



Canadian County LEPC

Regular scheduled Meeting

February 24, 2015

1:00 PM to 2:00 PM

Canadian Valley Technology Center

6505 E Hwy 66 El Reno, OK 73036

1. Call meeting to order

2. Reading and approval of minutes (Attachment)

- a. Motion for approve January 27, 2015 minutes

3. Treasurers Report

- a. Motion for approval of Treasurers Report

4. Meeting Topics

- a. Nominations for Secretary, Vice Chair and Information Coordinator.
- b. Motion to add a Financial Audit to Article V in Canadian County By-Laws; an annual financial audit will be conducted by the LEPC Chair and Vice Chair no later than March of each year. The Treasure will provide copies of all financial records, beyond the monthly financial reports, as requested.
- c. Motion to change membership qualifications to: an active member is one who attended at least 2 meetings in the last 6 months.
- d. Recommendation to change the Canadian County LEPC meetings to monthly meetings, which includes at least 4 quarterly meetings annually.
- e. Recommendation to change Canadian County LEPC Meetings to meet on the last Tuesday of each month at 1 P.M.
- f. Recommendation to change the meeting place to Yukon EOC 100 S. Ranchwood, Yukon, OK 73099.
- g. Recommendation to review, discuss and approve changes to Standing Committee.
- h. Review, discuss and approve changes to by-laws.
- i. Set a date for Executive Committee Meeting with all Chair Members.

5. Discuss LEPC Website

- 6. **Comments from the Public**
- 7. **Update Hazmat Events DEQ**
- 8. **New Business**
- 9. **Unfinished Business**
- 10. **Adjournment**

Certificate

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was given to the County Clerk of Canadian County at _____ o'clock ____m on the _____ day of _____, _____, and that a true and correct copy of such Notice of said meeting was posted at the place of said meeting at _____ o'clock ____m on the _____ day of _____, _____, all as required by law.

Appropriations Ledger

Grants Cash Fund

Commissioners - LEPC (GT-5000-1014)

#	Date	Type	Descr	AppAmt	PO#	PoAmt	AdjAmt	Warr#	WarrS	UnExp	unliq Encumb	UnEncumb
1	2014-07-01	Appr	Transferred from FY 2014	\$8,340.23		\$0.00	\$0.00		\$0.00	\$8,340.23	\$0.00	\$8,340.23
2	2014-09-05	PO	Heritage	\$0.00	2252	\$2,685.00	\$0.00		\$0.00	MINGWAT \$0.00	\$2,685.00	(\$-2,685.00)
3	2014-11-14	Adj	Close Out	\$0.00	2252	\$0.00	\$109.20		\$0.00	\$0.00	\$109.20	(\$-109.20)
4	2014-11-17	Warr	Heritage	\$0.00	2252	\$0.00	\$0.00	3	\$2,794.20	(\$-2,794.20)	(\$-2,794.20)	\$0.00
Commissioners - LEPC. (GT-5000-1014) Total:				\$8,340.23		\$2,685.00	\$109.20		\$2,794.20	\$5,546.03	\$0.00	\$5,546.03
Grants Cash Fund Total:				\$8,340.23		\$2,685.00	\$109.20		\$2,794.20	\$5,546.03	\$0.00	\$5,546.03
Appropriations Ledger Total:				\$8,340.23		\$2,685.00	\$109.20		\$2,794.20	\$5,546.03	\$0.00	\$5,546.03

Appropriations Ledger

Grants Cash Fund

Commissioners - LEPC / DEQ. (GT-5000-1015)

