



Canadian County LEPC

Re-scheduled Meeting

March 31, 2015

1:00 PM to 3:00 PM

Yukon Public Library

1200 Lakeshore Dr. Yukon, OK 73099

1. **Call meeting to order**
2. **Welcome Members and Guests**
3. **Reading and approval of minutes (Attachment)**
 - a. Motion for approval of January 27, 2015 minutes
4. **Treasurers Report**
 - a. Motion for approval of Treasurers Report
5. **Comments from the Public**
6. **Spill Notifications/Hazmat Events**
7. **Program**
 - a. "Mass Immunization/Prophylaxis Strategy" Stakeholders Annual Review, Canadian County Health Department
8. **Unfinished Business**
 - a. Nominations and voting for Vice Chair and Information Coordinator. (VP nominee – Frosty Peak, Information Coordinator – Len Nones). Other nominations will be accepted at meeting.
 - 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 Public Library 1200 Lakeshore Dr., Yukon, OK 73099.
- g. Recommendation to review, discuss and approve changes to Standing Committee.
- h. Review, discuss and approve changes to by-laws.

9. Discuss LEPC Website

10. Discuss LEPC Checking Account

11. Training Opportunities

12. New Business

This item is listed to provide the opportunity for Committee action on items that may arise within 24 hours prior to this meeting, and therefore qualify as new business under Oklahoma's OPEN MEETING LAW.

13. Adjournment

NEXT MEETING: APRIL 28th, 2015

Lori Adams, Chair, Yukon EM @ 350-5413
TBD, Vice Chair,
Donna Sewell, Secretary, Xerox Corporation @ 324-3823
Gloria Green, Treasurer, CCVT @ 262-2629
TBD, Info Coor,

24-hr Notification - @ 295-6186
Tim Smith, (Ca Co Em Mgr) @ 295-6186

Appropriations Ledger

Grants Cash Fund

Commissioners - LEPC. (GT-5000-1014)

#	Date	Type	Descr	AppAmt	PO#	POAmt	AdjAmt	Warr#	Warr\$	UnExp	unliq Encumb	UnEncumb
1	2015-02-01		Balance Forward	\$8,340.23		\$2,685.00	\$109.20		\$2,794.20	\$5,546.03	\$0.00	\$5,546.03
			Commissioners - LEPC. (GT-5000-1014)	\$8,340.23		\$2,685.00	\$109.20		\$2,794.20	\$5,546.03	\$0.00	\$5,546.03
			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#	FoAmt	AdjAmt	Warr#	WarrS	UnExp	Uniq Encumb	UnEncumb
1	2015-02-01		Balance Forward	\$1,305.53		\$252.38	(\$-76.22)		\$138.05	\$1,167.48	\$38.11	\$1,129.37
2	2015-02-02	Warr	A T & T Mobility	\$0.00	5796	\$0.00	\$0.00	6	\$38.11	(\$-38.11)	(\$-38.11)	\$0.00
3	2015-02-02	PO	A T & T Mobility	\$0.00	5996	\$76.22	\$0.00		\$0.00	\$0.00	\$76.22	(\$-76.22)
4	2015-02-03	Adj	Close Out	\$0.00	5996	\$0.00	(\$-38.11)		\$0.00	\$0.00	(\$-38.11)	\$38.11
5	2015-02-09	Warr	A T & T Mobility	\$0.00	5996	\$0.00	\$0.00	7	\$38.11	(\$-38.11)	(\$-38.11)	\$0.00
Commissioners - LEPC / DEQ. (GT-5000-1015) Total:				\$1,305.53		\$328.60	(\$-114.33)		\$214.27	\$1,091.26	\$0.00	\$1,091.26
Grants Cash Fund Total:				\$1,305.53		\$328.60	(\$-114.33)		\$214.27	\$1,091.26	\$0.00	\$1,091.26
Appropriations Ledger Total:				\$1,305.53		\$328.60	(\$-114.33)		\$214.27	\$1,091.26	\$0.00	\$1,091.26

Minutes of the Meeting

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

Canadian County
LEPC Meeting
March 31, 2015 – 1:00 pm
Yukon Public Library

Attendees: Donna Sewell, Lori Adams, Tom Durante, Gloria Green, Timothy Smith, Len Nones, Amy Vanness, Carl Hickman, Danny Shrum, Frosty Peak, Jennifer Brown, John Robbins, Ken Bryan, Linda Kifer, Paula Beezley, Paula Mitchell, Phylana Kelsey, Robert Huddleston, Ross Reuter, Wes Kifer, Wayne Caldwell, Judy Wingfield, Cheri Stinson, Jason Lankford

