1. **Call to Order**

1003 Kim called meeting to order.

1. **Roll Call**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Zach BurnettKim CastleMike CastroCharles ColleyLorri GiffordAndy GoldbergPaul BLynn WallaceBud McDonald | Lisa Hennesy Cathy KileyMatt KolhonenLauren MahoneyJohn MulveyhillAllen PhillipsMike JostiCPT PerelliJeff Trask | Bonnie RoyAlly SieimanKenyi SuarezThomas WalshCharles CKevin GMark M – DPH | Scott LanglandsDerek MayExcused:Martha Middlestatedt |  |

1. **Agenda Additions**

(1008) Kim Castle motions to add two items.

* + 1. Lori’s presentation
		2. Open Issues C Training

Allen Phillips Second

No Discussion. Motion passed.

1. **Review and Approval of Previous Meeting Minutes**

(1009) Kim motioned to approve.

Allen Phillips Second

No Discussion. Motion passed.

1. **Open Issues**
	1. Bylaw Updates

(1010) Proposed by law discussion.

(1020) Comments

-Streamlined procedures versus bylaws.

-Clarified procedural change distinction between bi-law and procedure.

-2/3 of all filled seats available for simple majority for bi laws. Procedure changes have different requirements.

-No expectation to vote today. Intent to share information with other members who are not present.

- Bi-annual bylaw review makes more sense given SERC meeting frequency.

* 1. LEPC Assignments

(1032) Comments

-Discussion to finalize area assignments and charge roles. MEMA 4 regions are established structures. MEPC should only review four plans based on MEMA regions. MEPC should not interfere with lower-level plans at LEPC, as area experts.

- No need for additional organizational structure.

- LEPC is supposed to be a planning unit. MEPC assigns LEPC chairs.

(1126) Recommendation: Establish working groups starting with the working group that reviews plans. Distribute guidelines to review.

- Distribute a summary page regarding which communities have plans and which communities wish to collaborate versus work independently.

-Action items for next meeting:

-Members- look at list of standard working groups, who should be on by department.

- Chair review which plans have been submitted.

- Consider options for improving structure that will be better for the communities.

-Wait to vote on by laws until after next meeting

1. **New Business -Not Discussed**
	1. Creation of Working groups
		1. HMEP Grants
		2. Commission Membership
		3. LEPC Coordination
		4. LEPC Plan Reviews
		5. Requests for Information
		6. EPCRA Complaint
		7. Training Coordination
	2. Tier II Reporting Period
	3. Training (added during item III)
2. **For the Good of the Order -Not Discussed**
3. **Adjournment**

(1139) Motion to adjourn by Kim Castle. Mike Castro Second. Passed.

(1140) Meeting reopened to discuss HAZMAT grant award application.

Discussion. Support LEPC, support fire service training, HAZMAT conference, HAZMAT and MEMA support to SERC including conference. Fire Service training includes. DFS operational level responder training HAZMAT OLR refresher, recertification, technical program, training development and conference, level A training suits. Respirator cartridges, office supplies, and instructor fees. $100k set aside for unused HMEP money.

(1151) Motion to submit Grant as is and revise John Mulveyhill. Second Kathie Kylie. Discussion. Passes.

(1155) Motion to adjourn by Andrew Goldberg. Second Kim Castle. Adjourned.

1. **Next meeting Date**