



**Emmons County
Local Emergency Planning Committee
100 4th St NW
Linton, ND 58552
(701) 222-6727**

***Draft* LEPC Meeting
Minutes
December 3, 2018**

Present: Tammy Birrenkott, BEK Communications
Mary Senger, Emmons County Emergency Management
Erin Magrum, Emmons County Water Resource District
Bev Voller, Emmons County Public Health
Brian Schumacher, Strasburg Care Center
Mark Pearson, Strasburg Fire Department/Emmons County Sheriff's Department

Approval of December 19, 2017 Meeting Minutes

The minutes were sent after the last meeting and again with the agenda notice for this meeting. Erin Magrum made a motion to approve the December 19, 2017 Meeting Minutes. The motion was second by Bev Voller. Motion carried.

Community Right to Know Act

The Section 324 notification is published in the Emmons County Record on an annual basis to inform the public of their right to review Tier II forms on file and available in the County Auditor's Office. This year the notification was published in the August 2, 2018 edition of The Emmons County Record.

Tier II Reports

Reports are required to be filed by March 1st of every year. Reports are sent to the appropriate Fire Department and local Emergency Management. Emergency Management has reconciled reports with the ND Department of Emergency Services. A summary report and copies of the Tier II reports were sent to each fire department within Emmons County as well as the Emmons County Sheriff's Department and available for review at the meeting.

Committee Membership

Members present reviewed the membership and provided changes to two phone numbers and one email address. No other agency additions were suggested.

Financial Report

Mary Senger reported the balance in the fund: \$4,586.88, and the fund averages approximately \$930 in income per year. The "Community Right to Know Act" publication in the Emmons County Record is an annual expense.

Requests for Expenditures

Last year, \$1,000 was provided to the Linton Fire Department to offset the cost of purchasing a new detector. We have also utilized monies in prior years to purchase Draeger monitors for the fire department as well as printing Shelter-in Place Brochures. No requests for expenditures were brought forward; however, should the need arise at a later date, a special meeting can be convened.

Public Education

Emmons County Emergency Management maintains a supply of the Shelter-in-Place brochures which remain available at the Emmons County Courthouse, Public Health, and the local fire departments.

LEPC OSHA Compliance Review

The Draft LEPC Hazardous Materials Response Plan was emailed with the agenda and available at the meeting. This plan does not supersede or replace any agency's operating procedures or guidelines; it is more of a companion document with general guidance. The plan is required by OSHA for every Local Emergency Planning Committee and needs to be reviewed at least once a year. No changes were recommended.

Election of Officers

A motion was made by Bev Voller to cast a unanimous ballot for the current officers to retain their positions: Mark Pearson as Chairperson, Nolan Anderson as Vice Chairperson, and Mary Senger as Secretary/Treasurer. The motion was second by Brian Schumacher. Motion carried.

Other Items

Bev Voller asked if there was a need for ICS 300 and ICS 400 courses to be taught locally. Members present discussed the hardship attending due to the time commitment. Mary Senger will be sending out a training survey in the spring to see what the local needs are. If possible, we can try to coordinate exercise to include the CMS requirements for the Linton Hospital and Clinic as well as the Strasburg Care Center.

Bev Voller received a grant to purchase AEDs for the community and provide community education. If anyone has ideas locations where the AEDs can be placed from community use, please contact Bev.

Members present also discussed utilizing the Linton Radio station and the BEK Community Channel to promote flu shots, government meetings, and other activities. Tammy Birrenkott will let us know who our local contact is and whether the County can also have be a contact.

Respectfully submitted,

Mary H. Senger, Secretary/Treasurer