1. The meeting was called to order by Lori Adams at 1:04 p.m.
2. Minutes: Minutes from the January 27, 2015 meeting were presented and approved. Lori Adams made a motion to approve the minutes as presented, seconded by Tom Durante. Minutes were approved.
3. Treasurer's Report: The Treasurer's Report was presented and approved. The DEQ account has a current balance of \$1091.26. The grant account has a current balance of \$5,546.03. There was no change from the previous report. Lori Adams made a motion to accept the report as presented, seconded by Tom Durante. Report was approved.
4. There were no Comments from the public.
5. Spill Notifications/Hazmat Events: Drilling site lost seal and spilled oil. All oil was contained. No incidents.
6. Meeting Topics
 - a. New Members – introductions of members and new attendees.
 - b. Nominations and voting for Vice Chair and Information Coordinator. (VP nominees – Tom Durante, Frosty Peak; Information Coordinator – Len Nones). Frosty Peak withdrew. Tom Durante and Len Nones were approved and accepted as Vice Chair and Info. Coordinator.
 - c. 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 Treasurer will provide copies of all financial records, beyond the monthly financial reports, as requested. Lori Adams made the motion, Danny Shrum seconded. Motion was approved.
 - d. Motion to change membership qualifications to: an active member is one who attended at least 2 meetings in the last 6 months. Lori Adams made the motion, Tim Smith seconded. Motion was approved.
 - e. Recommendation to change the Canadian County LEPC meetings to monthly meetings, which includes at least 4 quarterly meetings annually. There would not be monthly meetings in Nov. and Dec. Lori Adams made the motion, Tim Smith seconded. Motion was approved.
 - f. Recommendation to change the meeting place to Yukon Public Library 1200 Lakeshore Dr., Yukon, OK 73099. Danny Shrum suggested that the wording be changed to "the primary meeting place...". There will be times when the meeting will be moved to another location depending on the expected attendance or site tours. The Canadian Valley Vo-Tech is available as needed. The May 26th meeting will be held at Xerox Corp. Lori Adams made the motion, Robert Huddleston seconded. Motion was approved.
 - g. Recommendation to review, discuss and approve changes to Standing Committee. Standing Committees will remain as stated in the By-Laws. It will be readdressed at a later date to discuss removing the Finance Committee.
 - h. Review, discuss and approve changes to by-laws. Lori Adams made the motion to approve the changes discussed above, Gloria Green seconded. Motion and By-Laws were approved.
7. Discuss LEPC Website: The LEPC website had been hosted on the Canadian County website but it has not been kept up to date. A temporary website has been created on the City of Yukon website. Only county or city employees are able to update these sites. Executive committee recommends that a separate website be set up for the LEPC. Cost would be approximately \$300. Len Nones has agreed to help. The website would give administration rights to the executive committee to update as needed. Phylana Kelsey also suggested setting up a Facebook acct. Lori Adams made the motion for the website, Tom Durante seconded. Motion was approved.
8. Discuss LEPC Checking Account: Current accounts are Canadian County accounts. Only county employees can access. The \$1091.26 acct. is from previous Tier II distributions and can be used to pay for the website, training and other misc. expenses. Tim Smith will write any PO's needed from this acct. The \$5546.03 grant acct. is for projects. The LEPC must submit an application for project funds, pay for the project and then be reimbursed. This grant acct. can be used to pay for these projects. Lori Adams made a motion to open a separate Canadian County LEPC checking acct. when the 2015 Tier II \$1000 distribution is received. Checks will require two signatures, Treasurer and Chair or Vice Chair. Lori Adams made the motion. Tim Smith seconded. Motion approved.

Minutes of the Meeting

*Canadian County
LEPC Meeting
March 31, 2015 – 1:00 pm
Yukon Public Library*

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

9. Training Opportunities: FEMA Virtual Flood Exercise will be held on April 28th beginning at 11:00 at the Yukon EOC located at the Yukon Police Dept. This will be a come and go exercise and will replace the Regular April LEPC meeting. Exercise will be cancelled if severe weather is in the area.
10. New business: No new business.
11. Lori Adams made a motion to adjourn. Tim Smith seconded the motion. Meeting was adjourned at 1:40 p.m.
12. Program: Canadian County MIPS Roles and Responsibilities Table Top Discussion. Discussion was led by Paulette Marshall and Phylana Kelsey. A full scale exercise will be conducted with the Earth, Wind and Fire exercise Nov. 2016.

Upcoming events

Tuesday April 28th beginning at 11:00 am until approximately 2:00 pm at the Yukon EOC, Yukon Police Dept. along with the FEMA Virtual Flood exercise

Tuesday May 26th Regular meeting and tour at 1:00 pm at Xerox Corporation, 100 N. Mustang Rd., Yukon, OK