



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

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**Officers/Appointed Positions:**

Chair  
Vice-chair  
Secretary  
Public Information Officer  
Community EM Coordinator

Clark Bowman  
Margaret McAvoy  
Jodi DeFrenn  
Kevin Clark  
TJ Clark

**Guests:**

**Voting Members:**

Margaret McAvoy\*  
George Braidwood  
Kevin Clark\*  
Mike Thornburg  
\*depicts attendance

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

Russ Wahl\*  
Clark Bowman\*

**Minutes**

**I. Call to Order**

The meeting was called to order by Chairman Bowman at 9:02 a.m.

Motion made by Margaret McAvoy to accept agenda with the additions, supported by Russ Wahl.  
Motion carried.

**II. Introductions & Minute Approval**

Motion made by Kevin Clark supported by Casey Elliott to approve October minutes as written.  
Motion carried.

**III. 302 Site Plan Update**

No activity to report.

**IV. LEPC Subcommittee Project Update**

Discussion occurred on handing out flyers at the Home and Garden Show, TJ will schedule meeting between now and March.

Discussion occurred on placemat effectiveness, and how mass marketing may not be the best utilization of funds.

**V. Special Response Team (SRT) Update-Kevin Clark**

No runs to report.

Regionalization update: Region is performing a gap analysis of all existing teams to determine where the gaps are at in regards to training and equipment and what needs to be done to fill

these gaps.

**VI. Treasurer's Report**

LEPC currently has \$20,507.43. Motion made by Kevin Davis, supported by Russ Wahl to accept treasurer's report. Motion carried.

Motion made by Margaret McAvoy supported by TJ Clark to send two members to the SARA Title III Tier Two Workshop at a cost of \$75.00 per person. Motion carried.

Motion made by Margaret McAvoy supported by Kevin Davis to allocate \$3,000 for training from the LEPC budget and authorize Emergency Manager to make decisions on utilization of these funds. Motion carried.

**VII. Other Business**

Discussion occurred on annual review of by-laws, copy of current by-laws will be sent out to members, any proposed changes should be sent to Clark. Any recommended changes must be given to members 10 days prior to the next meeting.

Motion made by Margaret McAvoy to re-nominate current officers; Clark Bowman as Chair, Margaret McAvoy as Vice-chair, and Jodi DeFrenn as Secretary and that nominations be closed and an anonymous ballot be passed. Supported by Casey Elliott. Motion passed unanimously.

**VIII. Future Meeting Date**

Motion made by Margaret McAvoy supported by Kevin Davis to accept listed meeting dates for 2013: January 16<sup>th</sup>, April 17<sup>th</sup>, July 17<sup>th</sup> and October 16<sup>th</sup>. Motion carried.

**IX. Public Comment**

None

**X. Adjournment**

Meeting was adjourned at 9:41 a.m.

Recorded by: J.D. Date: 1-16-13

Signed by: Clark Bowman  
Chair

Date: 4/17/13