#	Date	Type	Descr	AppAmt	PO#	PoAmt	AdjAmt	Warr#	WarrS	UnExp	unliq Encumb	UnEncumb
1	2014-07-01	Appr	Transferred from FY 2014	\$1,305.53		\$0.00	\$0.00		\$0.00	\$1,305.53	\$0.00	\$1,305.53
2	2014-07-14	PO	A T & T Mobility	\$0.00	765	\$37.50	\$0.00		\$0.00	\$0.00	\$37.50	(\$-37.50)
3	2014-07-21	Warr	A T & T Mobility	\$0.00	765	\$0.00	\$0.00	1	\$37.50	(\$-37.50)	(\$-37.50)	\$0.00
4	2014-10-14	PO	A T & T Mobility	\$0.00	3035	\$24.33	\$0.00		\$0.00	\$0.00	\$24.33	(\$-24.33)
5	2014-10-20	Warr	A T & T Mobility	\$0.00	3035	\$0.00	\$0.00	2	\$24.33	(\$-24.33)	(\$-24.33)	\$0.00
6	2014-11-14	PO	A T & T Mobility	\$0.00	4017	\$38.11	\$0.00		\$0.00	\$0.00	\$38.11	(\$-38.11)
7	2014-11-24	Warr	A T & T Mobility	\$0.00	4017	\$0.00	\$0.00	4	\$38.11	(\$-38.11)	(\$-38.11)	\$0.00
8	2014-12-16	PO	A T & T Mobility	\$0.00	4755	\$76.22	\$0.00		\$0.00	\$0.00	\$76.22	(\$-76.22)
9	2014-12-17	Adj	Close Out	\$0.00	4755	\$0.00	(\$-38.11)		\$0.00	\$0.00	(\$-38.11)	\$38.11
10	2014-12-22	Warr	A T & T Mobility	\$0.00	4755	\$0.00	\$0.00	5	\$38.11	(\$-38.11)	(\$-38.11)	\$0.00
11	2015-01-23	PO	A T & T Mobility	\$0.00	5796	\$76.22	\$0.00		\$0.00	\$0.00	\$76.22	(\$-76.22)
Commissioners - LEPC / DEQ. (GT-5000-1015) Total:				\$1,305.53		\$252.38	(\$-38.11)		\$138.05	\$1,167.48	\$76.22	\$1,091.26
Grants Cash Fund Total:				\$1,305.53		\$252.38	(\$-38.11)		\$138.05	\$1,167.48	\$76.22	\$1,091.26
Appropriations Ledger Total:				\$1,305.53		\$252.38	(\$-38.11)		\$138.05	\$1,167.48	\$76.22	\$1,091.26

Minutes of the Meeting

*Canadian County LEPC
Executive Committee Meeting
February 24, 2015 – 1:00 pm
Yukon Emergency Management Office*

Meeting called by: Lori Adams
Minutes taken by: Donna Sewell

Attendees: Lori Adams, Frosty Peak, Tim Smith, Donna Sewell

1. The meeting was called to order by Lori Adams at 1:05 p.m.
2. New Business:
 - a. Discussed open meeting posting requirements – post 10 days prior to meeting to change location, post agenda 48 hr prior to meeting. A standing meeting announcement is posted on the ODEQ website. Lori Adams will notify the ODEQ with any needed updates. Tim Smith will address Canadian County website issues.
 - b. Lori Adams made a motion to nominate Frosty Peak as Vice Chairperson. Tim Smith 2nd motion. Approved. This will need a confirmation vote by the LEPC membership at the next meeting.
 - c. LEPC will continue to use the Canadian County website as long as the executive committee is allowed access to the LEPC section. Tim Smith will request access with the County Clerk for purchasing officers (Treasurer – Gloria Green, Chair Lori Adams), receiving officers (VChair – Frosty Peak, Secretary – Donna Sewell). Website must be able to have links to training and other information. Tim will have an answer as to whether this is possible by Thursday Feb. 26th. If access is not possible, the Lori Adams will pursue a website that is separate from the county.
 - d. Lori Adams made a motion to change meetings to the last Tuesday of each month. Tim Smith 2nd motion. Approved.
 - e. Lori Adams made a motion to change meeting location to the Yukon Public Library 1200 Lakeshore Drive Yukon, OK. Frosty Peak 2nd motion. Approved.
 - f. The next meeting will be scheduled for March 31, 2015 at 1:00 pm at Yukon Public Library.
 - g. Lori Adams and Tim Smith will schedule a financial audit no later than March 31.
 - h. Lori Adams informed the group that she is planning a tornado response exercise in April that she would like members of the LEPC to participate.
 - i. Lori Adams would like to personally invite all Tier II reporting companies to become an active member of the LEPC. Lori has requested a list of Canadian County Tier II reporting companies.
3. Tim Smith made a motion to adjourn. Lori Adams seconded the motion. Meeting was adjourned at 2:50 p.m.