

## Warren County LEPC Meeting Minutes 10/25/2016

**LEPC Members present:** Brooke Matzen, Dennis Waldbillig, Dustin Ratliff, Bill Romaine, Mike Bunner, Paul Kindell, Heather Johnson, Lesli Holt, David Wood

**Others present at the meeting:** Duane Stansbury, Jennifer Reams, Phillip Clayton, Shawn Riley, John McKinney

<p><b>Welcome and Introductions</b></p>	<p><b>DISCUSSION/CONCLUSION:</b> Ms. Holt welcomed the group and called the meeting to order. She explained that this meeting was being recorded for minutes-taking purposes and asked if there were any objections to recording of the meeting. There were no objections noted.</p> <p>All LEPC Committee members in attendance introduced themselves.</p>	<p><b>RECOMMENDATION/ACTION:</b> None</p>
<p><b>Review of Previous Meeting Minutes</b></p>	<p><b>DISCUSSION/CONCLUSION:</b> Ms. Holt reported that the previous meeting minutes were sent with the calendar invite for this meeting. There was also a copy provided at the meeting (courtesy of Bill Romaine) if anyone had not had a chance to review them.</p> <p>Brook Matzen made a motion to approve the July 26 LEPC meeting minutes as submitted. Bill Romaine seconded. Motion passed.</p>	<p><b>RECOMMENDATION/ACTION:</b> None</p>
<p><b>Presentation: Current State and Future of Warren County LEPC</b></p>	<p><b>DISCUSSION/CONCLUSION:</b> David Wood presented on the current state of Warren County LEPC and the future of the LEPC. Topics included: review of LEPC purpose and goals, explanation on the LEPC Executive Board, Suggestions on LEPC Subcommittees, Suggestions on how to keep the committees active, reminders about meeting, and examples of where LEPC's had a role in local events.</p>	<p><b>RECOMMENDATION/ACTION:</b> None</p>
<p><b>Review of Proposed LEPC Bylaws</b></p>	<p><b>DISCUSSION/CONCLUSION:</b> LEPC members present reviewed comments/suggested edits for the proposed Warren County LEPC by-laws. Suggested edits are located on attachment A of these minutes.</p> <p>Ms. Holt reported she would edit the LEPC by laws per the discussion at the meeting today and will send to LEPC members via email for final review. Once the comment period has been fulfilled, the Chairman will ask for a vote to approve the proposed by-laws.</p>	<p><b>RECOMMENDATION/ACTION:</b> Brooke Matzen from Greater Cincinnati Hazmat said she will send Lesli some wording on email voting.</p> <p>Shawn Riley will check with Jeff Beattie to see whether SERC needs notification of Executive Board changes to the LEPC if it occurs outside of the normal appointment letter. Ms. Holt will send edited by laws to LEPC members for review.</p> <p>The LEPC Chairman will ask for a vote to accept the proposed by laws once the comment period for editing has</p>

