

**MEETING MINUTES OF THE
OAKLAND COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**

**There was a meeting of the Oakland County LEPC, at 9:00 AM on Tuesday, August 1, 2023
at the Oakland County EOC, 1200 N Telegraph Rd, Bldg 47W, Pontiac, MI 48341**

MINUTES

- I. CALL TO ORDER: at 0903hrs
- II. Roll Call: See sign-in sheets.
- III. Approval of Minutes from 5/2/2023 Meeting: Motion by Beattie, Second by Brosnan. Approved.
- IV. PUBLIC COMMENT: None
- V. OLD BUSINESS
 - A. LEPC Exercise subcommittee report: Nothing new. Robert Seeley explained that OCEM would be emphasizing and tracking exercises with 302 and 312 sites starting in fiscal 2024 (10/1/23). He would like the LEPC to make promoting exercises at facilities to be a major focus of the Committee.
 - B. LEPC Bylaws subcommittee report
 - 1. Presentation of Draft Bylaws
 - 2. Discussion of Draft and proposed changes: II.B: Need to better define what is included in the term "transportation." III.D.: The group proposed a four year term of office for Chair and Vice-Chair, with no term limits (current office holders can run for reelection), starting with the approval of the new bylaws. III.G: The group approved Chair's suggested Proxy voting method, with email notification to Information Coordinator serving as written notice of Proxy. IV.G: The group would like to set the minimum quorum requirements to ensure votes can routinely occur. We will research if there are any legal or OC policy requirements. We also discussed limiting the number of voting members for the purposes of a quorum (one vote per organization or one vote per category). More research and discussion are necessary on this topic. X: The group agreed to add the Fiduciary language in case the LEPC acquires an annual budget,
 - 3. Schedule final vote for new bylaws: Chair will type up proposed changes discussed today and we will send it out to the membership for final comments within three weeks. Then, new bylaws will be sent to OC Corp Counsel for review. If approved by Corp Counsel in time, the new bylaws will be presented to the LEPC at the November meeting for final approval.

- C. Spills report: Page presented the information provided for each spill as recorded on OakEOC.
 - 1. Highland Twp, 5.17.23
 - 2. Lake Orion Indianwood CC, 5.28.23
 - 3. Brandon Twp, 7.8.23
 - 4. Ferndale, 7.19.23: Barr presented further details on this spill as it occurred in his community.
 - 5. Troy, 7.23.23
- D. 2023 Industry Outreach Conference
 - 1. Planning meeting on Wednesday, 8.2.23: Moved to early next week. Page will send out meeting notice when Beattie settles on date/time. Page will have EventBrite site prepared to go out by then. Focus of meeting will be final marketing strategy to find more participants (facilities that act as transfer points for hazardous materials was suggested).
 - 2. Volunteers needed to assist on 10.4.23: Page will create an EventBrite sign-up for this also.

VI. NEW BUSINESS

- A. New procedures to comply with MI Open Meetings Act
 - 1. Posting of minutes on our website: We will begin this practice immediately.
 - 2. Recording all meetings: We were originally told this was a requirement, but later learned that the MI Attorney General is reviewing the law to clarify. In the meantime, we are recording meetings (including today's). Seeley is attending a State meeting next week where we should receive clarification.
- B. Pick a site for a live meeting for the November 7, 2023 LEPC meeting. Both West Bloomfield FD and Berkley DPS volunteered (both have the ability to record the meeting). We will give WBT first opportunity as they have never hosted before. DeBoer has to confirm the schedule availability for WBT.
- C. Upcoming training opportunities: Page discussed ICS-300 in October and ICS-400 in November (both at NOCFA in Holly Twp and registration available on MI-TRAIN). Brosnan discussed Waterford Full Scale Exercise on 9/13/23 involving chemical incident at three different facilities. He invited all LEPC members to observe.

- VII. **GOOD OF THE ORDER:** Page will update the Sub Committee rosters and distribute them. Is an indoor marijuana grow operation (legal and permitted) subject to SARA Title III, or does it fall under Agriculture regulations? OCEM staff will research.

VIII. ADJOURNMENT: Motion by Blanchard, Second by Beattie. Approved at 1001hrs.

Judy Cavender, MSSM, CHSP, PEM, PCP - Chair

Oakland County does not discriminate on the basis of disability in admission or access to its programs, activities, or services as required by Title II of the Americans with Disabilities Act of 1990. Please contact us within five (5) business days prior to the event if you have any special needs.