Shiawassee County
Local Emergency Planning Committee
April 15, 2015 9:00 am to 11:00 am
James P. Capitan Center

Officers/Appointed Positions:		**Guests:**
Chair	Clark Bowman	Eric Van Riper
Vice-chair	Russ Wahl	
Secretary	Jodi DeFrenn	Lt. Kevin Mark
Public Information Officer	Kyle Bawks	Paul Pummill
Community EM Coordinator	Rich Warner	Lt. Pamela Battinkoff

Voting Members:

Clark Bowman*	Jodi DeFrenn*	Russ Wahl
George Braidwood	Casey Elliott*	Rich Warner*
Bill Baker	Kevin Davis Alternate - Doug Rowden*	
Kyle Bawks*		

*depicts attendance

Minutes

I. Call to Order

The meeting was called to order by Chairman Bowman at 9:00 a.m.

II. Introductions & Minute Approval

Motion made by Casey Elliott, supported by Rich Warner to approve the April agenda as written. Motion carried.

Motion made by Kyle Bawks, supported by Casey Elliott to approve minutes as written. Motion Carried.

III. 302 Site Plan Update

Dispatch provided a list of 302 Site Plans that they have on file. Russ cross-referenced this with the LEPC 302 Site Plan list. The two lists are not compatible. Russ will verify that listed sites are still active and create a new plan for those Sites if there is not currently one on file. These plans will then be submitted to the State.

IV. LEPC Marketing

Shiawassee County Fair: The Fair Board is willing to allow us to place the "Protect those who protect us!" brochure in every fair book that will be mailed out. Every exhibitor will also receive a smaller version of this brochure in their fair packet.

Discussion occurred on building a grab bag for the fair booth that would contain various marketing items.

Discussion occurred on having yard sticks to hand out at the fair booth. The printing on the stick should focus on the message we want to get out and not necessarily who we are. Our consistent message has been "Fire Fighter Right to Know" or "Protect those who protect us". The group would like a QR code placed on the stick that would direct anyone scanning the code to the website or brochure.

Placemats: Discussion occurred on running placemats again to selected restaurants. The group agreed to put this funding toward other marketing efforts.

V. Special Response Team (SRT) Update

Rich reviewed Livingston Counties SOP pertaining to their SRT group as requested at the last LEPC meeting. Livingston Counties structure and SOP is very similar to Shiawassee SRT. As discussed at the last LEPC meeting this request came out of the concerns that our local Fire Chiefs had pertaining to liability issues. Those issues seem to now be resolved. We are now awaiting to see the number of committed members to SRT.

If there are enough committed members the next hurdle will be the cost of physicals. At that point Rich will look for partnerships to aide in reduction of associated cost.

Rich has been researching the potential for an MOU with another jurisdiction if our SRT folds.

VI. Treasurer's Report

Fiduciary put together a report from the 259 account going back to the beginning of LEPC. This account includes LEPC, CERT and SRT. After review of this report the budget does not balance out and clarification is needed as LEPC needs a baseline number.

Motion made by Jodi DeFrenn, supported by Kyle Bawks to have the Board Chair act on behalf of the committee to make a formal request for an account resolution from fiduciary. Motion carried.

Motion made by Casey Elliott, supported by Doug Rowden to allocate up to $4,000 for Marketing from the LEPC budget and authorize Emergency Manager to make decisions on utilization of these funds. Motion carried. All yeas.

VII. Other Business

Homeland Security Conference will be taking place May 5th – 7th.

VIII. Future Meeting Date

- July 15, 2015

IX. Public Comment

None.

X. Adjournment

Meeting was adjourned at 10:23 a.m.

Recorded by: **J.D.** Date: **4-15-15**

Signed by: Chuck Bouma Date: 7/29/15

Chair