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<p><b>Election of LEPC Board Members</b></p>	<p><b>DISCUSSION/CONCLUSION:</b> Ms. Holt called for an election of LEPC officers.</p> <p>Ms. Holt called for a nomination of the LEPC Chairman. Brooke Matzen nominated David Wood as the LEPC Chairman. Dustin Ratliff Seconded. Motion passed.</p> <p>Ms. Holt called for a notification for the LEPC Secretary. Brooke Matzen nominated Lesli Holt as the LEPC Secretary. Dustin Ratliff seconded. Motion passed.</p> <p>Ms. Holt asked the newly elected LEPC Chair if he would like a Vice Chairman appointed for the LEPC. Mr. Wood indicated he would like a Vice Chairman appointed. Brooke Matzen nominated Lesli Holt as the LEPC Vice Chairman. Dustin Ratliff seconded. Motion passed.</p>	<p>been fulfilled.</p> <p><b>RECOMMENDATION/ACTION:</b></p> <p>The LEPC roster will be updated to reflect the following appointments:</p> <p>LEPC Chairman: David Wood LEPC Vice Chairman and Secretary: Lesli Holt</p>
<p><b>Discussion on LEPC Subcommittees</b></p>	<p><b>DISCUSSION/CONCLUSION:</b> Ms. Holt reminded committee members of the proposed subcommittees that were recommended by David Wood in his earlier presentation. Those subcommittees included the planning subcommittee, the training and exercise subcommittee, and the public information subcommittee.</p> <p>Ms. Holt reported that Director Bunner had asked her to put together a Local Emergency Planning Team as a subset of the LEPC to review county plans. If formed, this team would become a subcommittee of the LEPC. Their purpose would be to review all county plans and provide feedback. Ms. Holt asked for feedback from LEPC members present at this meeting on this idea. Members reported that while this team is useful, it does not make sense to fall under the LEPC and should be a subcommittee of EMA.</p> <p>Ms. Holt asked for recommendations for LEPC Subcommittees by members present at the meeting. Brooke Matzen motioned to combine the Planning, and Training and Exercise Subcommittees together into one subcommittee. Dustin Ratliff Seconded. Motion passed.</p>	<p><b>RECOMMENDATION/ACTION:</b></p> <p>The LEPC Executive Board will reach out to agencies who are represented on the current LEPC roster (but who's representative no longer works there) to see if the agency can offer an alternate representative.</p> <p>The LEPC Chairman will send an email notice out to agencies identified in EOC response alerting those agencies of the formation of the LEPC Planning, Training, and Exercise Committee. The purpose of the email will be to ask for agency representatives for the subcommittee. The LEPC Chairman will set a date/time for the first LEPC Planning, Training, and Exercise Subcommittee meeting and will invite agencies identified above to attend and being formation of the Subcommittee mission, purpose, and goals.</p> <p>Once alternate names have been received, the LEPC Chairman will call for a special email vote on the newly appointed LEPC members. If approved, the Chairman will update the LEPC Roster and send to the Warren County Board of Commissioners for final approval (via County Resolution)</p>

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	<p>Ms. Holt asked the LEPC how they would like to recruit members of the Planning, Training, and Exercise Subcommittee. A recommendation was made to send the invitation for nomination on the Subcommittee to any group who would be represented in the EOC for emergency response. Dustin Ratliff and Brooke Matzen volunteered to be placed on the LEPC Planning, Training, and Exercise Subcommittee.</p> <p>Discussion was had about the current representation on the LEPC governing body and whether twelve of the 16 categories were represented per the proposed bylaws. Ms. Holt reported that due to multiple staffing changes in the people represented on the LEPC governing body list, they will need to reach out to agencies previously represented on the Warren County LEPC to inquire if they could offer any alternate representation at this time. Once replacement names have been received, the Chairman will call for a special email vote and the LEPC governing body list will be updated and sent to the Warren County Board of Commissioners for final approval.</p>	
<p><b>Reports:</b></p>	<p><b>DISCUSSION/CONCLUSION:</b>  <u>LEPC Coordinator Update:</u>          David Wood reported that he is currently working on reviewing the Hazardous Materials Response Plan annex to the Emergency Operations Plan. Once the Planning Subcommittee is formed, Mr. Wood said they will begin work on this plan.</p> <p><u>EMA Update:</u>          - Ms. Holt reported that the EPA had sent out a link for counties to access the number and nature of calls to their 24 hour spill line. When accessing the link, the EMA noticed there were many spills in the county that EMA staff were not aware of. Ms. Holt reported she was going to bring the list to the LEPC meeting, however the link to the EPA report was not working</p>	<p><b>RECOMMENDATION/ACTION:</b></p>

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this morning. Once it has been restored, she can email it out to all LEPC members.

- Earlier this year the EMA did receive a report from the EPA that listed spills occurring between January 1- July 3, 2016. Ms. Holt reported most of the spills listed in this report were gasoline/diesel fuel, fertilizer/herbicide, and there was a large ink spill. There were no major issues of concern that she knew about from any spills listed on this report. Ms. Holt also reviewed the EMA list of EPA calls during 3<sup>rd</sup> qtr 2016. Items of note included a call to Caesar Creek Marina which turned out to be pollen on the water, a semi fire with leaking diesel fuel which did not seep into the ground, a small hazmat spill of sodium hydroxide which was contained to the back of a truck, and two instances of Harmful Algal Bloom (one in a creek behind a residence and one in a lake at Camp Kern).

