



**Shiawassee County  
Local Emergency Planning Committee  
July 16th 9:00 am to 11:00 am  
James P. Capitan Center**

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**Officers/Appointed Positions:**

Chair	Clark Bowman
Vice-chair	
Secretary	Jodi DeFrenn
Public Information Officer	
Community EM Coordinator	TJ Clark

**Guests:**

Rich Warner\*  
  
Kyle Bawks\*  
Doug Rowden\* – for Kevin Davis

**Voting Members:**

Clark Bowman\*  
George Braidwood\*  
Bill Baker\*

Jodi DeFrenn\*  
Casey Elliott\*  
Kevin Davis  
TJ Clark\*

Russ Wahl\*

\*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 Bill Baker supported by TJ Clark to approve April minutes as written. Motion carried.

**III. 302 Site Plan Update**

Sample of Site Plan to be reviewed as a committee at next LEPC meeting.

Two new plans to be completed this cycle.

**IV. LEPC Marketing**

- Tri-fold brochures to be handed out at the Shiawassee County Fair

**V. Special Response Team (SRT) Update**

One run to report in April, plan crash at Cronk & 13, response to fuel spill less than two gallons pulled, Department of Environmental Quality (DEQ) responded and did not see the need for any further action to be taken.

Discussion occurred on Bakken Crude Oil, follow-up to be given at next LEPC meeting.

**VI. Treasurer's Report**

FY14 EM Special Revenue Budget distributed, discussion occurred.

Discussion occurred on donated money and how funds are allocated.

Motion made by Casey Elliott and supported by Bill Baker to accept report as given. Motion carried.

## **VII. Other Business**

- Kyle Bawks will be the new representative for Law Enforcement (non-governmental). TJ Clark made a motion to nominate Kyle Bawks for Public Information Officer, Casey second, motion made to move to board of commissioners for approval.
- Letter presented and Motion made by TJ Clark to accept the following presented changes and move to board of commissioners for approval; request removing Margaret McAvoy as LEPC member representing County Government due to job change and appoint TJ Clark to fill this vacancy. Request to remove TJ Clark as Community Emergency Management Coordinator due to job change and to accept appointment of Rich Warner to fill this vacancy. Supported by Casey Elliott. Motion carried.
- Motion made by TJ Clark supported by Casey Elliott to forward to Board of Commissioners nomination of Chief Kyle Bawks as Public Information Officer;
- Motion made by TJ Clark to invite Lt. Pamela Battinkoff to next LEPC meeting and ask for participation in LEPC as a communication representative, supported by Bill Baker. Motion carried.
- Discussion occurred on alternates and will be placed on agenda for next meeting.

## **VIII. Future Meeting Date**

- October 15, 2014

## **IX. Public Comment**

None.

## **X. Adjournment**

Meeting was adjourned at 9:47 a.m.

Recorded by: J.D. Date: 7-16-14

Signed by: Clark Bouman Date: 10/15/14  
Chair