

MINUTES

On December 7, 2017, the Potter & Randall Local Emergency Planning Committee (LEPC) met at 1:30 p.m. at the Simms Municipal Building located at 808 S. Buchanan Street, in the Amarillo/Potter/Randall Emergency Operations Center Executive Room for a regular meeting.

| VOTING MEMBERS | PRESENT | NO. MEETINGS HELD SINCE APPOINTMENT | NO. OF MEETINGS ATTENDED | |
|-------------------------------|---------|-------------------------------------|--------------------------|---|
| Individual Members | | | | |
| Chip Orton, Chair | Absent | 3 | 7 | |
| Rusty Dillon, Vice Chair | Present | 10 | 7 | |
| Lonnie Bowen | Absent | | 1 | |
| Lee Drury | Absent | | 0 | |
| Jarrold Dunavin | Present | | 6 | |
| David Ferril | Absent | | 3 | |
| Wayne Hardin | Present | | 6 | |
| Linda Kelley | Absent | | 4 | |
| Shannon Lanier | Present | | 4 | |
| David Lorenz | Present | | 5 | |
| Michael Powers | Present | | 6 | |
| Theresa West | Absent | | 9 | |
| Raj Sheth | Present | | 3 | 3 |
| Brad Britten | Present | 7 | 7 | |
| Danielle May | Absent | 2 | 1 | |
| Organizational Members | | | | |
| AFD (Jerome Drerup) | Present | 10 | 9 | |
| APD (Martin Birkenfeld) | Present | | 5 | |
| CFD (Mike Webb) | Present | | 4 | |
| EPNG | Absent | | 0 | |
| PCFR | Absent | | 1 | |
| RCFD (James Amerson) | Absent | | 3 | |
| RE | Absent | | 0 | |
| TS | Absent | | 1 | |
| TxDOT (Vacant) | Absent | | 2 | |
| Talon LPE | Absent | | 6 | 0 |
| Members-At-Large | | | | |
| TCEQ (David Durst) | Absent | | 9 | 6 |

Organizational/Member-At-Large acronyms: AFD – Amarillo Fire Department, APD – Amarillo Police Department, CFD – Canyon Fire Department, EPNG – El Paso Natural Gas, PCFR - Potter County Fire Rescue, RCFD – Randall County Fire Department, RE – Rivas Environmental, TCEQ – Texas Commission on Environmental Quality, TS – Tech Spray, TXDoT – Texas Department of Transportation, & Talon LPE

Also in attendance were:

- | | |
|----------------|-------------------------------|
| Nick Thomas | Thomas Safety Solutions, Inc. |
| Kirk Paulhamus | City of Amarillo |
| Alice Ely | City of Amarillo |
| Matt Garrison | Bell Helicopter |
| Sasha Palma | Bell Helicopter |

ITEM 1: Call to Order. Mr. Dillon established a quorum and called the regularly scheduled meeting of the Potter & Randall Local Emergency Planning Committee to order at 1:30 p.m. Mr. Dillon led the introductions to the group.

ITEM 2: Approval of minutes from the meeting held on September 21, 2017. Motion was made by Mr. Drerup, seconded by Mr. Sheth and unanimously carried to approve such minutes.

ITEM 3: Consider recommendation(s) for LEPC membership. Mr. Dillon asked if attendees are interested in joining the LEPC. Nick Thomas indicated he wanted to join the LEPC. Mr. Britten discussed the next steps for joining the LEPC. Mr. Dillon asked if there is anything we can do to spur membership within the LEPC. Mr. Britten discussed changes coming to the Office of Emergency Management that will impact the LEPC membership.

ITEM 4: Presentation and Discussion concerning hazardous materials incidents that have occurred since the last LEPC meeting. Mr. Britten briefed that there had not been any hazmat incidents that occurred since the September 2017 LEPC meeting. There have been a few incidents that have been

below the reportable quantity; however, the firm has been notifying OEM as per their internal procedures to notify the OEM Duty Officer and the LEPC.

ITEM 5: Discussion of taking an All-Hazards Approach to the LEPC: Mr. Britten discussed the goals that Mr. Orton has for OEM, as have been discussed in previous LEPC meetings. EOP to ESF transition will begin to happen this upcoming year. The City of Amarillo and the City of Canyon has entered into a interlocal agreement for emergency management services to the City of Canyon. OEM will begin the process of driving towards the Emergency Management Accreditation Program (EMAP). Mr. Orton will discuss in further detail in future LEPC meetings.

ITEM 6: Discussion of the upcoming 2018 Airport Full-Scale Exercise: Mr. Britten discussed the 2018 FAA Full Scale Airport Exercise. The details of the exercise are still being discussed. The scenario will test both the City of Amarillo and the City of Canyon. More details to come in future LEPC meetings.

ITEM 7: Discussion Presentation of Emergency Management Training Opportunities: Mr. Britten discussed upcoming training opportunities: G-300, Intermediate Incident Command System for Expanding Incidents, Randall County Fire Station #1 1111 East Loop 335, South Amarillo, TX 79118, January 23 – 25, 2017; G-400, Advanced Incident Command System, Command and General Staff, Randall County Fire Station #1 1111 East Loop 335, January 25 – 26, 2017; LEPC Webinar Series, 4th Tuesday of each month.

ITEM 7: Public Comments: Mr. Dillon asked how we could update the website. Mr. Britten will direct that request to Mr. Orton for updating. NuStar Energy made a donation to the Potter and Randall County LEPC to the amount of \$2500.00. Danielle May, who serves on the LEPC and is the Deputy Director of OEM, is currently attending the Panhandle Regional Advisory Committee (RAC) meeting. Traditionally those meetings have occurred at the same time as the LEPC. With OEM short staffed, it has been proposed to the LEPC to consider an alternate Thursday meeting to allow staff to attend the RAC meeting. Mr. Dillon asked if an email can be sent out to the membership for further consideration. Mr. Britten announced that he will be leaving the City of Amarillo with his last working being December 29, 2017. Mr. Britten accepted a Liaison Project Manager role with a Pipeline Public Awareness firm and is looking forward to working with the LEPC in the future. Mr. Britten said he has valued his time on the LEPC, and thanked the membership and OEM for the opportunities over the last 3 years.

ITEM 8: Adjournment. There, being no further business, Mr. Drerup moved to adjourn the meeting. The motion was seconded by Mr. Dunavin and the meeting adjourned at 1:53 p.m. This meeting was recorded and all comments are on file with the City of Amarillo Office of Emergency Management.