### SERC:

- Shawn Riley reported that the SERC meeting was held on October 12. The major point from that meeting was the inclusion of pipelines into LEPC Exercises. The rule was sent to JACAR earlier this year and they moved on it earlier than expected so guidelines will be coming out about this rule. Some of the proposed guidelines are that the LEPC must submit to SERC the intention to utilize a pipeline for an LEPC exercise and is approved SERC will temporarily designate a pipeline as a "Fixed facility".
- Hazmat plans were due by October 17. Warren County Submitted their plan as a "no change" for 2017, and if there are any questions upon review they will be sent back to the EMA to answer.
- LEPC Conference was October 13 at the Ohio Fire academy. There was a lot of good interaction and the Southwest Ohio LEPC had a presentation there.
- October 20 was the hazmat Safety Summit and MR. Riley thought it went very well. He publicly thanked Warren County again for their involvement in the summit and looks forward to future educational

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	<p>offerings.</p> <p><u>Greater Cincinnati Hazmat:</u></p> <ul style="list-style-type: none"><li>- There is a training on November 12 that all are welcome to attend. It will be a training on Command 400 (which they do now own and operate). Command 400 is a mobile command center that can be used for any large scale events and can be requested by calling the Hamilton County Communications Center. They do have a cache of 30 radios on there, as well as three spare batteries per radio, but it has to be requested to the duty officer.</li><li>- Ms. Matzen reported that anyone can stop by to see their equipment or it can be brought to meetings upon request.</li></ul> <p><u>Warren County Health District</u></p> <ul style="list-style-type: none"><li>- Dustin Ratliff reported that the biggest event they've ad recently is the Elk Lake response. They are still actively working on accreditation, and they are working through the Community Health Improvement plan to "move the needle" on the overall health of Warren County.</li><li>- Mosquito surveillance: has wrapped up. The state is no longer doing any testing. Warren County did not have any of the mosquitoes that could potentially transmit Zika or West Nile Virus.</li><li>- CRI Grant: CDC grant program focusing on terrorism preparedness focusing on Medical Countermeasure Distribution and dispensing. Mr. Ratliff reported they had a review initially in the end of March and just received their report back in September. The report measures planning and operational testing (in exercises). The report is finalized in a four tier system: Early, Intermediate, Advanced, and Established programs. Warren County received an Intermediate Rating and has sent an action plan back for their program. Mr. Ratliff reported that the National goal is to have all department rated as "Established" by the year 2020 and he feels Warren County will achieve that goal with no issues.</li></ul>	
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<b>New Business:</b>		
<b>Roundtable Discussion:</b>	<p><b>DISCUSSION/CONCLUSION:</b></p> <p><u>Atrium:</u></p> <ul style="list-style-type: none"> <li>- The Health Collaborative meeting will be held this Friday, October 28.</li> <li>- Cincinnati Hospitals are in the middle of ASPR grant program.</li> <li>- Telephone outage starting at 10:00 p.m. – 12:00 a.m. tonight (October 25)</li> </ul> <p><u>L3 Communications:</u></p> <ul style="list-style-type: none"> <li>- Completed their annual EHS Audit with Corporate.</li> <li>- Will discuss with leadership if a tour of the facility is possible for LEPC.</li> </ul> <p><u>Pipelines:</u></p> <ul style="list-style-type: none"> <li>- Coalition meeting scheduled for November 8 (although date may change due to it being election day).</li> </ul> <p><u>Advics</u></p> <ul style="list-style-type: none"> <li>- Has finished their expansion so they will be available for tours soon.</li> </ul> <p><u>Telecom:</u></p> <ul style="list-style-type: none"> <li>- In September Hamilton County was placed on the MARCS platform and Montgomery County was placed on there in October so everyone should have interoperability now.</li> <li>- 2 MCI talkgroups have been established. In Cincinnati this was formally known as the Disasternet but will now be Homeland Security Region 6 MCI for Cincinnati and Homeland Security Region 3 MCI for Montgomery. All radios in Butler, Warren and Hamilton Counties have been programmed with those talkgroups and the rest of the region will catch up as they refresh their radios.</li> </ul>	<b>RECOMMENDATION/ACTION:</b>  None
<b>Educational Review</b>	<b>DISCUSSION/CONCLUSION:</b> Ms. Holt reported that this section was added to the	<b>RECOMMENDATION/ACTION:</b> Ms. Holt will draft a county memo acknowledging

