

Grand Forks County LEPC

Meeting Minutes

February 4, 2016

3:00 — 5:00 PM

The Local Emergency Planning Committee (LEPC) held its organizational meeting on Thursday, February 4th at 3:00 PM in the basement classroom of the Grand Forks Police Dept. There were 32 attendees from city, county and private industry.

I. Call to Order

Kari Goelz, Grand Forks County Emergency Manager called the meeting to order.

II. Introductions

Kari started the introductions of the group with her background and experience. Introductions were followed and made around the room.

III. New Business

a) Election Schedule of Chair, Vice Chair, Secretary

Kari discussed the election of Chair, Vice Chair and Secretary and the responsibilities that go along with each position.

Discussion ensued among the group on the number of years each elected position would be held and who should hold the positions of Chair and Vice Chair. The consensus among the group was the Chair would hold office for one (1) year and the Vice Chair would hold office for two (2) years. The Chair would serve an odd number of years and the Vice Chair would serve an even number of years to ensure continuity of leadership for the group.

Mark Nelson, (Grand Forks Police Department), made a motion that the elected positions of Chair and Vice Chair would be held by an individual from a private industry and one from a public agency. All in favor assuming a roll call vote. Motion passed.

Mark Nelson made a motion to nominate Chad Cutshaw (Grand Forks Fire Department) for Chair of the LEPC. Shannon LaHaise seconded the motion. All in favor assuming a roll call vote. Motion passed. Chad Cutshaw will be Chair of the LEPC for one (1) year.

Steve Schumer (Manvel Fire Department) made a motion to nominate Dave Manthei (Cirrus Industries) to hold the position of Vice Chair. All in favor assuming a roll call vote. Motion passed. Dave Manthei will be the Vice – Chair of the LEPC for two (2) years.

b) Standing Rules

Discussion ensued about establishing a quorum for voting. Discussion was referred to Dale Rivard with the Grand Forks County States Attorney's Office. It was decided to table the question until the next meeting. An organizational chart will be drafted to determine private sector groups and what constitutes a quorum.

c) Meeting Dates

Chad Cutshaw made a motion to hold the meetings quarterly at 3:00 pm on the 1st Thursday of the month in that quarter. Discussion on the 1st Thursday every quarter included meeting dates of April 7, July 7, and October 6. Chad amended his motion to state that the meeting dates will be held on the 1st Thursday of each quarter unless otherwise stated or the meeting date falls on a government holiday. Shawn Leach (GFAFB EM) seconded the motion. All in favor assuming a roll call vote. Motion passed.

d) Sub-committees

Kari introduced the subcommittee concept to the group. The subcommittees included Planning, Training and Exercise and Outreach.

Committee chairs

Sheryl Austin (Altru Emergency Management) nominated Shannon LaHaise (Grand Forks PSAP) as the Chair of the Planning Committee. Mark Nelson (GFPD) seconded. Nominations ceased. All in favor assuming a roll call vote. Nomination passed.

Members of the Planning Committee include:

Mike Lefever – UND Emergency Management
Sheryl Austin- Altru Hospital
Mike Hutton – CF Industries
Tom Prout – Ag Depot

Mark Nelson (GFPD) nominated Logan Gloss (Airport Fire Department) to serve as Chair of the Training and Exercise Committee. Nominations ceased. All in favor assuming a roll call vote. Nomination passed.

Members of the Training and Exercise Committee include:

Art Culver – Altru Ambulance
Mark Nelson – Grand Forks Police Dept
Chad Cutshaw – Grand Forks Fire Dept
Nick West – County Highway Dept
Doug Walker – Homeland Security
Mike Henningson – Henningson Storage

Chad Cutshaw (GFFD) nominated Shawn Leach (GFAFB EM) as Chair of the Public Outreach Committee. Nominations ceased. All in favor assuming a roll call vote. Nomination passed.

Members of the Public Outreach Committee include:

Peter Steele – Grand Forks City Public Information Office
Altru Hospital Representative
Judy Paukert – Xcel Energy
Media Representative - TBD
Police Dept Representative - TBD
Del Streitz – Emergency Preparedness Coordinator
Marcus Lee – Environmental Health

e) Reimbursement

Kari explained that reimbursement forms are available to rural responders for mileage if you used a personal vehicle to attend the LEPC meetings outside Grand Forks proper.

*The Secretary position was brought up by States Attorney Dale Rivard as unfilled at this time. Dave Manthei (Cirrus Industries) made the motion to nominate Kari Goelz as Secretary of the LEPC. Sheryl Austin seconded the nomination. All in favor assuming a roll call vote. Nomination passed.

IV. Open Discussion

a) LEPC White Paper

Kari explained the intention of the LEPC White Paper which discussed the direction we want the LEPC to go.

b) Reference Materials

1. Hazmat Traffic Flow Study – Grand Forks County is available electronically and if anyone is interested in obtaining a copy please email Donna Flaten at donna.flaten@gfcounty.com or call the Emergency Management Office at 780-8213.
2. Commercial Facilities Sector-Specific Plan 2015
3. Awareness and Preparedness for Emergencies at the Local Level (APELL) 2015
4. North Dakota Crude Oil Response Preparedness Report, December 2015

c) Feedback

Feedback from participants was received and discussed.

V. Adjournment

Mark Nelson (GFPD) made the motion to adjourn the meeting. Chad Cutshaw (GFFD) seconded. Meeting was adjourned at 5:05 pm.