



Greene County
Local Emergency
Planning Committee

833 Boonville
Springfield, MO 65802
417 869 6040

**GREENE COUNTY LEPC EXECUTIVE COMMITTEE
MEETING MINUTES
February 20, 2007**

1. Art Burnett, Vice-Chair, called the meeting to order at approximately 1:00 p.m. at the OEM.
2. A motion was made and seconded to approve the November 16, 2006, Executive Committee meeting minutes. Minutes were unanimously approved.

OLD BUSINESS

- a) **Financial Report:** None given. It will be presented at the LEPC General Committee Member Meeting of 2/21/2007.
- b) **Regional HAZMAT/WMD Planning update:**
Andrew reported there was nothing to update since the last report of November 16, 2006.
- d) **HAZMAT Training Update:**
Carolyn Fink reported that classes are posted on the OEM website and the next class is a HAZMAT Awareness class to be held on March 10, 2007.
- g) **Topics for General Committee Meetings:**
It was decided to do a tour of the 911 center for the next General Committee Member Meeting on April 19th. It was also decided to survey the General Committee Members for future meeting topics.

NEW BUSINESS

- a) A discussion followed on the mechanics of the February General Elections.

The next LEPC Executive Committee meeting TBA.

Respectfully submitted,

Carole Kidwell
LEPC Secretary

Attendees:

Carole Kidwell – OEM	Ryan Nicholls – OEM
Carolyn Fink – OEM	Andrew Katen - OEM
Art Burnett – Willowbrook Foods	J R Webb – 911 Center



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**LEPC EXECUTIVE COMMITTEE
MEETING MINUTES
May 17, 2007**

1. Chair, Lisa Cardone called the meeting to order at approximately 1:10 p.m. at the Greene County Office of Emergency Management.
2. Art Burnett made a motion to approve the March Executive Committee meeting minutes, Ryan Nicholls seconded the motion. The minutes were unanimously approved.
3. **OLD BUSINESS**
 - a) Financial Statement Report
 - Ryan Nicholls presented the financial statement, the current LEPC balance is \$27,430.12.
 - Discussions were held on the balance being 66% currently and that LEPC funds carry over into the following year so are not lost.
 - b) Regional HAZMAT and WMD Planning Update
 - Nothing new to report.
 - c) HAZMAT Training Update
 - Ryan (Carolyn not present) reported on training classes; OPS class was tonight and more classes in June. See the online list for scheduling.
 - d) Citizen Corp. Update
 - The Citizen Corp. grant is complete and Ryan reported that he is expecting the new application soon.
 - Ryan explained that the recent grant provided funding for the CERT, Neighborhood Watch and Community Heroes programs in Greene County.
 - Citizen Corp. funding can be used for any volunteer program that has emergency management/response basis. Other volunteer programs may be added to future applications.
 - e) Other Old Business
 - None

4. NEW BUSINESS

a. Upcoming Budget Review

- Ryan expects the same CEPF and HMEP grant funding as last year (\$16,912.11 and \$2,634.63 respectively)
- Discussion was held on the Training Budget-LEPC Membership Training at meetings line item of \$3,000. It was agreed that this was a good expenditure allowance as it allows more LEPC members to attend the meetings.
- Discussion was held on creating an intern position to assist with the PSP-VA Program. DHS is still making guide lines for the program. If this looks like a good fit for the LEPC and Greene County funding for the intern may be included in the 2007 budget.
- Ryan will draft a 2007 budget for further review and discussion prior to the next meeting as new information is received.

b. Educational Opportunities

- Lisa provided a Resource List she has designed for LEPC members and asked for additional resources to be added. When completed, it could be added to the web site. Lisa will send it electronically to the executive committee for input.
- Ryan welcomed ideas for web site improvements.

c. PSP-VA Program

- Andrew reported that DHS has decided to make some changes in the PSP-VA program and he is waiting the final guidance before he looks at local implementation.
- PSP-VA Program outreach could be labor intensive and may be an area where an intern can be very beneficial. Andrew will keep the committee updated as he gets information.

d. Other New Business

- Michael Bennett was welcomed to the LEPC Executive Committee.

5. ADJOURN

- A motion was made, seconded and passed to adjourn the meeting.

Respectfully submitted,
Karen McKinnis
Secretary

Attendees were: Lisa Cordone, Chair, Kraft; Ryan Nicholls, OEM; Andrew Katen, OEM; Carole Kidwell, OEM; Art Burnett, Willow Brook Foods; Michael Bennett, 3M; J.R. Webb, 911; Karen McKinnis, S-GCHD

Next LEPC Executive Committee meeting July 19, 2007.



