



**LOCAL EMERGENCY PLANNING COMMITTEE
LUCAS COUNTY, OHIO**

**Meeting Minutes
October 14, 2021**

CALL TO ORDER

Tim O'Brien called the meeting to order at 12:15 p.m.

APPROVAL OF MEETING MINUTES

Ben Pushka moved to approve the July 8, 2021 minutes. Motion seconded by Julia Hume. With all “ayes” and no “nays” minutes are approved as distributed.

OLD BUSINESS

Mike Frey updated the Committee on the LEPC Records Retention Project. Mike has consolidated and removed outdated records per the LEPC Records Retention Policy. These include Tier II Inventory Reports, Compliance Letters, Spill Reports, Information Requests, and outdated pipeline information.

ELECTION OF OFFICERS

Mike Frey announced that Tim O'Brien and Greg Tillman have agreed to remain the in Chair and Vice-Chair Respectively for a new LEPC Term. No additional nominations were made.

Motion

Ben Pushka moved to elect Tim O'Brien to serve as LEPC Chair. Julia Hume seconded the motion. There being no objections, the motion was approved by unanimous consent.

Motion

Abby Buchhop moved to elect Greg Tillman to serve as LEPC Vice-Chair. Michelle Hughes seconded the motion. There being no objections, the motion was approved by unanimous consent.

SUBCOMMITTE REPORTS

Executive Committee

2021 Planning Contract Amendment Tim O'Brien presented a contract amendment to the 2021 Planning Contract. In lieu of Site Visits, Mike Frey agrees to complete records retention projects related to Site Visits and Tier II Chemical Inventories. This Amendment will replace Site Visits with Records Retention Projects related to the Scope of the Contract.

Motion

Julia Hume moved to approve the contract amendment. Hannah Schwartz seconded the Motion. There being no objections, the motion was approved by unanimous consent.

2022 Operations Contracts Tim O'Brien presented two operations contracts for Mike Frey for SERC Grant Management and Planning Projects. Under the SERC Grant contract Mike Frey will agree to serve as the LEPC Secretary as a non-voting member in 2022.

Motion

Abby Buchhop moved to approve the 2022 Contracts. Ben Pushka seconded the Motion. There being no objections, the motion was approved by unanimous consent.

LEPC By-Laws Tim O'Brien reported the LEPC By-Laws will be revised to address the Secretary position. The Secretary will no longer be an elected position. The position will either be appointed or contracted. A By-Law Revision will be presented in January.

2021 LEPC Conference Tim O'Brien reported the annual LEPC conference will be virtual this year and held on October 21, 2021. Contact Mike Frey for access to the training.

Finance Coordinator

Financial Report Mike Frey presented the Quarterly Financial Report for Calendar Year 2021. Mike also presented for vote the LEPC 2022 Operations Budget.

Motion

Hannah Schwartz moved to approve the 2022 Operations Budget. Abby Buchhop seconded the motion. There being no objections, the motion was approved by unanimous consent.

Grants Coordinator

HMEP Grant Mike Frey reported Toledo Fire was unable to complete HMEP Projects in 2021. A letter de-obligating these funds will be sent to Ohio EMA.

Plan Review Coordinator

No Report

Information Coordinator

Abby Buchhop reports the LEPC has received 32 requests for information since last LEPC meeting.

Emergency Coordinator

Mike Frey reported that due to the Countywide 911 consolidation, the LEPC 24 Hour reporting number is potentially going to be changed. There are several issues that need to be worked out at this point. A new number may need to be established and the question of who will answer it needs to be determined.

Training Coordinator

Toledo Environmental Services HAZWOPER Refresher Michelle Hughes reminded the committee the annual HAZWOPER Refresher will be conducted on October 21, 2021 virtually by the University of Findlay.

2022 Facility Workshop Michelle Hughes informed the committee that the LEPC and City of Toledo Division of Environmental Services are collaborating on workshop for Spring 2022. The focus of this workshop will be Spill Response. Speakers will be from State, Federal, and Local.

Exercise Committee

Abby Buchhop updated the committee on the LEPC Tabletop Exercise. The Exercise will be conducted in January of 2022. The Objectives will be Emergency Public Information, Traffic and Access Control, and Medical Services. The scenario will involve a chemical release during a Level 2 Snow Event. The LEPC is substituting Population Protective Actions out in favor of Emergency Public Information as it better suits the scenario.

Compliance Committee

Mike Frey presented the 2021 Compliance Report.

Julia Hume presented the following updates on Late Tier II report cases.

Company	Proposed Penalty	Status
EnviroServe	\$33.20	Referred to Prosecutor
Linde plc	\$2,720.00	Paid
Mobis North America	\$52.00	Paid
Univar Solutions	\$4,600.00	Paid

NEW BUSINESS

Introduction of new members.

ADJOURNMENT

Tim O'Brien adjourned at the hour of 12:52 p.m.

Next Meeting

January 13, 2021 12:15 p.m.