introduction to the South Plains Unified Regional System (SPURS), a regional based database with numerous modules for Emergency Management, response agencies and groups such as the LEPC.
			2. They showed how Randall/Potter County Office of Emergency Management use the system(PARIS) for their LEPC.
			3. They briefly touched on how your LEPC membership could register into the system and a license holder (Everett Davis) can send mass messages to the membership through various means using one system.
			4. Lastly they reviewed the capability to credential individuals based on their verified training.
			5. SPAG has offered the LEPC to use a regional license for a period of 1 year and if it works for the LEPC, then we will be allowed the option to purchase a license and continue to use the system.
	5. **EMERGENCY RESPONSE AND RESOURCE COMMITTEE** - Tim Berry (Chair)
		1. No report at this time
	6. **HAZARDOUS MATERAILS FACILITIES LIAISON COMMITTEE** - Lance Owens (Chair))
		1. No report at this time.
1. Other Business (new and old business)
	1. Everett has been keeping us updated on the Texas Legislature bill movement. HB 942 relating to storage of certain hazardous chemicals.
	2. Our Non-Profit Status update for *Local Emergency Planning Committee, Inc.*
		1. Formed July 13, 2011. We are in good standing with the Secretary of State, thanks to Judge Head keeping up with all of the Public Information Report and Franchise Tax information (next report due December 2015).
			1. The initial directors are:
				1. Tom Head
				2. Everett Davis
				3. Bill Curnow
				4. Victor Means
				5. James Hargrave
				6. Hope Floeck
				7. Gerry Grant
	3. Although we are in good standing, we do need to meet at least one time/year and elect officers and determine what we would like to accomplish, and bylaws.
	4. We need one of our initial directors to lead this effort since Renee is not on the list.
	5. Faith-based event
		1. Please consider if we can start this event up again
2. Presentation
	1. Our speaker was Jeffrey McKito, Public Information and Marketing Manager for the City of Lubbock. His presentation was on “Media Relations.”
3. Announcements
	1. Our next meeting will be on Thursday, August 6th. Working with Chief Barnes in Slaton to have a field trip to Slaton. November 5th meeting will be another field trip to XFab in Lubbock
4. Meeting was adjourned at about 3:00 p.m.