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**LEPC EXECUTIVE COMMITTEE
MEETING MINUTES
July 19, 2007**

1. Chair, Lisa Cardone called the meeting to order at approximately 1:10 p.m. at the Greene County Office of Emergency Management.
2. David Hoover made a motion to approve the May 17, 2007 Executive Committee meeting minutes, Ryan Nicholls seconded the motion. The minutes were unanimously approved.
3. **OLD BUSINESS**
 - a) Financial Statement Report
 - Ryan Nicholls reported that there were no financial statement actions at this time. The new (FY 07) budget was just submitted July 15.
 - b) Regional HAZMAT and WMD Planning Update
 - Ryan reported that Shea Lane is the new WMD/Hazmat expert in the office and welcomed Shea to the committee. Shea will start to look at the RSOC funding for the upcoming training cycle. There were no further updates.
 - c) HAZMAT Training Update
 - Ryan reported that there were no training changes. Carolyn will be blocking training for the year shortly and those opportunities will be on the website.
 - d) Citizen Corp. Update
 - Ryan reported that the 05 grant period was completed and the 06 grant application has been submitted. The groups that receive Citizen Corp funding are: CERT, Community Heroes, Neighborhood Watch, HAM radio groups, and the Damage Assessment Teams.
 - Discussion was held regarding improving Home Town Ready communications.

e) Other Old Business

- None noted.

4. **NEW BUSINESS**

a. Educational Opportunities

- Ryan demonstrated the OEM website updates including the LEPC pages. Ideas were discussed for additions to the pages. Everyone was encouraged to visit the site and provide feedback; <http://www.greenecountyoem.org>.
- Home Town Ready is a new program that will offer educational opportunities for the community.

b. PSP-VA Program

- Shea will be working on this; currently the guidance is fluctuating so Shea will wait and for more concrete information before proceeding.

c. Other New Business

- Mike discussed the Homeland Security Chemical Assessment Survey (HSCAS) which will prioritize chemicals – this should have ties to the PSP-VA program.
- There is funding in the LEPC budget for training. The 2007 LEPC conference has a nice agenda and quality sessions listed on the conference literature. The early registration fee is \$50 and the hotel room rate is \$96.00. It was decided that the LEPC would fund attendance at the 2007 LEPC Conference in Kansas City for two members. LEPC funding will be limited to a maximum of \$400.00/person to include hotel and conference registration only. All receipts must be turned in to the OEM for reimbursement. Ryan Nicholls and Jon Schimpf have requested to attend for Greene County and were approved to represent the Greene County LEPC.
- The next LEPC General Membership meeting will be August 30 at 11:30 at a location TBD.

5. **ADJOURN**

- A motion was made by Ryan, seconded by Mike, voted on and passed to adjourn the meeting at 2:30 pm.

Respectfully submitted,
Karen McKinnis
Secretary

Attendees were: Lisa Cordone, Chair, Kraft; Ryan Nicholls, OEM; Michael Bennett, 3M; Karen McKinnis, S-GCHD; David Hoover, Ozark Health Ventures; Shea Lane, OEM.

Next LEPC Executive Committee meeting September 20, 2007 at the Greene County OEM at 1:00.

Point of contact: Ryan Nicholls, (417) 869-6040



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LEPC EXECUTIVE COMMITTEE MEETING MINUTES

Date: September 20, 2007

Time: 1:00 p.m.

Location: Emergency Management Office (Lower Level), 833 Boonville
Springfield, Missouri 65802, 417-869-6040

The Greene County LEPC Executive Committee meeting was called to order by Lisa Cardone, Chair at 1:25 p.m.

J. R. Webb made a motion to approve the July 19, 2007 minutes as written; the motion was seconded by Carolyn Fink. A vote was held and passed to approve the minutes.

OLD BUSINESS

Financial Statement Report was reviewed by Lisa Cardone. The LEPC budget is currently at \$23,672.82. Grant funding is still pending. Approximately 0.81% of the LEPC budget has been spent to date and that was for LEPC travel, contract labor and supplies.

Shea Lane gave an update on the Regional HAZMAT and WMD Planning activities which included information about Basic CAMEO class coming to Region D around the first of the year. Shea is scheduled to attend ACAMS training in Iowa this October. Discussion was also held on procedures and actions taken when reports come in to Greene County OEM about unreported Teir II materials being found.

Carolyn Fink had no changes this meeting on upcoming HAZMAT Training and reminded everyone to give her training dates so they can be added to the LEPC website. The Awareness Class only has one person signed up, so may get canceled. Carolyn is also looking at new/different training/classes to offer that would target private sector attendees.

Carole Kidwell said the Citizen Corp. funding has been released and Greene County received \$20,200 for the volunteer groups supported by the LEPC.

