

LOCAL EMERGENCY PLANNING COMMITTEE
Knox County EMA- 62 Union Street-Rockland, ME 04841
Web Site: www.knoxcountylepc.org

02/03/09

The meeting was called to order by LEPC Treasurer, Ray O. Sisk at 10:75 AM at the Knox County EMA Office.

Others attending were:

Charles Jordan	Rockland Fire Chief	Susan Simmons	Am. Red Cross
Donna Allen	Knox Cty EMA	Wally Tower	Rockland PD
Laurie Beckwith	PBMC	Charles Jordan	Rockland Fire
Linwood Lothrop	KRCC		

Laurie Beckwith made the motion to accept the minutes and Linwood Lothrop seconded. All were in favor.

Those who couldn't make this meeting: Dennis Healy and Andrew Hart

Secretary's report:

Correspondence:

- AR-1 – 1/6/09, Key Bank, 139 Elm St, Camden; ½ gal of gasoline. Pickup truck leaking gasoline; 1/21/09- David Fogg Resident, Vinalhaven, 5-10 gals, Alternative Oil overfilled a residential oil tank; 1/22/09- Transfer Station St George, 5 gals waste oil, overfilled the tank. 1/10/09 – 50 Summer St, Rockland, 3-5 gal spilled of oil on basement cement floor that has cracks in it.
- E-mail from Peter Gattuso, Team at EPA and NOAA. New version of CAMEOfm on 2/2/09.
- CIRF's from PBMC, Knox Center for Long Term Care and Atwood's Lobster.

1. Treasurer's Report:

• Corrected End of Month Balance for December:	\$46,702.80
Bills paid:	
Postage	\$ 4.20
Personal Services	750.52 (Barbie - \$247.04 & Donna - \$503.48)
Domino's Pizza	\$18.89
Adam Miceli	<u>595.50</u>
Total	\$1369.11

Balance in checkbook at the end of January 2009 after bills are paid: \$45,333.69. Summary of accounts available upon request.

Motion was made by Linwood Lothrop and Susan Simmons seconded the motion to accept the Treasurer's Report. All were in favor.

TRAINING UPDATES:

- 1/6 – Arthur Kiskila instructed Cushing and Friendship Fire on Hazmat Refresher Course.
- 1/7 – Pet First Aid/CPR training was rescheduled to 1/9 due to weather conditions and illness.
- 1/9 – Ray and Donna attended the Pet First Aid/CPR training here in the EMA Office.
- 1/12- Pet First Aid/CPR training for the CART
- 1/13-14 – Ray attended “Principals of Emergency Management” in Augusta
- 1/19- 2nd part of Pet First Aid/CPR training for CART.

1/26- Ray and Donna met with Barbie Sylvester re: LEPC Financials.

1/27- Arthur Kiskila instructed Warren on Hazmat Refresher Course.

1/27-- Ray attended course in Augusta. G235 (Emergency Planning). 1/28 class was rescheduled to 2/2/09

OLD BUSINESS:

Maine Partners in Emergency Preparedness Conference

Ray handed out the proposed class presentation for the Maine Partners in Emergency Preparedness Conference which will be held on April 30 & May 1, 2009 at the Augusta Civic Center. Ray asked State to come up with a LEPC track for this conference. Ray asked if there any suggestions that the committee would like to see on the agenda. If they can think of some ideas please let us know and Ray will pass the information on the State. The cost will be \$25.00 per person.

Laurie Beckwith made a suggestion on having a class on Hazardous Analysis and Vulnerability Assessment. There was discussion on this idea.

Put on agenda for next meeting to discuss LEPC paying the fee and for possible mileage for the committee member who is going to the conference.

Knox LEPC presentation to SERC-

Knox County was scheduled to do a presentation to SERC on March 17, 2009. With some rescheduling issues so SERC moved our presentation to March 10, 2009 which conflicted with the Commissioner's Meeting. Andrew Hart, Chair, would be doing the presentation and he would not be available, they would reschedule it down further in the calendar. Ray said that he did request that they give us at least 3 months notice.

Predisaster Mitigation

Erik Gallant from Eastern Maine Development will be in the office on Thursday, Feb. 5, 2009 at 10 AM. We will be talking about the planning process what we are going thru for the update of the Hazard Mitigation Plan. As the Hazardous Predisaster Mitigation part of the meeting, Ray was asking the committee members if there are groups of people that should approach for the planning that haven't been involved in the past. The Business committee is important piece that we are missing out right now. Ray asked the members to think of businesses or groups of people that we should approach to invite to some of the meetings please let him know.

NEW/MISCELLANEOUS BUSINESS

PIO Course in Rockland

There will be a Public Information Officer course at U Rock on February 26 & 27, 2009. This 2 day course is designed to serve municipal officers and members of local municipal agencies. There is no charge for this course.

