

**CUYAHOGA COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
SEPTEMBER 14, 2009 MEETING MINUTES**

**Administrative**

Chief Bryan Sloan conducted roll call and called the meeting to order.

**Members in Attendance:** Reggie Brown, Wentworth Clapham Jr., Alan Finkelstein, Frank Foley, Robert Gahr, Stuart Greenberg, Randy Helmick, Barbara Hermes, Gary Holland, Colin Johnson, John Jurcsisn, Sheldon Lustig, Don Obermeier, Anthony Passalacqua, Bob Patton, Mary Jane Pavlick, Herbert Mausser, Melissa Rodrigo, Chief Bryan Sloan, Randy Solganik, John A. Snack

**Observers**

Brenda Phifer, EMA  
Felicia Harrison, Cuyahoga County Justice Affairs  
Nancy Veley, Cuyahoga County Justice Affairs

**Minutes**

The minutes of the July 13, 2009 meeting were approved by motion of Ms. Hermes and seconded by Mr. Jurcsisn.

**Financial Report**

Mrs. Harrison presented a revised version of the financial report. She explained that much of the old data had been removed. The ending balance from 2008 was carried over and the new form will now only show activity for the current year. There are fewer columns and larger print making it easier to see and understand. Mrs. Harrison explained that the new format is a work in progress and any suggestions or comments are welcomed.

Mrs. Harrison gave the financial report for the period ending August 31, 2009. She stated that the only activity since the last meeting included the payments to the Southeast and Southwest Councils of Government in the amounts of \$9,941.87 and \$2,546.16 respectively. Also included is the money received from SERC for FY 2010 in the amount of \$124,085.00. This brings the current balance to \$496,575.83.

Ms. Rodrigo stated that this new revised financial report is 'cleaner' and clearer and will be helpful when submitting for grant requests.

Chief Sloan asked that a full detailed financial report be made available to the LEPC at least annually.

Ms. Rodrigo reported that every year there is a transfer of funds from the LEPC to the EMA General Fund to offset expenses that EMA has incurred. This year EMA is asking for \$140,000.00 as was asked for last year to cover expenses for the Hazmat Supervisor, the two Environmental Specialists and small portion of the rent.

Ms. Rodrigo stated that as more and more requests for funding through the LEPC are received there should be a vetting process. She suggested that these requests be reviewed by the Management subcommittee and their recommendations referred back to the LEPC. This matter will be discussed at the Management subcommittee.

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Mr. Mausser motioned to adopt the new revised financial report form; motion seconded by Mr. Foley and approved.

Mr. Mausser motioned to receive and file the Financial Report; motion seconded by Mr. Foley and approved.

Mr. Patton motioned to approve the transfer of \$140,000.00 from the LEPC to the EMA General Fund; motion seconded by Mr. Gahr and approved.

**Public Information Requests**

Mr. Snack reported twenty five public information requests have been received and responded to since the last meeting.

**Management Subcommittee**

The Management subcommittee has not met since the last LEPC meeting. No Report

**Shelter in Place RFP**

Mr. Greenberg gave an update on the Shelter in Place RFP. He reported that a joint task group met to review and revise the RFP. Ms. Carney had completed the revisions to the document on the recommendations of the committee and the comments received at the last LEPC meeting. Ms. Rodrigo reported that the RFP is now in the system and in the process for approval. Ms. Rodrigo will send a scope of the RFP to all of the LEPC members to see if they have any recommendations for possible bidders.

**Facilities Safety and Security Subcommittee - No Report**

**Transportation Subcommittee**

Mr. Lustig reported that Amtrak has been contacted and arrangements are being made for a training session for emergency response to passenger equipment to take place the third week of January. Primary responders as well as mutual aid departments are encouraged to attend. The training is free and normal sessions are 3 to 4 hours in length. As more information becomes available it will be distributed.

Discussion was held regarding Freedom of Information as it pertains to rail routes, hazardous cargo and rail security plans. Letters were to be drafted to the State legislators to follow up on these concerns. Comments regarding this issue from the Cleveland Law Department would be referenced or included.

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**Spills Subcommittee**

Mr. Foley stated that the Spills Committee met immediately prior to this meeting and reviewed four months of spills. Several of the spills reviewed required 30 day follow up letters. Mr. Foley reported that discussions were held regarding more efficient ways of reviewing spills. These conversations will continue.

**Emergency Preparedness and Response**

Mr. Finkelstein reported that Mark Vedder's Hazmat Conference was being held November 6<sup>th</sup> and 7<sup>th</sup>, and discussed that two LSU CAMEO classes were being planned. The intro class will be held the weekend of October 9, 10, & 11 and the advanced class will be held November 13, 14, & 15. Mr. Finkelstein stated that CAMEO is no longer just for Hazmat. It is for any type of emergency planning.

**Compliance and Tier II Submissions**

Ms. Phifer reported that 219 SARA packets had been mailed. Information is still coming in from the facilities and is being entered into the database.

**Other Business**

Ms. Rodrigo reported on the upcoming Whistle Stop Tour sponsored by Norfolk/Southern on September 23, 2009. The Whistle Stop Tour will take place at the East 55<sup>th</sup> Street Yard between 9 am and 3 pm. Some presentations as well as hands-on emergency response training will be offered.

Mr. Patton moved that the appointment and reappointment of LEPC members for the next 2 years be approved by this committee; motion seconded by Mr. Finkelstein and approved.

Ms. Rodrigo stated that the LEPC membership is at its maximum number of twenty five. The Management subcommittee will review and work towards updating the LEPC bylaws and possibly recommending expanding the membership.

A recommendation was made to have someone from the Board of Health speak at the next LEPC meeting on the H1N1 issue.

There being no further business,  
Chief Sloan adjourned the meeting.

**Next meeting: November 02, 2009 at 1:30pm at NEORS.**