Other Old Business

Carole asked the board for guidance with the expense report from Jon Shrimpf. Jon stayed at private accommodations so incurred no charges for lodging; Jon turned in mileage and meal expenses along with his registration fee expenses. All of Jon's expenses were under \$400.00 the previously allotted amount. Jon did have a few dollars in expenses that were outside the allowable amounts from the County expenses. Karen McKinnis made a motion to reimburse Jon for the expenses he turned in with the exception of the overages not allowed by the County accounting department. Shea Lane seconded the motion. A vote was held and passed to reimburse Jon.

NEW BUSINESS

Educational Opportunities

The LEPC website has several posted and there is a new site for Hometown Ready which is at www.hometownready.com. It was mentioned that the scroll line on the LEPC webpage is out of date. Carolyn said she would take care of that asap.

Shea Lane said there were no updates on the PSP-VA Program at this time.

Other New Business

Introductory packets are still an item that would be useful for new members or new community contacts to have for an introduction to the LEPC. The LEPC Executive Committee members at large (Art, David and Mike) were asked to research this and bring information back to the committee in November.

With no further business the meeting was adjourned at 2:15pm.

Respectfully submitted,
Karen McKinnis
Secretary

Attendees were: Lisa Cardone, Chair, Kraft; Michael Bennett, 3M; Karen McKinnis, S-GCHD; David Hoover, Ozark Health Ventures; Shea Lane, OEM; Carolyn Fink, OEM; Carole Kidwell, OEM; J. R. Webb, Greene County 911.

Next LEPC Executive Committee meeting November 15, 2007.

Point of contact: Ryan Nicholls, (417) 869-6040



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LEPC EXECUTIVE COMMITTEE MEETING MINUTES

Date: November 15, 2007

Time: 1:30 p.m.

Location: Emergency Management Office (Lower Level), 833 Boonville
Springfield, Missouri 65802, 417-869-6040

The Greene County LEPC Executive Committee meeting was called to order by Lisa Cardone, Chair at 1:35 p.m.

Ryan Nicholls made a motion to approve the September 20, 2007 minutes as written; the motion was seconded by Mike Bennett. A vote was held and passed to approve the minutes.

OLD BUSINESS

Financial Statement Report was reviewed by Ryan Nicholls. The LEPC budget is currently at \$31,888.82. Grant funding is still pending. Approximately 17.92% of the LEPC budget has been spent to date and that was for LEPC travel, contract labor and supplies.

Shea Lane gave an update on the Regional HAZMAT and WMD Planning activities which included drafts of plans which are in version 2 currently. There are more changes expected after the Kansas City plan was released. Shea is working with Springfield Fire and Police personnel to make needed changes.

Ryan Nicholls gave the update on HAZMAT training; at the meeting time only five people were signed up for class and it might be cancelled due to low attendance.

Ryan has been approached by Ozarks Technical Community College (OTC) about offering classes in the future. Ryan will continue to investigate this potential future partnership.

Ryan said the Citizen Corp. funding is being utilized and Melissa is on board with HomeTown Ready and an education program is up coming. Community Heroes and Neighborhood watch are two other recipients of Citizen Corp. funding and a report is due at the end of November.

Other Old Business

None.

NEW BUSINESS

Educational Opportunities

Educational opportunities are posted on the website.

New LEPC classes on TIER II reporting were discussed for the first quarter. Ryan said he would get with Carolyn to set them up.

Shea Lane said the PSP-VA Program may have some changes coming soon. Homeland Security is looking at chemical processing and this federal program may get rolled together with the PSP-VA program of industrial vulnerability assessments which are needed soon.

Lisa left the meeting and J. R. Webb took over the meeting at 2:00.

Other New Business

Introductory packets are still an item that would be useful for new members or new community contacts to have for an introduction to the LEPC. Mike is working with Art to start these packets.

Carol gave a report on the monthly MERC conference call. There was discussion to move Tier II reporting and the HAZMAT annex in the EOP. Dawn is hoping to visit each LEPC once a year. MERC is looking into promoting MOUs between industries forming a "HAZMAT Alliance" these would encourage industries to share and recycle resources intelligently and more cost efficiently.

With no further business the meeting was adjourned at 2:20 pm.

Respectfully submitted,
Karen McKinnis
Secretary

Attendees were: Lisa Cardone, Chair, Kraft; Michael Bennett, 3M; Karen McKinnis, S-GCHD; David Hoover, Ozark Health Ventures; Shea Lane, OEM; Carole Kidwell, OEM; J. R. Webb, Greene County 911; Ryan Nicholls, OEM.

Next LEPC Executive Committee meeting January 17, 2008.

Point of contact: Ryan Nicholls, (417) 869-6040