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	<p>meeting agenda in hopes that at all future LEPC meetings the members could learn a little more about the facilities and chemicals stored in their county. Ms. Holt explained that before this meeting, she and David tried to narrow down the most common chemical stored in the county, but did not have sufficient time to complete that task. David Wood reported that upon his preliminary look, Sulfuric Acid (mostly from batteries) was the most common chemical followed by Gasoline or Diesel fuel.</p> <p>Ms. Holt mentioned that at the recent Safety Summit, Frank Patterson (EMA Director and Incident Commander for the West, Texas fertilizer plant explosion) presented a “lessons learned” experience from the West, Texas fertilizer plant explosion. One of the LEPC lessons, was that following the explosion, the media dove into why residents didn’t know about the hazards of this plant they were living next to and how the LEPC handled information and public warning. Mr. Patterson said that in the month following the plant explosion, the local LEPC received over 800 Freedom of Information Act requests for all LEPC documentation (all the way back to the inception of the LEPC). Ms. Holt explained that in light of this, she was asked to draft a memo outlining that the Warren County LEPC has sustained numerous staff turnover in the course of the past few years and that due to this turnover and movement of facilities, some documentation may have been misplaced. The memo needs to state that the LEPC has been made aware of this, and since the hiring of Ms. Holt as EMA manager in June 2016, efforts have been made to organize existing files and maintain a comprehensive filing system from this point forward. Director Bunner requested that Ms. Holt sign the memo, he will sign the memo, and the County Commissioners will sign the memo. A copy will be placed into the county LEPC records.</p> <p>Ms. Holt also mentioned that there was a concern from the citizens in West Texas that they didn’t know they lived near a hazardous facility. Because of this concern, Director Bunner has asked that the LEPC post on its webpage</p>	<p>documentation gaps for the LEPC and emphasizing the organization and documentation keeping moving forward.</p>
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	<p>(linked to the Warren County Emergency Services Webpage) a map with locations of extremely hazardous substances and hazardous substances (that file with the county LEPC). The Director has asked that no other information be contained on the map other than the company name and designation as a HS or EHS facility. A suggestion was made to have additional information for first responders on this map; Ms. Holt explained that first responders should have access to this information through Cameo and the new Eplan website (although not may first responders have signed up yet). Ms. Holt suggested that wording be added to the LEPC map that first responders needing more information on a filing facility may access those records through CAMEO or through the County's Tier 2 Filing program, E-Plan (with a link).</p>	
<b>Open Discussion</b>	<p><b>DISCUSSION/CONCLUSION:</b> E-Plan: MR Romaine asked about the use of Eplan for filing facilities. He said there is a concern that his company's firewall settings may not allow for filing in that system. David will send e-plan information to Mr. Romaine, and have him test the firewall settings and collaborate on E-plan usage from the user side.</p>	<p><b>RECOMMENDATION/ACTION:</b> David Wood will send E-plan information to Mr. Romaine to test the user side of the system. He will also send information to Jennifer Reams for her to test the system for pipelines. Both Mr. Romaine and Ms. Reams will provide feedback to David on any issues they had from the filer side of the system.</p>
<b>Adjourn</b>	<p>Motion to adjourn was made by Brooke Matzen. Seconded by Dustin Ratliff. Meeting was adjourned at 11:02 a.m.</p>	



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### Attachment A to 10/25/2016 LEPC Meeting Minutes

