



Greene County
Local Emergency
Planning Committee

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Open Meeting

LEPC EXECUTIVE COMMITTEE MEETING November 20, 2008 - MINUTES

Members in attendance: Lisa Cardone, Chair; Mike Bennett; Ryan Nicholls; Ralph Siccama; J. R. Webb, Vice-Chair; Carolyn Fink; and Karen McKinnis, Secretary.

The November 20, 2008 Greene County LEPC Executive Committee Meeting was called to order by Vice-Chair, J. R. Webb at 1:40 p.m.

Ryan Nicholls made a motion to approve the September Executive Committee Minutes, Ralph seconded the motion. A vote was held and passed to approve the minutes as written.

OLD BUSINESS

Ryan passed out the current budget statement for review. The LEPC Treasurer's Report reflected a total of \$72,919.98 in the budget with 24.49% spent to date. The majority of the expenditure is the salary of the Regional Planner. Some assessment equipment has also been purchased.

There were no changes in Regional HAZMAT and WMD Planning, Training, or Citizen Corp topics at this time.

Ryan provided an update on HomeTown Ready – they have completed a business packet for distribution at conferences and other outreach efforts.

Lisa said there was no update on the MERC at this time. There are four LEPC members that are attending the December HAZMAT Symposium: two from the OEM and two from COX. The LEPC will assist with registration and mileage.

Lisa asked for any other old business – none was brought forward.

NEW BUSINESS

Final efforts were outlined on completing the LEPC New Member Packets.

The kits are planned to contain:

- Revised LEPC Guide Book - Ryan Nicholls, Carolyn Fink take care of cover design

- LEPC membership list – Carolyn Fink
- Website emergency contact list – Ryan Nicholls
- HomeTown Ready information – Carolyn Fink
- CERT information – Carolyn Fink
- LEPC note pad – Carolyn Fink
- Contained in a folder with LEPC Sticker on the cover – Lisa Cardone

Two hundred copies of the Guide Book will be made to start.

It was decided to put the packets together at the January LEPC Executive Committee meeting and make that a working lunch meeting. Then pass them out to those members in attendance at the February General Membership meeting, followed by a mailing to those Tier II members that had not gotten them through the meeting.

Ryan said he did not need any funds for interns at this time, they were all working free and all was going well. The largest intern project is the traffic survey.

The HMEP Grant documents which were sent out for review electronically were discussed. The survey results were used to formulate the requested training courses requested in the grant proposal. J. R. made a motion to accept Carolyn's recommendations reflected in the HMEP grant documents, Mike seconded the motion. A vote was held and passed unanimously.

The January LEPC Exec. Committee meeting will be putting together the New Member Packets at the January meeting.

Discussion was had on the December LEPC General Membership meeting. The LEPC member commitment awards for 2008 will be distributed at the December meeting which will be at the Springfield Brewery. There will be a presentation by Cox and OEM on the HAZMAT Symposium. Karen will develop the menu and officer nomination form for the meeting. Officer elections that are up will be held in February. Ryan Nicholls will talk to Jason from Cox to provide the presentation.

The December meeting will also have the opportunity for a white elephant exchange for those interested in participating.

Lisa asked for other new business and with none brought forth.

Ryan made a motion to adjourn which was seconded by J. R. A vote was held and passed. The meeting was adjourned at 1430 hours.

Respectfully Submitted by
Karen McKinnis
LEPC Secretary