

LEPC Meeting Minutes for 09/21/2022

Interim Chair Mark Walsh calls the meeting to order at 10:36

Introductions

Approve Minutes

James Lopez reports that there were no previous minutes found to approve. Justin Stopczynski makes a motion to approve the minutes lack thereof. Motion approved.

Financial Report

James Lopez states the provided financial report number (\$65,345.50) is not correct. \$66,539.68 is the correct number. *No one has any questions or discussion.* Mark Walsh makes a motion to approve the LEPC FINANCIALS report.

By-laws review

Mark Walsh states we need to redo them. Mark Walsh makes a motion to review by-laws and email any corrections for the next meeting. Nick Kowalski seconds the motion. Motion approved.

Grants update

Al Kirsits says that 50% of funding comes from IDHS. EMA has been working with the State on compliance for 2022 in order to continue their funding. They are still looking for grants and are working with a grant writer from St Joseph County government. There has been a lot of ongoing issues with State employees being promoted to new positions or taking private sector jobs.

Robert Yearly states there is an OSHA disaster train-the-trainer grant in the works. It's a seven-hour class and includes a practical.

James Lopez briefly talks about TEEX out of Texas A&M. It's for public and private sectors. EMA is trying to revisit a relationship with TEEX and is trying to get as many TEEX classes in our area as possible. There are still a good portion of available LEPC funds now compared to the past. Funds should be drawn down and utilized, but there needs to be a HAZMAT component in order to use the LEPC funds.

LEPC exercise

Justin Stopczynski has been the lead on the next LEPC exercise, which will take place on 11/02 at Clay Fire Station 22 (18355 Auten Rd) from 08:00-13:00. Again, there must be a HAZMAT component. There has been an ongoing concern with lack of coordination with local law-enforcement in these trainings, so the general idea for the exercise is to simulate a heavily populated event (possibly a Notre Dame or Penn High school home football game) where there is a person with chemical device/bomb. This would be a combined exercise with law enforcement and would also contain the HAZMAT component. Justin will be retiring from the Clay Fire Department as well as LEPC on 11/01, so a replacement will need to be found for LEPC. Justin raises a point unrelated to the 11/02 exercise that the Ireland Rd gas distribution terminal is being taken down, due to failing inspection. This means that there will be an additional 19 loads of fuel now coming through Granger via railway.

John Szucs states that we need to do this exercise on 11/02 in order to be compliant and continue to get funding. In order to qualify for Tier 2 funds, we must have emergency plans, have by-laws, and do an exercise that must involve a chemical on the EPA list. We must have at least five agencies involved (example: SBPD, State Police, Hospital, etc.). It can be a tabletop scenario or full-scale exercise.

Al Kirsits states that we will only have to have one exercise next year. LEPC can also piggy-back on to the airport's drill, etc., if they meet the HAZMAT component requirement.

Jerry Fussell says that South Bend Utilities would like to be involved.

Sidebar group conversation: John Szucs will possibly be taking over for Justin Stopczynski in his LEPC role. Justin asks if we're supposed to be submitting a letter of intent and complete an after-action report for the exercise. Al Kirsits states that he has come across the forms and is aware of the State documents needed.

Record Keeping

James Lopez states that LEPC records are currently up-to-date and open for the public, as required.

Justin Stopczynski asks how do we establish a true roster that guarantees us to have the necessary 50% quorum? Can we narrow this roster down to just a few reliable members to establish a core of perhaps 10 members?

James Lopez acknowledges that today's turnout is great, but we have several agencies (PSAP, GIS, SBFD, Notre Dame) in attendance with both a member and their proxy, but the agency still only has one vote. More members in attendance doesn't always equate to more voting members.

Al Kirsits responds to Justin's question by saying that the State laws are very vague on a lot of this. He agrees that we need to focus on establishing a core number for the committee.

Open conversation among several members agreeing that reducing the core number down to 10 or 12 could help attendance and make it easier to have a quorum.

New Business

Elections of officers

James Lopez asks if we have a vote on the new chairman?

Al Kirsits says that he and James Lopez have talked, and they would prefer to keep themselves removed from the chairman position in order to get the community more involved.

James Lopez states that we just need to focus on the big four for now. Any nominations on Chair?

Mark Walsh nominates James Lopez as the Chair. Justin Stopczynski seconds the nomination. James Lopez accepts the nomination. All in favor.

Todd Skwarczan nominates Mark Walsh as the Vice-Chair. James Lopez seconds. All in favor.

James Lopez nominates Julie Tobey as the Secretary. Mark Walsh seconds. Julie accepts. All in favor.

There is a sidebar conversation regarding the Treasurer. Al Kirsits and James Lopez agree that it would be prudent for EMA to not hold this position and let someone else be officially in charge of the LEPC funds.

James Lopez nominates Robert Yearly. Robert accepts. Mark Walsh seconds. All in favor.

Meeting location and date

Group discussion deciding if we want to continue holding every meeting at 125 S Lafayette or we can rotate locations. Al Kirsits says it would be a good idea to rotate around. Parking downtown is always an inconvenience. We have space available at Notre Dame, Clay Fire, Mishawaka Fire, Penn Fire, South Bend Utilities, etc.

Tracy Skibins offers up Notre Dame for the next meeting. Nick Kowalski offers up First Response for the next meeting.

Next meeting is settled on 11/17 for 09:00 at First Response (1919 S Michigan St, South Bend).

John Szucs reminds everyone that if there are any changes, it needs to have a two-day notice. It has to be published.

New Members

Jerry Fussell from South Bend utilities would like to be considered. All in favor.

James (Hankins? from Obrien paint_?) would like to be considered. All in favor.

Tracy Skibins (and Olivia Rosenberg as her proxy) from Notre Dame would like to be considered. All in favor.

Justin Stopczynski motions to adjourn at 11:34. Marks Walsh seconds. All in favor.

We also talked about the LEPC meetings being held at different locations next year. Below are the dates for the meetings. If any agency would like to host a meeting next year, please let me know through an email that everyone can see. Also, we will host the last meeting of the year, 11-17-2022 in our office second floor. Remember we need to approve the dates for next year, I need to Post the meeting dates in the South Bend Tribune.

January 19, 2023, EMA office 125 south Lafayette st sb 46601

March 16, 2023

May 18, 2023

July 20, 2023

Sept 21, 2023

Nov16, 2023