Article III: Mission Statement	<p><b>DISCUSSION/CONCLUSION:</b></p> <ul style="list-style-type: none"> <li>- Recommendation was made to change the first bullet point to "...Hazardous Materials Annex of the Warren County Emergency Operations Plan..."</li> <li>- Recommendation was made to strike the last bullet point – as this section is covered by EMA staff in daily operations</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b></p> <p>Changes made per recommendations</p>
Article V: minimum required membership	<p><b>DISCUSSION/CONCLUSION:</b></p> <p>Question was raised as to whether there should be a maximum number of members. Ms. Holt recommended there be no maximum, that the LEPC remain inclusive to any who wish to attend meetings (and keeping in mind that the public can also attend these meetings). Ms. Matzen brought up that without a maximum, the quorum might be affected. Ms. Holt recommended that any attendees past the approved LEPC list that is sent to the county commissioners be added as ad hoc members, and apply wording that ad hoc members do not affect the quorum to conduct LEPC meetings.</p>	<p><b>RECOMMENDATION/ACTION:</b></p> <p>Lesli to add to article V Section E: <i>"Ad hoc members are free to attend any scheduled LEPC meeting, however the membership of ad hoc participants are not approved through the County Commissioners, therefore they do not represent votes on official LEPC business and do not affect the quorum to hold LEPC meetings."</i></p>
Article V Section B: appointment of members	<p><b>DISCUSSION/CONCLUSION:</b></p> <p>Questions was raised: do the appointed nominee need to be confirmed by the county commissioners?</p> <p>Ms. Holt said Yes, the appointed LEPC members need to be approved through the county commissioners for a term of two years. Once approved by the County Commissioners, the list of appointed members will be sent to SERC (the State Emergency Response Commission). Ms. Holt said she would add in language to reflect this.</p>	<p><b>RECOMMENDATION/ACTION:</b></p> <p>New language added to Section V Article B</p>
Article V Section D: Member alternates	<p><b>DISCUSSION/CONCLUSION:</b></p> <p>Recommendation was made to have member alternates pre-identified instead of allowing on meeting-by-meeting basis. All agreed. Lesli will</p>	<p><b>RECOMMENDATION/ACTION:</b></p> <p>Under article V Section D change language to "Alternates must be named before attendance at an LEPC meeting. "</p>

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	change in the by-laws	
Article VII, Section A: Governing Body	<b>DISCUSSION/CONCLUSION:</b> Question was asked if each member of the governing body gets one vote. Ms. Holt replied yes, and this language will be added to the section	<b>RECOMMENDATION/ACTION:</b> Added last sentence to Section A: <i>"Each members of the governing body will get one vote"</i>
Article VII, Section C: Governing Body	<b>DISCUSSION/CONCLUSION:</b> Question was asked whether the LEPC members need to approve an alternate member (in the case that an LEPC member is removed due to inactivity with the committee). Current language states that the Chairman can name an alternate... Recommendation was made to follow the same process for newly appointed members where they have to be nominated and approved by the committee, then names submitted to the County Commissioners for approval, then the final list with newly appointed members gets sent to SERC. A question was asked whether there was a "vetting" process for new LEPC members (or if there is a verification of employment process before allowing on the committee). Discussion was that the members have to be voted on and if anyone was uncomfortable with a nominate or wanted more information on a nominee it could be asked for before voting to be a full committee member of the LEPC.	<b>RECOMMENDATION/ACTION:</b> <u>Added language and moved this section to "Terms of Membership":</u> <i>" If not, or if no answer is received in 30 days, the Chairman will ask for nominations to recruit a replacement person for the same category of members (see Article V, Section A). If no nominations are given, the Chairman will attempt to recruit a nominee.</i>  <u>Language added under Terms of membership:</u> <i>New members to the LEPC may be voted on during the quarterly LEPC meetings or via e-mail vote outside of the regularly scheduled meetings. Nominations will be called for by the Chairman and members will be given not less than 10 days to submit nominees for replacement members. The chairman will then submit all final nominations for a vote by LEPC voting members and once a majority has approved, the approved new members will be added to the LEPC roster, and a County Resolution will be sent to the Warren County Board of County Commissioners for final approval. "</i>
	<b>DISCUSSION/CONCLUSION:</b> Recommendation was made to add a section on email voting and teleconference meetings to the by-laws.	<b>RECOMMENDATION/ACTION:</b> Added to Article XV: <i>The LEPC shall hold regular business meetings at least quarterly. Meetings will be conducted in-person, unless a quorum is not reached to hold official LEPC business (See Section B below). The LEPC shall hold its organizational meeting during the 4<sup>th</sup> quarter business meeting of odd numbered years. The LEPC officers shall be elected at this organizational meeting, pursuant to Section VIII hereof.</i>  <b>Special Meetings</b> <i>Special meetings of the LEPC may be required due to not reaching a quorum, urgent requests for information or action, emergency event or other special circumstances. These</i>

