



**Shiawassee County  
Local Emergency Planning Committee  
April 18th 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:**

Rich Warner\*

**Voting Members:**

Ron Elder\*  
Margaret McAvoy\*  
George Braidwood  
Kevin Clark\*

Mike Thornburg\*  
Jodi DeFrenn\*  
Casey Elliott\*  
Kevin Davis\*

TJ Clark\*  
Russ Wahl\*  
Clark Bowman\*

\*depicts attendance

**Minutes**

**I. Call to Order**

The meeting was called to order by Chairman Bowman at 9:01 a.m.

Motion made by Kevin Clark to accept agenda as written supported by Russ Wahl. Motion carried.

**II. Introductions & Minute Approval**

Motion made by Kevin Clark supported by Russ Wahl to approve January minutes as written. Motion carried.

Motion made by Margaret McAvoy to accept request from Fire Chiefs Association that Assistant Chief Thornburg will be representing association on LEPC effective immediately supported by Russ Wahl. Motion Carried.

**III. 302 Site Plan Update**

No site plans performed at this point. TJ Clark and Rich Warner discussed the reporting process for 302 Sites, both new plans and renewals and how SARA Title II Tier II reports can produce a 302 Site Plan report. LEPC has 35 302 sites on file currently, TJ discussed the revenue breakdown from the State and stressed the importance of making quota on site reviews. Last year LEPC received a check for \$5,663.32 for in-kind and reviews, discussion occurred. The revenue is an incentive but the importance is to keep information up-to-date.

**IV. LEPC Subcommittee Project Update**

Subcommittee has not yet convened. No report.

**V. Special Response Team Update-Kevin Clark**

No incidents to report. TJ discussed that with the concept of regionalization, opportunities tend to present themselves. As a Region, Shiawassee has been given an opportunity for additional training that will aide in transitioning to become part of a Regional Response Team, more details to come.

**VI. Treasurer's Report**

Special Response Team currently has \$27,908.00, discussion occurred on cost recovery. LEPC currently has \$16,326.74. Motion made by Ron Elder, supported by Russ Wahl to accept treasurer's report. Motion carried.

**VII. Other Business**

Clark Bowman request that LEPC accept the Fire Chiefs Associations appointment of Assistant Chief Thornburg as representation at LEPC due to vacancy. Motion made by Kevin Clark, supported by Russ Wahl to accept appointment. Motion carried.

**VIII. Future Meeting Date**

July 18, 2012 9:00 a.m. James P. Capitan Center, EOC

**VIII. Public Comment**

None

**X. Adjournment**

The meeting was adjourned at 9:49 a.m.

Recorded by: J.D Date: 4/18/12

Signed by: Clark Bowman Date: 7/25/12  
Chair