

Gordon County Local Emergency Planning Committee

Minutes for January 10, 2007 Meeting

Welcome by - Ms. Kristen Bartlett, OMNOVA Solutions, Inc.
Chairperson

Members present:

Courtney Taylor ----- Gordon Co. EMA/E911
Richard Cooper ----- Gordon Co. EMA/E911
Chief David Hawkins ----- Gordon County Fire Dept.
Tim Reeve ----- OHS/GEMA
Christy Blair ----- Gordon County Health Department
Tim Dorsey ----- Mannington Corporation
Derek McMillan ----- LG CIM
Bill Miller ----- Henkel Corporation
Bruce Bowman ----- Fox Systems, Inc.
Kelli Walraven ----- Gordon County Senior Center
Gary Cumbey ----- Pliant Corporation
Steve Moraitakis ----- UGA/Gordon County Coop. Extension

Ms. Kristen Bartlett called the meeting to order.

Minutes from December 6, 2006 meeting approved. Courtney Taylor made the motion to approve and Chief David Hawkins seconded the motion.

Ms. Kristen Bartlett gave an update to the membership about the status of the LEPC ordinance. A package containing the ordinance has been given to both the City of Calhoun attorney and Gordon County attorney. We are waiting for both the City and County to sign these ordinances. Latest news from our attorney is that the ordinance should be addressed at the first meeting in February of the Gordon County Board of Commissioners.

Ms. Bartlett gave the membership good news concerning the status of the LEPC with the State. As of January 8, 2007, the Gordon County LEPC is now a State recognized LEPC per Randy Howard with GEMA. The LEPC is now eligible for funding. Now, the LEPC must continue its activities in order maintain status.

Given the light attendance at this meeting, it was decided to table the RQ Presentation until the February meeting.

Ms. Bartlett updated the members on the new LEPC webpage. She has been working on some information for the webpage, but is a bit behind. Ms. Bartlett stated that if anyone had ideas or information that should be posted to please call her or send her an email. She also asked the represented emergency response agencies to send her pictures and

narrative descriptions of the available equipment for responding to emergencies so this information could be put on the webpage. The website is not yet “live”, but when it does go “live”, Ms. Bartlett will send out a notification email with the website address. The website will actually be a webpage connected to the Gordon County website (www.gordoncounty.org).

The two main tasks for today’s meeting was to develop the LEPC’s mission statement and to develop goals for the LEPC for 2007. Ms. Bartlett stated that she wanted input from the LEPC membership on both the mission statement and the 2007 goals. In order to help facilitate the brainstorming session, Ms. Bartlett reviewed the regulatory list of responsibilities for LEPCs (taken from the Region 6 LEPC Handbook), as well as reviewing the basic principles of mission statement development. The brainstorming and discussion session began.

The mission statement for the Gordon County LEPC that resulted from the session is:

“The Gordon County LEPC exists to promote and maintain public health and safety by preparing citizens, industries, and local emergency response agencies for all-hazards emergency situations through the development of a comprehensive community program which includes an all-hazards emergency response plan, conducting training exercises on the plan, and providing public education programs.”

Richard Cooper made a motion that a vote be taken by the members present to accept this mission statement as well as to take an “absentee vote” from the members present via email. The motion was seconded and ratified by the members present. A second vote was taken to accept this mission statement as written as the mission statement for the Gordon County LEPC. All members present voted unanimously to accept the mission statement. Ms. Bartlett will send an email out to the entire membership containing the mission statement and asking to vote either to accept or reject the mission statement.

During the brainstorming/discussion session about the mission statement, a discussion ensued concerning the reporting/recordkeeping/and dissemination of Title III information responsibilities of the LEPC. Covered industries are required to send certain information and reports to the State, their local LEPC and local fire department(s). At this time, the LEPC does not have a physical location or address. Also, at this time, both the City and County Fire departments as well as Gordon County EMA receive the required reports from industry. Bruce Bowman made a motion to make the LEPC address for reporting be the same address as Gordon County EMA. Richard Cooper seconded the motion, and a unanimous vote passed the motion. There still needs to be more discussion around this entire topic. These discussions have been tabled for a future meeting.

The second main task for today's meeting was the development of goals for the LEPC for 2007. Ms. Bartlett had drafted some ideas for goals and opened the floor for discussion on these suggested goals as well as asking if there are any other goals that should be added to list. Everyone felt that the draft list of goals is appropriate for the direction that the LEPC wishes to proceed. Steve Moraitakis suggested that a goal be added for increasing public awareness about the LEPC. This goal was added to the list and the list of goals was accepted by the membership present.

The list of goals for 2007 for the Gordon County LEPC are:

- **To become a fully recognized LEPC by the State of Georgia**
- **To get the City of Calhoun and Gordon County to ratify the LEPC ordinance**
- **To assist Gordon County EMA, Gordon County Fire Dept, City of Calhoun Fire Dept. and other emergency response agencies in reviewing Gordon County's Emergency Response Plan**
- **To assist/participate in conducting an exercise of the Gordon County Emergency Response Plan**
- **Getting committees up and running with tasks & projects**
- **Apply for funding**
- **Discuss & develop documented procedures for managing the reporting and recordkeeping requirements (i.e., Tier II reports, MSDS sheets and/or chemical lists, SPCC plans, facility ER plans, etc.)**
- **Increase public awareness of Gordon County LEPC**

Chief David Hawkins spoke briefly about the Georgia Search and Rescue truck that will be in the possession of Gordon County and the City of Calhoun fire departments. This equipment will be a tremendous addition to the emergency response capabilities of the two agencies. Also, Chief Hawkins mentioned that additional equipment is being purchased to the make the Northwest Georgia Special Operations Team a Level 1 haz-mat team.

Action Item for Everyone for Next Meeting - Kristen Bartlett gave out a "homework assignment" for the next meeting on February 7, 2007. She asked that everyone come prepared with a list of tasks and/or projects to discuss for their respective committees. Now that we are a recognized LEPC, the committees need to start forming and working on necessary tasks.

Richard Cooper gave out information concerning a webcast on January 27, 2007 from 12:00pm – 1:30pm about the pandemic flu. The Gordon County Health Dept. is working with Gordon County EMA and Fire Dept. to use the EOC training center as the location for the webcast. An email with more information will be sent out.

Richard Cooper thanked Kristen Bartlett for all her hard work on getting the LEPC to its current status.

The meeting was adjourned with a motion by Bruce Bowman and a second motion by Courtney Taylor.

The next LEPC meeting is scheduled for February 7, 2007 from 10:00am – 12:00pm at the Gordon County Fire Department (across from the outlet mall).