

Madison County Montana LEPC

Chairman: Scott McClintic
Secretary: Joseph Brummell
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Minutes January 18th, 2018

EOP Review: Started 1700 Madison County Nursing Homes Sheridan, Montana

Call to order 1801

Approve November 16th, 2017 minutes: motion made to approve and 2nd.

Introductions: list of attendees (see enclosed roster).

1. Committee Reports:

DES: No Tier 2 reports. SAT Trailer is still under construction. To save some money to be able to add a radio system, we are going to road trip to pick up the trailer (company quoted \$2,500 for delivery once trailer is completed). Freeze-dried food for EOC will be ordered soon. The Passport Accountability system is in! Examples of the boards and tagging systems were handed out for a preview. All departments will receive their districts supplies at the next Fire Chief meeting on 2/15/18.

Communications: 2 new dispatchers hired and currently in training. Second annual 911 Communications Center open house 2/21/18 1700-2000 (see attachment for further information).

Public Health: Fly season! Currently in the state of Montana 1400 hospitalizations with 12 deaths so far. There will be a table top exercise in Anaconda/Deer Lodge on food born illness outbreak at a Wildland fire site.

Sheriff: Fully staffed!

Ruby Valley EMS: Still taking applications for positions. Currently 1 unit down due to mechanical issues. Conducted a disaster meeting earlier this month, working on an application to assist medical personnel. Within 6-7 months will be moving to new hospital.

Forest Service: Currently working to fill a GS 4-5 position.

Town of Sheridan: Continue to focus on wells, recently rehabbed 1 existing well. Plans are to drill a new well $\frac{3}{4}$ of a mile out of town.

Madison Valley Medical Center: Currently training all personnel on new EHR system (goes live 2/19/18).

VCVFD: Working on a 5-10 meter plan for the expansion of the fire hall. F-550 should be in service in 2 weeks.

SVFD: New radios have been ordered.

HVFD: During the day, water has been running off HWY 283 on the way to Pony and freezing again at night making traveling very dangerous. There is a Firefighter retirement dinner for 2 local Firefighters on 2/3/18 at 1800. 3 new Firefighters have joined.

MVRFD: Large DOD acquired tender currently being rehabbed. Should be in action early spring time at station 3.
County Plans: Looking to modify the growth policy for the county. Gave a hand out to DES for them to look over and see if their services could be used from a company called Water Sage (see enclosed handout on Water Safe).

2. Old Business:

NIMS Update 2017: Just a reiteration from last LEPC meeting (see enclosed for details).

MDT Road Closures: MDT has yet to set meeting with County Commissioners. If first responders deem it necessary for the safety of the public and the safety of the first responders, continue to close the roads in an emergency situation.

SAT Trailer: SAT Trailer is still under construction. To save some money to be able to add a radio system, we are going to road trip to pick up the trailer (company quoted \$2,500 for delivery once trailer is completed).

Livestock Transportation EOP Approval: Waiting on a couple POC's prior to the Annex being approved by the LEPC.

3. New Business:

FY 18 Homeland Security Grant MCI Trailer Memo Approval: Grant is for a multi-county acquisition of a set of MCI trailers to assist county from being overwhelmed if a Mass Casualty incident occurred. LEPC voted and showed support (in previous LEPC meeting) for Gallatin County to go ahead and include Madison County in this grant (see attached memo for further details).

Elections:

Chairman: Scott McClintic volunteers to serve as Chairman for another term. Scott received a unanimous vote making him the LEPC Chairman for another 2year term.

Vice Chairman: Roger Thompson volunteers to serve as the Vice Chairman. Roger received a unanimous vote making him the LEPC Vice Chairman (a position that has been vacant).

Secretary: Joseph Brummell volunteers to serve as the Secretary. Joseph received a unanimous vote making him the LEPC Secretary (a position Doug Skillman originally held, he resigned due to a move in Nov of last year).

By-Laws: Madison County LEPC has adopted the by-laws from the guidance of the State of Montana LEPC Handbook Guideline dated October, 2016 Version 2.0. The below are a list of the changes discussed, voted on and changed during this LEPC session.

Article II Section 3 Terms of Office: the original adopted by-laws from this article and section read as follows:

“The membership of the LEPC, once established, will be for a period of _____year(s). Members may be selected to succeed themselves or to move to other positions on the LEPC. No term limits are established for this jurisdiction. The term of office shall be provided in Article III, Section 3.”

