



Coconino County LEPC

Local Emergency
Planning Committee

MEETING MINUTES

October 13, 2021, 11:00 AM

PENDING OFFICIAL APPROVAL

I. Introductions, and Sign-in

Quorum met and meeting opened in person and virtually via Teams at 1112.

II. Review and Acceptance of Minutes from last meeting (January 8, 2021)

Motion to approve by Robert Church. Second by Starla Doss. Motion passed without opposition.

III. Review of updated LEPC Bylaws (PowerPoint by Tim Carter)

- A. LEPC Mission Review
- B. Voting Group Review
- C. Subcommittees
 - i. Training and Exercise
 - ii. Resource and Grant Opportunities

Overview presentation explained all proposed updates and changes to the current Bylaws. All members were emailed a copy of the proposed Bylaws for review. During discussion, a recommendation was made to replace language in Article V, Section 5.8, "Community Group" that specifies these agencies have a "primary mission is supporting first responders and the Emergency Operations Center as local Emergency Support Function (ESF) or subject matter expert roles (i.e., non-profit organizations, local and state liaisons, etc.)" and replace it with "comprised of a diversified cross section of the community and should be an appropriate balance of interested parties and affected groups."

After discussion by membership, a motion to approve all changes in the presentation and verbal changes to the above community group was made by Wes Dison with a second by Lee Antonides. Upon vote, the motion passed with no opposition heard.

With the new voting group structure in place, nominations and voting for group representatives (primary and alternate) was held. All present primary voting members remained in place to select representatives.

Fire Group – Lee Antonides nominated Chief Todd Miller (Highlands Fire District) as primary representative with a second from Wes Dison. No other nominations received. Nomination passed by unanimous vote all voting members present. Todd Miller nominated Vince Martinez (Guardian Medical Transport) as alternate representative with Lee Antonides as second. Nomination passed by unanimous vote.

Law Enforcement Group – Trevor Culbert nominated Charles Hernandez (Flagstaff Police Department) as primary representative with a second by Robert Church. Nomination passed by unanimous vote. Charles Hernandez nominated Trevor Culbert (FBI) as alternate representative with a second from Wes Dison. Nomination passed by unanimous vote.

Elected Officials Group – Currently, Coconino County Sheriff Jim Driscoll is the only elected official on the membership roster. It was agreed he would serve as the primary representative.



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Community Group – Tim Carter nominated Tony Merriman (National Weather Service) as primary representative. Carol Dykes nominated Dustin Kirk (AZ DEMA) for same. Per Michele Martinez (AZSRC), DEMA staff are ineligible to be voting members. Carol Dykes withdrew her nomination. Nomination of Tony Merriman passed by unanimous vote. Tim Carter nominated Mel Miller (American Red Cross) as alternate representative with a second by Wes Dison. Blake Scott self-nominated. After discussion, nomination of Mel Miller passed by unanimous vote.

Tim Carter made a motion to table nominations and voting for the Transportation/Facilities Group and the Media Group due to no attendance by members of either category. These elections are scheduled for the next meeting.

IV. LEPC Website Review - Tim Carter

www.coconino.az.gov/LEPC

Brief overview of new website. Members were asked to submit photos and helpful links for addition to the page. This page will also host copies of Bylaws, agendas, meeting minutes, and other helpful information.

V. Acknowledgement of Hwy 260 Commodity Flow Study - Sam Beckett

Special thanks and recognition given to AZSERC and AZDEQ for the recent completion of this study. While most of Hwy 260 is outside of Coconino County, there are two small sections within.

VI. Tier 2 Report Review

Sam Beckett reviewed two new Tier 2 reports with the group. Neither report involved a hazardous materials release. Both involved freight train vs. pedestrian accidents.

VII. Lunch—Courtesy of Fire House Subs

i. Bio from: **Fire House Subs**

Michelle (Owner) and Val (GM) spoke about the Firehouse Subs Foundation and how they support first responders both nationwide and locally. Highlights include the award of approximately \$21,000 to Guardian Medical Transport in Flagstaff for the purchase of 24 sets of turn out gear. Michelle also noted they just received a funding application from Summit Fire District for the purchase of equipment.

VIII. Membership updates/voting:

No additional membership action taken.

IX. STATUS UPDATES:

A. Brief Summary of the January 13 HAZMAT Table-Top Exercise After Action Report and Improvement Plan (AARIP).

After Action Report was completed by Coconino County Emergency Management. The report was distributed to LEPC membership in August 2021.



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X. NEW ITEMS FOR DISCUSSION:

- Dave Wilson FFD requested a 40-hour HAZMAT Technician course. Start Date is December 6, 2021.
- 91st Civil Support Team (CST)---HazMat Exercise revisited
- MSgt Patrick Conway**, AZ National Guard

MSgt Conway reported that his team's training and exercise schedule was limited due to COVID-19. They are now planning exercises throughout the state. They would still like to hold the HazMat exercise in Page, AZ that was scheduled for 2019 and postponed. Tentative timeline is between March – May 2022 to accommodate the "off season" of the community.

- Please visit the DEMA ACADIS website for official State sponsored Trainings and registration.
www.azdema.acadisonline.com/AcadisViewer/Login.aspx
- Discussion regarding future meeting venues

XI. Call to the Public

A. Host agency for January 2022 meeting?

No members of the public were present in person or virtually.

Starla Doss (Coconino County Office of the Medical Examiner) reported that the OME recently became certified by the National Association of Medical Examiners (NAME). They are now the third county in Arizona to achieve this certification. This is expected to help with funding, training, and other potential benefits to the community, including the LEPC.

XII. Call for Adjournment

Robert Church makes a motion to adjourn with a second by Lee Antonides. Motion passed by unanimous vote and meeting adjourned at 1234

Meeting Call-In Number (623) 473-9267 Conference ID: 500 747 599#