This course assist participants with building the skills needed to be a full or part-time public information officer, such as oral and written communications, understanding and working with the media, and basic tools and techniques PIO's need. It covers the latest technology available so that PIO's can use those tools comfortably and to their advantage.

Incident Command Courses

ICS-300 - March 18, 25 and 29, 2009. March 18 will be at the Camden Opera House and March 25 and 29 will be at the Washington Street Conference Room. March 18 & 25 classes will begin at 6 PM and March 29 class will begin at 8 AM

ICS 400 - May 20, 27 and 31, 2009, will be held at the St. George Fire Station. May 20 & 27, 2009 classes will begin at 6 PM and May 31 will be at 8 AM.

Website Updates

Ray asked if members could periodically look at the website to see if there is anything that is needed to be added or deleted. Also, there are some links that are not active any longer. Donna has been working on that.

Ray introduced Barbara Sylvester to the committee; she will be working with the LEPC financials. She has already made some headway into making the financials understandable.

Laurie asked about the full scale exercise at the Camden Hills Regional High School. There was talk about having the full scale in November and as far as Ray knew it was still on track.

Next meeting will March 3, 2009 at 10:30 AM, at the FMC. We will get the information to all members as they have some formal procedures for getting into the facility. Dennis will need to know names ahead of time so that he can pass them thru security.

Laurie Beckwith made the motion to adjourn the meeting and was seconded by Linwood Lothrop at 11:35 AM
All were in favor.

Respectfully submitted,

Donna Allen, Secretary

Donna Allen, Secretary

KNOX COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Knox County EMA
62 Union Street
Rockland, ME 04841
TEL:(207) 594-5155 - FAX:(207) 594-0450

Maine SERC
c/o Maine Emergency Management Agency
45 Commerce Drive
Augusta, ME 04333

To whom it may concern:

I am pleased to forward the Knox County Local Emergency Planning Committee's work plan and approved budget for 1 July, 2008 through 30 June, 2009.

These are our intended activities and goals:

- Continue to liaise with county facilities to promote, encourage and where necessary, assist their electronic EPCRA submissions in a timely fashion. METRIC: *Increase on time reporting by 50% for 2008 and by 75% in 2009. (24 facilities late in 2007)*
- Update CAMEO as submissions are received.- Ongoing
- Conduct facility visits an as-needed basis. METRIC: *Conduct on-site visits within 30 days of request by facility.*
- Expand public outreach and education program. METRIC: *(1) Publish at least one "Community Right to Know" related article each quarter in a paper of general circulation in Knox County. (2) Update and make the LEPC Website more useful and informative prior to 31 Dec, 2008.*
- Bring RRT6 under the umbrella of the LEPC and increase trained membership. METRIC: *(1) Execute MOU between SERC and LEPC for sponsorship of RRT6 prior to 30 September, 2008. (2) form effective sub-committee to oversee and manage functions of RRT6 (3) Organize and*

train/recertify enough HAZMAT OPS level responders to effectively support the Knox Regional HAZMAT Team.

- Update emergency plans, procedures and protocols based on hazard analysis . – Ongoing
- Validate emergency plans, procedures and protocols through an effective exercise program. METRIC: (1) Plan and execute at least one TTX and one FE this reporting period. (2) Participate in one FSE during this period.

- Encourage LEPC members to attend annual HAZMAT Conference. METRIC: Increase 2009 HAZMAT Conference attendance by LEPC members at least 50% over 2008 attendance.
- Continue to submit quarterly reports. – Ongoing
- Seek fiscal and administrative economies in LEPC activities. – Ongoing

Please feel free to contact me with any questions you may have. Our locally approved budget is attached as requested.

Andrew L. Hart
Chairman
Knox County Local Emergency Planning Committee

Attachment: Approved Knox County LEPC Budget for period 1 July, 2008 – 30 June, 2009

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Knox County Emergency Management Agency

62 Union Street

Rockland, ME 04841

TEL :(207) 594-5155 - FAX :(207) 594-0450

Proposed LEPC meeting dates for calendar year 2009 at 10:30 AM

Tuesday, Feb 3	<i>Regular meeting</i>
Tuesday, Mar 3	<i>Regular meeting <<Offsite-Confirmed for FMC>></i>
Tuesday, Mar 17	<i>Knox LEPC presentation to SERC- Augusta</i>
Tuesday, Apr 7	<i>Regular meeting</i>
Tuesday, May 5	<i>Regular meeting</i>
Thurs, Apr 30	<i>Partners in Emergency Preparedness Conference- Augusta</i>
Friday, May 1	<i>PEPC day two- Augusta</i>
Tuesday, Jun 2	<i>Regular meeting</i>
Tuesday, Sep 1	<i>Regular meeting</i>
Tuesday, Oct 6	<i>Regular meeting</i>
Tuesday, Nov 3	<i>Regular meeting</i>
Tuesday, Dec 1	<i>Annual Meeting/ Election of officers</i>

