



**SANDOVAL COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
Meeting Minutes**



**January 11, 2017
11:00 AM
Rio Rancho Emergency Operations Center**

I. CALL TO ORDER

Meeting was called to order at 11:12 AM. Meeting was held at the Rio Rancho Emergency Operations Center.

Attendance

Jess Lewis, Volunteer / Chairperson
Dave Bervin, SCFD EM
Theresa Greeno, Rio Rancho EM
Jerry Lazzari, SCFD
Dennis O'Mara, CEWG
Marc Boisvert, Western Refining

Henry Jolly, DHSEM
Josh Schraeder, Santo Domingo
Jennifer Ickes, PNS & Abq/Bern LEPC
Tanya Lattin, Corrales Fire Dept.
Claudia Miron, CDC
National Guard Rep

Introductions were conducted.

Minutes reviewed and approved, motion made by Theresa Greeno and seconded by Dennis O'Mara and carried via unanimous voice vote.

Agenda reviewed and approved with changes, motion made by Tanya Lattin and seconded by Jennifer Ickes and carried via unanimous voice vote.

II. OLD BUSINESS

a. County Preparedness Guide

Jerry Lazzari introduced the revised County Preparedness Guide. There was discussion on the size of the document that it is fine for electronic version but needs to be reduced when we do printed version. There was also discussion getting sponsors and listing them in the guide. Tanya Lattin will try to start recruiting, she requested letterhead to send letters out. A motion was made by Dennis O'Mara and seconded by Dave Bervin to move forward on using the electronic version and to start recruiting sponsors.



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b. Sandoval County Emergency Management Website

Jerry Lazzari introduced the website up on the projector. Jerry went through each page on the website and explained where information can be found.

c. Sandoval County LEPC By-Laws

Jerry Lazzari sent out a one page version of LEPC By-Laws for the membership to review back in December of 2016. The idea was to move from our current thirteen page cumbersome By-Laws to a one page By-Laws. Some changes were presented at the meeting and a motion was made to adopt the By-Laws with changes. The motion was made by Tanya Lattin and seconded by Theresa Greeno and carried via unanimous voice vote. Jerry Lazzari will revise and send out.

III. NEW BUSINESS

a. Henry Jolly presentation and State update

1) New website to download Tier II Information

Henry discussed the new website where state Tier II information will be located. There needs to be designated from the LEPC to get a sign-in and password to be able to sign in to the website to get information.

2) Changes to Environmental Protection Agency (EPA) Regulations

Henry discussed the EPA has some new regulations and the state will be taking a look at them to see how they will be included in the state's rules and regulations.

3) New Industry representative for the State Emergency Response Commission (SERC)

Henry advised Jennifer Ickes has been appointed as the Industry Representative on the SERC.



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General discussions:

Dennis O'Mara wanted to discuss the overall four primary responsibilities of an LEPC.

Under the Emergency Planning and Community Right-to-Know Act, SERCs and LEPCs are charged with four primary responsibilities:

- 1) Write emergency plans to protect the public from chemical accidents;
- 2) Establish procedures to warn and, if necessary, evacuate the public in case of an emergency;
- 3) Provide citizens and local governments with information about hazardous chemicals and accidental releases of chemicals in their communities; and
- 4) Assist in the preparation of public reports on annual release of toxic chemicals into the air, water, and soil.

In discussion about LEPC requirements the EPA LEPC Handbook was written many years ago and really hasn't taken into account the new requirements which have come out by the Federal Emergency Management Agency (FEMA) for All-Hazards Planning.

Presentations of the Sandoval County and the City of Rio Rancho All-Hazards Emergency Operations Plan / Hazardous Materials Annexes will be set up for future LEPC Meetings.

There was discussion around notification to citizens during an event where hazardous materials is released. There have been incidents in the past where notifications didn't go out to citizens. There needs to be a good procedure in place for notifications to citizens.

Sandoval County and the City of Rio Rancho All-Hazard Plans / Hazardous Materials Annexes will be made available for review to ensure LEPC planning elements are met.



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IV. SUB-COMMITTEES / REPORTS

Hazard Analysis: Dave Bervin

The Hazard Analysis Sub-Committee is responsible for reporting out on Tier II information, any studies, and hazardous situations / incidents.

Nothing to report

Public Health: Mike Rose

The Public Health Sub-Committee is responsible for any public health related information being provided to the LEPC.

No one present

Emergency Communications: Mike Scales and Dennis O'Mara

The Emergency Communications Sub-Committee is responsible providing updates on emergency communications and emergency public information.

Nothing to report

Training and Exercise: Theresa Greeno

The Training and Exercise Sub-Committee is responsible to research any needed training for the LEPC and ensure training opportunities are provided to the group. Sandra Darling-Roberts from the American Red Cross (ARC) will provide information on shelter training opportunities.

Theresa Greeno discussed ICS-300 & 400 being offered locally and to refer to the New Mexico Department of Homeland Security and Emergency Management (DHSEM) Training website: <http://www.preparingnewmexico.org>

Theresa Greeno also discussed the upcoming State Exercise Vigilant Guard. The exercise is in August 2017 and will involve the New Mexico National Guard (NMNG) and several local, tribal, state, and federal jurisdictions and organizations.



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Jess Lewis discussed a multitude of firefighting training to include Hazardous materials and NFPA Operational level courses.

The NMNG Representative discussed the NG requirement to conduct the Vigilant Guard Exercise. He further discussed the Civil Support Team (CST) and their capabilities to include their Survey Section being trained to the Technical level for hazardous materials. The NMNG CST is a huge resource and is activated through the State DHSEM. Further information can be provided by SFC Jeremy Jackson or Capt. Hooper.

V. OTHER ITEMS FOR DISCUSSION

A big thank you to Western Refining for supplying lunch for the LEPC meeting.

VI. ACTION ITEMS

- 1) Jerry Lazzari will revise the one page LEPC By-Laws and send out to LEPC membership.
- 2) Jerry Lazzari will post the LEPC By-Laws on the website.
- 3) Jerry Lazzari will send LEPC letterhead to Tanya Lattin.
- 4) Tanya Lattin will find sponsor for food for next meeting.

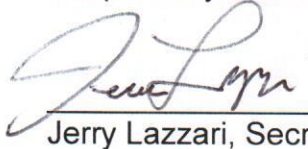
VII. NEXT MEETING

- The next meeting will be April 12, 2017 at the Rio Rancho National Guard Armory. The time will be from 11:00 AM to 1:00 PM and will incorporate a lunch into the meeting.

VIII. ADJOURNMENT

No other business was brought before the Committee. Dennis O'Mara made a motion to adjourn, Theresa Greeno seconded and carried via unanimous voice vote. The meeting adjourned at 12:55 PM.

Respectfully Submitted by Jerry Lazzari, Secretary,



Jerry Lazzari, Secretary

2/14/17

Date



Jess Lewis, Chairperson

FOR
JESS LEWIS

2/14/17

Date