The below changes were discussed; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article II Section 3 Term of Office to read as follows:

“The membership of the LEPC, once established, will be for a period of 2 years. Members may be selected to succeed themselves or to move to other positions on the LEPC. No term limits are established for this jurisdiction. The term of office shall be provided in Article III, Section 2.”

Article II Section 4 Inactive Members: the original adopted by-laws from this article and section read as follows:

“Appointed members shall be considered inactive when they have missed more than ____ (insert number) consecutive Committee meetings without notification to the Committee Chair or staff office of significant reasons why they were unable to attend meetings. The annual report listing members declared inactive will be provided to the County Commissioners and the SERC.”

The above was discussed for deletion; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article II Section 4 Inactive Members to be deleted.

Article II Section 5 Vacancies: will now be Article II Section 4 Vacancies: due to the deletion of Article II Section 4.

Article II Section 6 Duties: will now be Article II Section 5 Duties: due to the deletion of Article II Section 4.

Article II Section 7 Meetings: will now be Article II Section 6 Meetings: due to the deletion of Article II Section 4.

Article II Section 6 Meetings: the original adopted by-laws from this article and section read as follows:

“The LEPC shall meet at least _____. The Chairperson may call special meetings of the LEPC at such time and place as the Chairperson may determine. The Chairperson must call a special meeting of the LEPC upon the written request of _____ members. The special committees shall meet as the work the work under their groupings proceeds.”

The below changes were discussed; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article II Section 6 Meetings to read as follows:

“The LEPC shall meet at least 6 times per year. The Chairperson may call special meetings of the LEPC at such a time and place as the Chairperson may determine. The Chairperson must call a special meeting of the LEPC upon the written request of 2 members. The special committees shall meet as the work under their groupings proceeds.”

Article II Section 8 Quorum: will now be Article II Section 7 Quorum: due to the deletion of Article II Section 4.

Article II Section 7 Quorum: the original adopted by-laws from this article and section read as follows:

“The presence of _____ percent of the members of the LEPC at the opening of the meeting shall constitute a quorum for the transaction of business by the LEPC. For the purposes of Standing Committee meetings, the presence of ____ members shall constitute a quorum for the transaction of business.”

The below changes were discussed; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article II Section 7 Quorum to read as follows:

“The presence of 5 members from 5 different entities at the opening of the meeting shall constitute a quorum for the transaction of business by the LEPC.”

Article II Section 9 Agenda: will now be Article II Section 8 Agenda: due to the deletion of Article II Section 4.

Article II Section 8 Agenda: the original adopted by-laws from this article and section read as follows:

“Any member may request that the Chairperson place an item on the meeting agenda. If the chairperson should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the Chairperson with support signatures of ____ members of the Committee.”

The below changes were discussed; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article II Section 8 Agenda to read as follows:

“Any member may request that the Chairperson place an item on the meeting agenda. If the Chairperson should decline to do so, a member may have such item placed on the agenda by submitting in writing to the Chairperson with support signatures of 2 members of the Committee.”

Article II Section 10 Rules of Order: will now be Article II Section 9 Rules of Order: due to the deletion of Article II Section 4.

Article II Section 11 Notice of Meetings: will now be Article II Section 10 Notice of Meetings: due to the deletion of Article II Section 4.

Article II Section 10 Notice of Meetings: the original adopted by-laws from this article and section read as follows:

“An annual notice of the regular meeting schedule of the LEPC shall be published in a newspaper with regular circulation in _____ County, or on _____ County website in accordance with SARA Title III (EPCRA). This notice shall specify the meeting designated specifically for the receipt of public comments on the emergency plan.”

The below changes were discussed; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article II Section 10 Notice of Meetings to read as follows:

“A notice of the regular meeting schedule of the LEPC shall be published in a newspaper with regular circulation in Madison County, and on the Madison County website in accordance with SARA Title III (EPCRA). A notice will also be posted in the following Post Offices; Twin Bridges, Sheridan, Alder, Virginia City, Cameron, Ennis, McAllister, Norris, Pony, and Harrison.”

Article III Section 2 Term of Office: the original adopted by-laws from this article and section read as follows:

“The term of the officers elected at the organizational meeting shall expire on December 31, _____. Thereafter, the term of the officers shall be for a period of ____ year(s).”

