



1000 Throckmorton  
Fort Worth, TX 76102  
(817) 392-6170

**Minutes as Recorded: November 1, 2006**  
**Tarrant County Local Emergency Planning Committee Meeting**

**Members Present:**

Robert Berndt, Tarrant County Environmental	Roger Cadenhead, EPA
Robert Durden, Akzo Nobel	Richard Gaddie, CITGO Petroleum
Tom Legler, Mansfield Fire Department	Jan Malone, TCEQ
Gary Medesy, Bureau of Engraving & Printing	Andrew Moon, Hurst Fire Department
Melissa Patterson, Tarrant County EM	Monica Riney, Pratt & Whitney
Will Scott, Azle Fire Department	Summer Wilhelm, FW/TC EMO
Carrie Little, Grapevine EM	Kelly King, Keller Fire Department
Daryl Wigington, Ben E. Keith	Lyle Lombard, Watauga Fire Department
Kathy Cortez, Bureau of Engraving & Printing	Jeanne Rannells, Ferro Corporation

**I. Call to Order**

- a. Meeting called to order by Summer Wilhelm at 2:13 pm.

**II. Approval of Minutes**

- a. Minutes were approved unanimously.

**III. Financial Report**

- a. Robert Berndt provided the Treasurer's Report (see attached)
- b. Treasurer's Report was approved unanimously.

**IV. Presentation**

- a. Roger Cadenhead (EPA) – LEPC
  - i. Overview - Purpose of the LEPC
  - ii. EPA Relationship

**V. Old Business**

- a. Subcommittees
  - i. Was not able to meet with the subcommittees.
  - ii. Will discuss in New Business (LEPC Goals)
- b. LEPC Survey
  - i. Summary of results was given to the committee.
  - ii. The survey indicated there was an interest in additional training and exercises. (see attached survey results)
  - iii. Another survey will be conducted at the end of 2007 to evaluate the effectiveness of our efforts.
- c. FY2006 HMEP Grant
  - i. Final Projects

1. Scholarships to HotZone – 8 people from Tarrant County
  2. Promotional Items: Replenish Stock designed in previous grant
  3. Display Items: Designed and Printed Displays for Public Education Events
- d. Presentations/Public Education
- i. Motorola Health & Safety Fair
    1. 2 days – Several hundred people received LEPC information.
  - ii. American Society of Safety Engineers
    1. Presentation to their group about the LEPC and its purpose.
  - iii. All presentation items are available to be checked out from the Office of Emergency Management for safety fairs, presentations, etc. Contact Summer Wilhelm if you would like to utilize them.

## **VI. New Business**

- a. Confirmation of New Members
- i. Two new members were confirmed during the meeting.
    1. Daryl Wigington – Ben E. Keith
    2. Kathy Cortez – Bureau of Engraving & Printing
- b. Transportation and HazMat
- i. Discussion about additional training and possible exercises that could be performed in the upcoming year.
- c. FY2007 HMEP Application
- i. Projects Submitted by October 31, 2006.
    1. HotZone Scholarships
    2. Pipeline Emergency Class for First Responders
    3. Develop and Print Gas Well/Pipeline Safety Brochure
    4. Reprint Spanish LEPC brochure
  - ii. Total grant application \$13,619.20 The LEPC will be responsible for a 20% match. We can use a soft match (LEPC members working on the completion of the project.) The State will be responsible for the remaining 80%.
  - iii. The committee voted unanimously to accept the application submission and accept the grant if awarded.
- d. CY2007 LEPC Goals
- i. What do we want to accomplish in 2007?

1. After some discussion, it was decided that the goals set forth last year should continue to be where our efforts were directed.
  - a. The 3 Goals for CY2007 are:
    - i. Website
      1. Update, improve, and maintain it for current events and accuracy.
      2. Add LEPC membership to the website.
      3. Add Case History/Lessons Learned Section to the website.
      4. Complete Phase II of City of Fort Worth transition that will change the content management system for the website. It will also change the look of the website.
    - ii. Public Education
      1. Inform more people about the LEPC – What is it? Create an LEPC specific brochure.
      2. Create additional hazard specific brochures to be printed and distributed.
    - iii. Training and Exercises
      1. Case Study Training
      2. Training Classes:
        - a. Pipeline Emergencies
        - b. HazMat Technician
        - c. Radiological Training
        - d. ICS-300

## 2. Subcommittee Structure

- a. It was decided that the 3 subcommittees would be:
  - i. Membership & Meetings Subcommittee
    1. Bring a Friend to the Meetings
    2. Make contact with RMP facilities
    3. Identify possible meeting locations
    4. Solicit for committee members
  - ii. Public Education Subcommittee

1. Develop LEPC Brochure – What is it?
2. Determine hazards to develop additional brochures.
  - a. Develop those brochures
3. Identify Public Education Opportunities
4. Solicit members for this subcommittee
  - a. Assign one person on subcommittee to be responsible for identifying potential funding resources to fund products developed in this subcommittee.

iii. Training & Exercises Subcommittee

1. Determine training to be hosted by the LEPC.
  - a. Coordinate the execution of training classes.
2. Identify exercise needs and players.
  - a. Develop and execute exercises.
3. Identify Case Studies that either have a training associated with them or one that could be used in a training situation.
4. Solicit members for this subcommittee.
5. Assign one member to be responsible for identifying possible funding sources to execute the training and exercises.

e. Meeting Hosts

- i. Suggestions for possible meeting places were the Coors Light Factory in Fort Worth; Ballpark in Arlington

f. Questions, Comments, Announcements

- i. Travis Schulte will be unable to continue as the LEPC chairperson. According to the bylaws our Vice-Chair will move into that position. Tom Legler (Vice-Chair) has agreed and will assume that role effective November 1<sup>st</sup>, 2006.

- ii. Vice-Chair Position to be filled. If you are interested in the Vice-Chair position or have a nomination, please contact Summer Wilhelm.
- iii. Robert Durden – Akzo Nobel has several training videos available for show at future meetings:
  - 1. National Chemical Stockpile (Shelter-In-Place) 15 Minutes
  - 2. BP Animation (5 minutes)

**VII. 2007 Meeting Dates:**

- a. February 28, 2007 – TBD
- b. May 16, 2007 – TBD
- c. August 15, 2007 – TBD
- d. November 8, 2007 – TBD

**VIII. Meeting adjourned at 4:05 pm**