



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

**LEPC Meeting Minutes
December 29, 2020**

Present: Mary Senger, Emmons County Emergency Management
Nolan Anderson, Emmons County Ambulance/Linton Fire Department
Mark Pearson, Emmons County Sheriff's Department/Strasburg Fire
Department/Strasburg Commissioner
John Ptacek, MDU/Linton Fire Department

Approval of October 16, 2019 Meeting Minutes

The minutes were sent after the last meeting and again with the agenda notice for this meeting. Nolan Anderson made a motion to approve the October 16, 2019 Meeting Minutes. The motion was second by John Ptacek. 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 September 10, 2020 edition of The Emmons County Record.

Tier II Reports

Mary Senger reviewed the reporting procedure with the members present. Facilities that manufacture or store hazardous materials (in reportable quantities) are required by the State to report their information on a yearly basis by March 1st. Facility Tier II reports are located in Emergency Management. Our Tier II reports have been reconciled with the ND Department of Emergency Services (NDDDES). 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. NDDDES has established online reporting for agencies and access by Emergency Management and Fire Departments to review reports and associated data.

Committee Membership

The current membership listing was emailed with the agenda and reviewed. Membership by agency/department names was previously approved by the Emmons County Commission pursuant to ND Century Code (37-17.1-07.1) mandating local emergency planning committees be appointed by the County Commission. Agency/department representative name changes were made due to turnover; however, agencies/departments represented did not change.

Financial Report

Mary Senger reported the balance in the fund: \$6,586.78, and the fund averages approximately \$1,000 in income per year. The "Community Right to Know Act" publication in the Emmons County Record is an annual expense.

Requests for Expenditures

There were no requests for expenditures. As a reminder, requests must have a direct nexus to hazardous chemicals. Mary Senger also reminded participants about the Hazardous Materials Emergency Preparedness Grant opportunity that was recently email which is 75% reimbursable with a 25% match (soft match can include participant time).

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. The brochures are available to all agencies to utilize in presentation, fairs, etc.

Hazardous Materials Response Plan Review

The LEPC Hazardous Materials Response Plan was emailed with the agenda and reviewed. 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. No changes were recommended. The Plan is also available on the Emmons County website.

Election of Officers

A motion was made by Nolan Anderson 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 John Ptacek. Motion carried.

Other Items

No other items presented.

John Ptacek made a motion to adjourn the meeting. The motion was second by Nolan Anderson. Motion carried.

Meeting adjourned.