The below changes were discussed; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article III Section 2 Term of Office to read as follows:

“The term of the officers elected at the original meeting shall expire on December 31st 2019. Thereafter, the term of the officers shall be for a period of 2 years.”

Article III Section 6 Information Coordinator: the original adopted by-laws from this article and section read as follows:

“The LEPC will appoint an Information Coordinator. The Coordinator shall process requests from the public for information under Section 324 (Right-to-Know), including Tier II information under Section 312. Additionally, the Coordinator shall assist the Secretary-Treasurer in records management and financial matters. The Information Coordinator shall be a non-voting member of all committees and the LEPC.”

The above was discussed for deletion; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article III Section 6 Information Coordinator to be deleted.

Article IV Section 1 Executive Committee: and Article IV Section 2 Standing Committees: the original adopted by-laws from this article and section read as follows:

Section 1 Executive Committee: The Executive Committee will consist of the Chairperson, Vice-Chairperson, Secretary-Treasurer, and Chairpersons of the four standing committees as described in Section 2. The Information Coordinator shall serve as a non-voting member of this committee. The duties of the Executive Committee shall be to coordinate activities of the Standing and Ad-Hoc Committees.

Section 2 Standing Committees: The following Standing Committees shall be established:

- A. Right-to-Know Committee. This Committee shall be responsible for the formulation of all policies and procedures concerning the public's right-to-know program; the formulation of all chemical release reporting procedures; the establishment of trade secret protection procedures; and the formulation of all record keeping and information dissemination procedures for the LEPC.
- B. Public Education and Information Committee. This Committee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and public at large; all publicity of the LEPC; development of public education and information program.
- C. Hazardous Materials Facilities Liaison Committee. This Committee shall be responsible for procedures for identification and communication with affected facilities. This Committee shall work with the Emergency Response and Resources Committee and with affected facilities to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law.
- D. Emergency Response and Resources Committee. This Committee will work with the Hazardous Facilities Liaison Committee and with existing emergency response organizations in jurisdictions within the planning district to review and help the local emergency management office(s) test emergency response plans for the planning district as required by law. This Committee shall review existing federal, state and local plans for the purpose of coordination with the LEPC planning process.

The above was discussed for deletion; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article IV Section 1 Executive Committee: and Section 2 Standing Committees: to be deleted.

Article IV Section 3 Meetings: will now be Article IV Section 1 Meetings: due to the deletion of Article IV Section 1, and 2.

Article IV Section 4 Chairperson of the Standing Committees: the original adopted by-laws from this article and section read as follows:

"The Chairperson of the Standing Committees shall be nominated and elected by their respective Committees. Voting shall be conducted as provided in Article III, Section 2."

The above was discussed for deletion; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article IV Section 4 Chairperson of the Standing Committees: to be deleted.

Article IV Section 5 Membership of Standing Committees: the original adopted by-laws from this article and section read as follows:

“All members must volunteer to serve on at least one Standing Committee and shall not serve on more than two Standing Committees. Final membership of the Standing Committees shall be determined by the Chairperson after consultation with the Executive Committee to ensure that all Committees have sufficient manpower to carry out their assigned tasks.”

The above was discussed for deletion; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article IV Section 5 Membership of Standing Committees: to be deleted.

Article IV Section 6 Ad Hoc Committees: will now be Article IV Section 2 Ad Hoc Committees: due to the deletion of Article IV section 1, 2, 4 and 5.

Article V Section 4 Disqualification: the original adopted by-laws from this article and section read as follows:

“Any member who is unable to attend a meeting of the LEPC may notify the Secretary-Treasurer or Information Coordinator. Any member with ___ or more absences is subject to disqualification at the request of the LEPC to the county commissioners and the SERC.”

The above was discussed for deletion; a motion was made, the motion was 2nd, the motion had no discussions, all were in favor, the motion passed for Article V Section 4 Disqualification: to be deleted.

4. Training/Meetings:
 - a. 2/24-25/18 Basic WFF Course Dillon POC: Donald Copple dcopple@mt.gov
 - b. 2/25/18 Fire Chiefs Meeting 1800 Alder
5. Next LEPC meeting 3/15/18
6. Next Fire Chief 2/15/18
7. Adjourned 1916