

**CUYAHOGA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MARCH 01, 2010 MEETING MINUTES**

Roll Call

Chief Bryan Sloan conducted roll call.

Attendance: Bill Belardo; Wentworth Clapham*; Michael Dziak; Alan Finkelstein*; Frank Foley*; Tom Ford*; Robert Gahr*; Stuart Greenberg*; Randy Helmick*; John Higginbotham; Colin Johnson*; Sheldon Lustig*; Herb Mausser*; Tony Passalacqua*; Brenda Phifer; Marc Scott*; Hugh Shannon*; Bryan Sloan*; John Snack*; Nancy Veley

* - LEPC member

Visitors:

Jeff Scott, NASA

Administrative

Chief Sloan called the meeting to order at 1:30 PM.

The minutes from the January 11, 2010 meeting were approved by motion of Mr. Shannon and seconded by Mr. Finkelstein.

Financial Report

Ms. Veley reported on the fiscal activity since the last meeting. She reported that we had received the HMEP 16th Year reimbursement for planning and training as well as Public Information Request fees for part of 2008 and all of 2009 in the amount of \$36.45. A request had also been submitted for HMEP Supplemental Training Reimbursement and \$4,410.12 has been received requiring a 20% match from the LEPC in the amount of \$882.03.

Mr. Lustig moved to receive and file the Financial Report; motion seconded by Mr. Clapham and approved.

A motion was made by Mr. Finkelstein to transfer the matching funds for the HMEP Supplemental Training Reimbursement in the amount of \$882.03; motion seconded by Mr. Mausser and approved.

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Justice Affairs Update

Hugh Shannon, the Acting Director of the Department of Justice Affairs introduced himself and explained that Director Gary Holland had been tasked with sitting on the County Government Transition Team and would be involved in that process throughout the year. Mr. Shannon added that Melissa Rodrigo had left her position as Manager of Cuyahoga County EMA. He stated that until that position is filled he will be the point of contact for Emergency Management.

Election

Chief Sloan stated that as per the current LEPC bylaws, the LEPC was required to elect a replacement for Ms. Rodrigo as Vice Chair. Nominations were taken from the floor for the positions of Vice Chairman, according to the procedures outlined in Section III (C & F) of the LEPC Committee's Bylaws.

Mr. Foley moved to nominate Mr. Finkelstein for the position of Vice Chairperson and Mr. Mausser seconded the motion. There being no further nominations, the nominations were closed and Mr. Finkelstein was unanimously elected as LEPC Vice Chairperson for the remainder of the 2010 calendar year.

Public Information Requests

Mr. Belardo reported that there had been 31 public information requests since the last meeting.

Management Subcommittee

Membership: Chief Sloan reported that the subcommittee has continued to meet and are nearing completion of the revisions to the LEPC bylaws. He stated that if possible he would like to have a final version approved at the May LEPC meeting. He added that the draft copy that had been distributed to members was a cooperative effort and the result of much debate and discussion. Chief Sloan proceeded to review the LEPC membership matrix with the Committee, explaining the reasons for some of the revisions to category names and number of positions for each. Chief Sloan encouraged all members to review the draft of the bylaws and relay any comments or suggestions to Mr. Snack in order for their consideration at the next Management subcommittee meeting. Chief Sloan also stated that he would like to establish a Membership subcommittee to be tasked with assuring membership compliance as well as other issues, such as diversity and transparency that Mr. Shannon had discussed. Chief Sloan asked that anyone interested in being a part of this committee or leading it should communicate with Mr. Snack.

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Shelter in Place: Mr. Greenberg reported that three proposals were received by the County in response to the Population Protection Community Development RFP, and that the proposal by Cleveland State University had been selected. He further reported that a communication system has been established and information is currently being gathered. Mr. Greenberg stated that the deliverables and payment systems have been restructured to allow for advanced warning of any problems. Brandy Carney is the EMA point of contact and Chief Sloan is the LEPC representative for this project.

Facilities Security and Accident Prevention Subcommittee

Mr. Mausser reported that a seminar is planned for March 26, 2010. He reported that the subcommittee was fortunate to partner with the OSHA Cleveland Area Office to discuss their National Emphasis Program on Process Safety Management. This will be a half-day seminar with a one hour plenary session followed by three break-out sessions. There will be one session on Chlorine, one on Ammonia Refrigeration Systems, and one on Flammable Chemicals. Mr. Mausser stated that an OSHA representative will be teamed with an industry representative at each break-out session.

Transportation Subcommittee

Mr. Lustig reported that the Amtrak Passenger Train Emergency Response training took place on January 19th, 20th, 21st, and 22nd at the Cleveland Fire Training Academy. Eight training sessions were conducted. Two hundred and fifty three people from 48 Federal, State and Local jurisdictions attended the training. Attendees came from Lorain, Cuyahoga, Lake, Ashtabula, and Columbiana counties. Mr. Lustig reported that the attendee's comments were universally favorable as to the content and presentation by Amtrak instructors. Local rail operators were invited to attend and participate. A representative of CSX was in attendance the entire week. Norfolk Southern chose not to attend or participate.

In response to a question by Mr. Greenberg it was reported that there has been no response to the letter drafted and sent by the LEPC to legislators regarding the railroad routing of hazardous cargo through major cities.

Spills Subcommittee

Mr. Foley reported that normally the Spills Subcommittee meets immediately prior to the full LEPC meeting. Due to Mr. Reggie Brown's inability to attend this month's meeting, the meeting was postponed.

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Emergency Preparedness and Response

Mr. Finkelstein reported that Cuyahoga County EMA will be participating in the State's sixteen county exercise taking place on March 18, 2010. This will be a functional exercise taking place at the County EOC. It has been designed to test the LEPC HazMat plan including the exchange of information between the EOC and On-Scene Command, as well as the sharing of information obtained through the utilization of the CAMEO Suite.

Tier II Submissions

Ms. Phifer reported that the Tier II reports have been arriving in large numbers. At this point over 120 reports have been entered and many more have been received.

Funding Requests

Training: A funding request was received for ArcGIS software training in the amount of \$1200.00 for Bill Belardo of the EMA/HazMat staff. Mr. Belardo explained to the Committee what the course entailed and how it would be used. Dr. Clapham stated that he teaches courses at CSU in Arc/GIS. He suggested that the EMA wait, determine exactly what was needed in the way of instruction. Dr. Clapham felt that he would be able to structure a course to meet EMA's Specific needs at a much lower cost with no travel required. This suggestion was agreed upon, and the request was tabled at this time.

Equipment: A funding request was received and approved by the LEPC in July 2009 in the amount of \$5000.00 for the purchase of a plotter to be located and used at the County EOC. This equipment would be used to print maps and utilized in conjunction with MARPLOT, and the new ArcView GIS software being purchased. A request has been submitted to increase the amount of the funding to \$7000.00. Staff reported that in reviewing available equipment that would meet the anticipated needs of the department; the \$7000.00 figure was more in line with what was needed. After much discussion, the request was tabled until more definitive information could be received.

There being no further business Chief Sloan adjourned the meeting.

Next meeting will be May 03, 2010 at 1:30pm at NEORS.

The Spills Subcommittee will meet preceding the LEPC meeting at 12:30 pm.