

**November 1, 2017**

**Attendees:**

Dale Smrz-LEPC Chairperson  
Scott Robertson-LCHD-Vice Chair  
Michael Jackson-Secretary  
Steve Jacobson-Little Lady Foods  
JR Bonnot-On Phone  
Chief Jim Arie-On Phone  
Lauren Luebker-AkzoNobel Aerospace Coating  
Yvette Alexander-American Red Cross-On Phone  
Jim Herring-EMA Volunteer  
Roy Garcia-LCSO Homeland Security Director  
Joe Wieser-Buffalo Grove EMA  
Keith Humphres-HDIAC  
Rich Rapacki-Aires Consulting

Meeting called to order at 9:03 am by Chairperson Smrz.

**Introductions:**

**Approval of Last Meeting Minutes:**

Last meeting minutes - 10/4/2017 to be emailed.

**Chairperson's Report:** -Our focus for today will be the seminar.

**Vice Chairperson's Report:** -Conference is set and speakers are confirmed

**Coordinator's Report:** Secretary Jackson that the EMA Manager will start on November 13, 2017. Question was asked if the By-Laws would need to be changed to reflect the new title name. This will need to be changed.

**Treasurer's Report:**

No Report as the Treasurer wasn't present.

**Sub Committee Reports:**

Public Relations/Education

Scott Robertson stated that we have confirmed the speakers and have Bios, and the final count to be turned will be 60 maximum. He will do the Certificates and ID cards for those registered  
Chief Arie stated that he would be willing to provide door prizes.

**Grant:**

Mike Jackson stated that our Reimbursement Report has been submitted. The Grant Application has been rewritten to reflect our de-obligation of funds. Mike also gave a Budget overview for the new grant request. There was some discussion on hiring a firm to complete our updated Chemical Emergency Plan. Question of if the cost was under \$5,000.00 do we have to write a Request for Proposal. It was reviewed by Vice Chairperson Robertson in our purchasing policy, and it was determined that should the cost be under \$5,000.00 no RFP is needed and must be approved by the LEPC member present. Chairperson Smrz asked the membership if they know of any other firm that would be interested in this project, to contact us by November 30, 2017.

**Website:**

Vice Chairman Robertson mentioned that this is still being worked on.

**Unfinished Business:**

Vice-Chairperson Robertson stated that we will need to write an Audit Policy for the organization. Joe Wieser volunteered to assist Scott Robertson

LEPC Letters of Intent Submitted /Nominations received were from the following two members.  
Scott Robertson for the position of Vice-Chairperson  
Joe Wieser for the position of Treasurer

**New Business:**

DHS Director Garcia stated that there has been on-site tour request of a plant in Gurnee Area.

Motion to adjourn made by Joe Wieser and seconded by Keith Humphres.

The next meeting will be held on Wednesday December 6, 2017 at 9:00am.

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Michael Jackson Sr., CEM®  
Emergency Management Specialist  
Lake County Emergency Management Agency  
**LEPC Secretary**  
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