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		<p><i>meetings shall be at the call of the Chairman (or Vice Chairman in the chairs absence). The chairman shall also call a meeting of the LEPC upon receipt of written request signed by any three (3) of its members.</i></p> <p><i>Special Meetings of the LEPC can be held via face-to-face or teleconference. These meetings must be announced at least 24 hrs in advance unless constituted an emergency in accordance to ORC Section 121.22(F).</i></p> <p><u>Added a section on voting to Article VII (formerly Governing Body – name changed to Authority)</u> Voting on official LEPC business shall be conducted at the quarterly meetings or items may be submitted to LEPC members via email for vote. Email votes will be contained only to business that cannot wait until the next quarterly meeting, items that require editing or additional review before an official vote is called for, or other special circumstance as explained to the members by the LEPC Chairman.</p> <p>Items submitted for email vote will be sent to all LEPC members and ad hoc members for a period of review lasting no less than 10 days. Comments will be received during that time and relayed back to LEPC members for final discussion (which can be achieved through teleconference or email correspondence to all parties). Final voting on LEPC matters will be sent to the LEPC governing board after the period of review and discussion has been closed, and the governing board will be given no less than 3 days to submit their vote. Final approval (or disapproval) of the LEPC vote will occur after a majority has been reached.</p> <p>For emergency situations, a special meeting will be called; either via face-to-face meeting or teleconference (see Article XV) where members will discuss the issue and vote (once a quorum has been reached).</p>
<p>Article VIII: Officers Section B Election of Officers</p>	<p><b>DISCUSSION/CONCLUSION:</b> Current language stated that the election of officers was to occur during the 3<sup>rd</sup> qtr meeting of the odd numbered year. Recommendation was to change it</p>	<p><b>RECOMMENDATION/ACTION:</b> Language was changed to reflect officer election to occur during the 4<sup>th</sup> quarter meeting of the odd number year.</p>

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	to the 4 <sup>th</sup> qtr meeting in conjunction with the appointment of LEPC members.	
Article VIII: Officers Section E: Vacancies	<p><b>DISCUSSION/CONCLUSION:</b> Question was raised: do vacancies go to the county commissioners for approval? Recommendation was to remove the approval by the county commissioners to fill the vacancy to the LEPC board. There is a statement contained in the vacancy section that explains vacancies on the LEPC board will be filled by an LEPC member in good standing. This person is already approved to be on the LEPC per county resolution, so an additional approval is not needed. Question was raised if this approval was necessary if the newly appointed executive board member was an ad hoc member or non-member of the LEPC. Ms. Holt said it does need County Commissioner approval for those instances and language will be added to reflect this.</p>	<p><b>RECOMMENDATION/ACTION:</b> <u>Added language to Article VIII: Officers, Section E: Vacancies</u> <i>If the new Executive board member is already part of the LEPC Governing body, no further approvals are needed. If the newly appointed Executive member was an Ad Hoc or non-member on the official LEPC roster, a recommendation to add this person to the County LEPC needs to be submitted by County Resolution to the Warren County Board of Commissioners for approval. Once approved, a copy of the new Warren County LEPC roster will be submitted to SERC.</i></p>
Article IX – Executive Board, Section D:	<p><b>DISCUSSION/CONCLUSION:</b> Stated any member of the executive board can run LEPC meetings in the absence of the chairman. A comment was made that earlier in the bylaws it stated that the Vice Chairman will run the LEPC meetings....</p>	<p><b>RECOMMENDATION/ACTION:</b> <u>Language was changes in Article IX ,Section D</u> <i>The Vice Chairman may run LEPC meetings in absence of the LEPC Chairman. In the absence of the Vice Chairman, any member of the LEPC Executive Board many run the LEPC meeting</i></p>
Article XII – General, Section B	<p><b>DISCUSSION/CONCLUSION:</b> References contacting the LEPC coordinator by telephone but does not provide telephone number.</p>	<p><b>RECOMMENDATION/ACTION:</b> <u>Language added to Article XI</u> <i>The LEPC Emergency Coordinator can be reached by calling 513-695-1315 or during emergencies by contacting Warren County Dispatch at 513-925-2525 or 911.</i></p>
Article XV: Meetings, Section B –Special Meetings	<p><b>DISCUSSION/CONCLUSION:</b> Question was raised whether special meetings required advanced notification. David Wood explained that per Ohio Revised Code, Special meetings needed at least 24 hour notice to the public.</p>	<p><b>RECOMMENDATION/ACTION:</b> <u>Language was added to Article XV, Section B</u> <i>Special Meetings of the LEPC can be held via face-to-face or teleconference. These meetings must be announced at least 24 hrs in advance unless constituted an emergency in accordance to ORC Section 121.22(F).</i></p>