



**CUYAHOGA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
JANUARY 13, 2014 MEETING MINUTES**

Roll Call

Chief Sloan conducted roll call.

Attendance: Jim Armstrong*, Bill Belardo, Lt. Alan Finkelstein*, Frank Foley*, Robert Gahr*, Randy Helmick*, Barbara Hermes*, John Jurcsisn*, Chief Chris Kostura*, Sheldon Lustig*, Herb Mausser*, Sharon Nicastro*, Brenda Phifer, Chief Bryan Sloan*, Walter Topp*

* - LEPC Member

Guests:

Minutes

Chief Sloan conducted the meeting. Motion to approve minutes by Sheldon Lustig; seconded by Lt. Finkelstein. Meeting minutes approved.

Financial Report

Nancy Veley presented the Financial Report for the period ending December 31, 2013. Payment was made to Sheldon Lustig in the amount of \$64.78 for costs associated with attending the LEPC Conference in October 2013. The LEPC received final HMEP Grant payment from the Ohio EMA in the amount of \$7,508.42 to close out that grant period. The LEPC reimbursed the Chagrin/SE COG for HMEP Training funds in the amount of \$6,541.71. The LEPC also reimbursed the Southwest COG for HMEP training funds in the amount of \$4,221.34. Current balance is \$338,738.85. Motion to accept Financial Report by Herb Mausser; seconded by Bob Gahr. Financial Report accepted.

Resolutions

Bill Belardo went thru each resolution and the results are as follows:

Resolution #01132014-1 to approve breakfast food and lunch for the 2014 LEPC Exercise which will take place Monday, February 24, 2014 not to exceed \$1,000.00. Motion to approve by Barbara Hermes; seconded by John Jurcsisn.

Resolution #01132014-2 to approve the transfer of the HMEP 20th Year Planning Grant funds in the amount of \$23,198.84. Motion to approve by Lt. Finkelstein; seconded by Sheldon Lustig.

Resolution #01132014-4 to approve reimbursement to the Southwest COG for expenses not covered under the HMEP 20th Year Training Grant totaling \$110.00. Motion to approve by Bob Gahr; seconded by John Jurcsisn. Frank Foley suggested the LEPC use the IRS gas mileage reimbursement rate when we reimburse for fuel expenses.



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Resolution #01132014-5 to approve reimbursement to the Chagrin/Southeast COG for expenses not covered under the HMEP 20th Year Training Grant totaling \$155.95. Motion to approve by Bob Gahr; seconded by Herb Mausser.

Public Information Requests

Brenda Phifer reported 14 Information Requests since the last meeting.

Tier II Reports: Mrs. Phifer

Tier II Reports are slowly coming into LEPC Office prior to March 1, 2014 deadline.

Management Subcommittee

Chief Sloan discussed forming an ad hoc committee for LEPC membership in order to properly vet all applicants prior to the August 2015 deadline. This committee would meet in May 2015 to discuss at-large positions and to ensure we are in line with the LEPC Bylaws. Lt Finkelstein will Chair and Herb Mausser will Co-Chair this committee.

The Management Subcommittee will meet January 15, 2014 to discuss the LEPC/County Agreement, LEPC Bylaws, the LEPC Document Scanning Project and the SERC Grant Application.

Bill Belardo discussed the Cuyahoga County Microfilming Center's (CCMC) offer to scan all LEPC Documents. The CCMC can scan all LEPC documents into a database allowing for an easy way to search for facility documents as opposed to paper filing. The CCMC can back up LEPC documents onto 16mm archival film costing \$1,080, which a private company would charge close to \$10,000.00 for this service. Send any questions to Bill and he will have them answered by the CCMC Administrator. Questions arose regarding records retention policy which will be discussed at the Management Subcommittee meeting.

Facilities Security and Accident Prevention Subcommittee

No Report.

Transportation Subcommittee

Sheldon Lustig discussed the previous Transportation Subcommittee meeting which took place at the Cuyahoga Valley National Park (CVNP) Ranger's Office. Multiple departments were present to discuss the Cuyahoga Valley Scenic Railroad (CVSR) Emergency Response Plan. Another meeting will take place 6-8 weeks from previous meeting. Issues discussed included: track access, communication barriers, what type of equipment departments have for a response to an incident to the CVSR etc.



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Bob Gahr discussed a response vehicle that RTA possesses, which was purchased with DHS funds for this type of rail response. He will make contact with RTA to get vehicle details and determine whether this vehicle could/would respond to an incident on the CVSR.

Chief Sloan acknowledged the wide interest that the Transportation Subcommittee's CVSR endeavor has peaked and thanked them for their continued work on this matter.

Spills Subcommittee

Frank Foley discussed the Spills Subcommittee meeting. A spill occurred at a Shell Station on 4060 Lee Rd., which is being looked into for an enforcement action. Also, the Spills Subcommittee is looking into who the Prosecutor's Office will assign to the LEPC as their representative in legal matters. A couple of reminder letters will be sent to noncompliant spillers. We will need more information from the Ohio EPA regarding six spills discussed at the meeting.

Emergency Preparedness and Response

LEPC 2014 exercise will take place February 24, 2014 in Strongsville and the Final Planning Conference for this exercise will be held January 22nd. LEPC Members are welcomed to observe the exercise if they so wish to.

Lt. Finkelstein discussed how the Management Subcommittee increased the amount to pay instructors for the Population Protection classes and adjusted the criteria to qualify. This was necessary in order to collect responses from qualified people. The RFQ will be resubmitted with the adjusted dollar amount and updated language. LEPC Members are permitted to teach these courses but cannot be paid.

Lt. Finkelstein discussed the new HMEP Grant Guidelines and the new stipulation that only 2 people can be reimbursed for attending conferences per LEPC. Chagrin/SE and the Southwest Hazmat Teams have already submitted training requests to send people to conferences during the grant period. A letter will be drafted and submitted to the Ohio EMA to appeal this new condition.

New Business

Next meeting will take place Monday, March 3, 2014 at the Northeast Ohio Regional Sewer District.
The Spills Subcommittee will meet preceding the LEPC meeting at 12:30 pm.