

Grand Forks County LEPC

Meeting Minutes

July 7, 2016

3:00 — 5:00 PM

The Local Emergency Planning Committee held a meeting on Thursday, July 7 at 3:00 PM in the EOC with 19 attendees.

I. Call to order

Chad Cutshaw, President of the LEPC, called the meeting to order.

II. Jon Simundson, GF County Sheriff's Dept made a motion to approve the minutes. Mark Nelson, GFPD, second the motion.

III. Introductions

IV. New Business

a) LEPC Organization Updates – States Attorney

David Jones, GF County States Attorney brought up three issues regarding the organization of the GF LEPC.

1. Who will be involved in the core committee which would carry out the business of the LEPC
2. Quorum set by membership
3. Rules of Order set by EM Board

David Jones suggested we designate a core committee of seven (7) members of the LEPC comprised of the Chair, Vice Chair, three (3) Committee Chairs and two (2) At Large members from the private sector. Each of the six (6) will have equal voting rights and the Chair would vote if there was a tie in the voting process.

David Jones made a recommendation to notice the meetings to the public on the city and county websites five days prior to the meetings. The date and time of meetings could be a constant.

Discussion on capping the body in terms of membership ensued. This would not affect voting on officers for the next year.

Proposal was made to 1) Set up a core group to carry out the business of the LEPC. 2) Add two (2) At Large Members from the Private Sector Industry and 3) Change meetings to answer to the Emergency Management Board. LEPC meetings are scheduled quarterly on every first Thursday in March, June, September and December. A proposal to change LEPC meeting dates to February, May, August and November or one month prior in order to correspond to quarterly Emergency Management Board meetings.

Mark Nelson, GFPD made a motion to set the core committee to include Chair, Vice Chair, three (3) Committee Chairs and two (2) individuals from the Private Sector facilities. Sheryl Austin, Altru Health Center, seconded the motion. No discussion. Motion passed.

Mark Nelson, GFPD made a motion to hold future LEPC meetings the first Thursday of each month in February, May, August and November, one month prior to quarterly Emergency Management Board meetings. The next LEPC meeting will be held on August 4th. Sean Leach, GFAFB seconded the motion. No discussion. Motion passed.

Sean Leach, GFAPB, made a motion to notice LEPC meetings on the City and County websites five days prior. Art Culver, Altru Ambulance seconded the motion. No discussion. Motion passed.

Discussion on nominating a new Vice Chair to the LEPC and a new Chairman to the Planning Committee and the Training and Exercise Committee. Sean Leach, GFAPB, nominated Sheryl Austin, Altru Health Center, as Vice Chair to the LEPC to replace Dave Manthei, Cirrus Industries. David Jones, GF County States Attorney second the motion. Nominations ceased. Motion passed.

Sheryl Austin nominated Donna Flaten for Planning Committee Chair to replace Shannon Lahaise, GF PSAP. Mark Nelson second. Shannon Lahaise will continue on as a member of the Planning Committee.

Mark Nelson, GFFD, nominated Jon Simundson, GF Sheriff's Dept, as the Chair-Elect to the Training and Exercise Committee. Sheryl Austin, Altru Health Center, seconded the motion.

Nominations opened for At Large Members from the Private Sector facilities to become core members of the LEPC. Art Culver, Altru Ambulance and Eric Halstenson were nominated and agreed to those positions. Chad Cutshaw, Chair of the LEPC requested a motion for a White Ballot to include all new nominations. Sean Leach, GFAPB, made the motion for a White Ballot vote for all nominations. Mark Nelson, GFFD second the motion. No discussion. Motion passed to accept all nominations.

b) Training and Exercise Plan (TEP) – Kari

Kari discussed the importance of the whole community approach to training and exercising in Grand Forks County. Benefits of the private and public entities training together involves familiarization of responding partners and limited resources.

c) Mass Fatalities Planning and Response for Rural Communities class – Kari

A handout on AWR -232 Mass Fatalities Planning and Response for Rural Communities was handed out to the group. The class was set up in response to the GFK Airport Exercise on September 21. All responders and health care providers were encouraged to attend.

d) Committee Project Updates

Planning HazMat Plan – the new members for the Planning committee will be meet to discuss and update the Hazardous Materials Plan.

Training and Exercise – GFK Full Scale Exercise will be held on September 21 at 6:00 PM. Bank 5 Radio Training is scheduled for July 12 at 9:00 AM, July 13 at 7:00 PM and July 19 at 9:00 AM and 7:00 PM.

Public Outreach – work on the Are You Prepared booklet has been initiated. New ideas and contact information will be a part of the new format.

e.) Tier II Reports – no reports filed, no discussion ensued

V Open Discussion – no discussion ensued

VI. Adjournment

Chad Cutshaw, GFFD, made a motion to adjourn the meeting. Donna Flaten, Emergency Management, seconded the motion. Meeting was adjourned at 5:00 pm.