

December 6, 2017

Attendees:

Dale Smrz-LEPC Chairperson
Scott Robertson-LCHD-Vice Chair
Michael Jackson-Secretary
Dick Johnson-Treasurer
Steve Jacobson-Little Lady Foods-On Phone
Yvette Alexander-American Red Cross-On Phone
Jim Herring-EMA Volunteer
Don Portzen-Round Lake Beach EMA
Joe Wieser-Buffalo Grove EMA
Keith Humphres-HDIAC
Rich Rapacki-Aires Consulting
Paul Mazzeno-LCEMA Manager

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

Introductions:

Approval of Last Meeting Minutes:

Last meeting minutes - 11/1/2017. Motion by Joe Wieser seconded by Rich Rapacki to accept the minutes. Motion Carried.

Chairperson's Report: -Will Defer until we get to other topics

Vice Chairperson's Report: -Thanked everyone that participated in the Seminar and he would discussed later in the meeting. He also apologized to the two vendors for not removing a third vendor that didn't participate.

EMA Manager's Report: Paul introduced himself as our New EMA Manager for Lake County. Nothing else to report currently.

Treasurer's Report:

Dick Johnson presented a verbal and written report and stated that we have a total of \$12,390.00 in the Treasurer. There were some questions about how many outstanding fees from

the Seminar. It was mentioned that we have \$1000.00 outstanding. Motion by Joe Wieser seconded by Jim Herring to accept the report. Motion carried.

Sub Committee Reports:

Public Relations/Education

Scott Robertson gave an overview of the evaluations that were returned and stated that the overall views were All Very Positive, and highly rated. Scott recommended that we now start on the Seminar for 2018. Special Thanks to Chief Arie for hosting the door prizes. Discussion on sending a thank you letter to the Chemical Safety Board for the presenters. We had about 55 attendees for the Symposium. Scott mentioned that he may have a speaker that could present about ammonia leaks.

Grant:

Mike Jackson advised that we have been approved for our De-Obligation of Grant Funds Request our current Grant Award is \$12,700.00, also, we have submitted our Grant Claim Report/Reimbursement in the amount of \$1,347.06. The proposal has been emailed to the membership for the Chemical Emergency Plan Update. We receive a proposal from Aries Consulting.

Motion by Keith Humphres seconded by Joe Wieser to accept the proposal from Aries Consulting not to exceed the sum of \$5,000.00. Motioned carried with 1 abstained vote. Contract to be signed by the LEPC Chair.

Website:

Vice Chairman Robertson mentioned that this is still being worked on. Scott stated that the site must be updated with current information. A question was asked if we would post the Chemical Emergency Plan on the website. It was discussed and decided not to post it. It was mentioned that would it be possible to have a summer intern to work on the site. Brief discussion on the matter and it was decided that wouldn't be good use of an intern.

Unfinished Business:

Vice-Chairperson Robertson deferred to Joe Wieser to discuss preparation of the Audit Policy, and it would be emailed to the membership present.

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:

Vice Chairman Robertson stated that he and Homeland Security Director Roy Garcia visited a large fixed facility in Gurnee. The Sheriff's Office was invited to tour the facility. The Facility Safety Manager was to do some training with the local agencies.

2017 Election of Officers:

Nominations received were from the following two members.

Scott Robertson for the position of Vice-Chairperson

Joe Wieser for the position of Treasurer

Motion by Dick Johnson seconded by Rich Rapacki to cast on White Ballot for the two nominees Scott Robertson-Vice Chairman and Joseph Wieser-Treasurer. Motion Carried.

Discussion on the purchase of a LEPC Laptop/Software for the Treasurer. We could also document the Tier two reports. There was some discussion on the matter and some research to be done.

Motion to adjourn made by Joe Wieser and seconded by Keith Humphres, meeting adjourned at 10:09AM.

The next meeting will be held on Wednesday January 3, 2018 at 9:00am.

Michael Jackson Sr., [CEM®](#)
Emergency Management Specialist
Lake County Emergency Management Agency
LEPC Secretary
mjackson@lakecountyil.gov