

**LOCAL EMERGENCY PLANNING COMMITTEE**  
Knox County EMA- 62 Union Street-Rockland, ME 04841  
Web Site: [www.knoxcountylepc.org](http://www.knoxcountylepc.org)

01/06/09

The meeting was called to order by LEPC Chair, Andrew Hart at 10:35 AM at the Knox County EMA Office.

Others attending were:

Ray Sisk	KC EMA Director	Charles Jordan	Rockland Fire Chief
Adam Miceli	Rockland Fire	Dennis Healy	FMC
Donna Allen	Knox Cty EMA	Wally Tower	Rockland PD
Laurie Beckwith	PBMC	Robert Williams	DEP
Ron Defoe	Lyman-Morse	Charles Jordan	Rockland Fire
Linwood Lothrop	KRCC		

Laurie Beckwith made the motion to accept the minutes and Linwood Lothrop seconded. All were in favor.

Those who notified to say that they couldn't attend today's meeting:

**Secretary's report:**

Correspondence:

- 2 AR-1 Forms: 1/1/09-Puffin Stop, 191 Park St. Rockland, 1-5 gals of gasoline; customer overfilled vehicle & then left; 1/2/09 – Crossroads, North Main St, Rockland, 1 gal gasoline; fuel spill while pumping gas.
- List of facilities that have not paid their Registration and Inventory Fee's. A copy of the list was given to each member present. There was discussion on how the committee was going to handle this list. It was decided that a letter would be sent to those facilities requesting back payment to SERC.

1. Treasurer's Report: November Interest: \$33.83; received \$182.00 (Grant)

Bills paid:	Midcoast Internet Solutions	\$ 40.00
	Finance Dept – Personnel Services	315.21
	Atlantic Communications	182.00
	Adam Miceli	<u>595.50</u>
	Total	\$1132.71

Balance in checkbook at the end of December 08 after bills are paid: \$ 44,957.36. Summary of accounts available upon request.

Motion was made by Adam Miceli to accept the Treasurer's Report and Wally Tower seconded the motion. All were in favor.

**TRAINING UPDATES:**

12/9- 12/12/08 – Ray attended the ICS TTT for four days in Augusta. Ray can now instruct ICS 100, 200, 300 and 400.

## **OLD BUSINESS:**

### **Public Officials Conference**

Ray sees a growing need for the POC. There is a need for an educational conference for the Select board and Commissioners along with facilities. Elected or appointed public official are expected to have a wide range of knowledge and this is one good way to educate them on LEPC/EMA topics. Continued contact with town offices and officials on related matters illustrates the need. Ray would like to revive the idea of having a LEPC/EMA Public Officials Conference planned and led by members of this group. (volunteers?). Funding or access to funding is one way to get those public officials to the table. We have had significant amount of money come in from different grants in 2008. Many of the towns did not know what those grants were about or how to access them. Ray said that he would hate to see the towns lose out on the opportunity to try to get a grant or a portion of a grant because they did not know about them.

This year there will be Partners in Emergency Preparedness Conference in Augusta **which is expanding to an All-Hazard** conference. When we get more information we will forward that information on to the members of LEPC. (MEMA is taking the idea to include elected and appointed officials for action. They will work to put on “Response” and “Recovery” 101 sessions.

The POC subcommittee members are: Charles Jordan, Ray Sisk, Andy Hart and Donna Allen at this time.

## **NEW/MISCELLANEOUS BUSINESS**

### **Schedule of this year’s meetings.**

The 2009 LEPC Work plan letter that Ray sent out to SERC was discussed. The letter is attached to the minutes along with the schedule of this year’s meetings. If there is any change in the locations of the meetings we will let you know.

On March 17, 2009 our LEPC is scheduled to do a presentation to SERC on what we are doing here in Knox County. If we want to forgo our normal meeting and attend this presentation that could work for a monthly meeting. The Chair of the LEPC will do the presentation. Ray asked if we could have the meeting at FMC on March 3, 2009. Dennis will get back with Ray to let him know about that day. <<Dennis confirmed today FMC will host the March meeting. Donna will forward specifics in Feb.>>

### **LEPC Grant & Finance Assistant**

Ray would like to have the permission to hire someone on a very limited part time basis to come in and over haul our grant accounting process procedures and a maintenance on our finance program. There was discussion on this issue. Dennis Healy made a motion to hire a person up to the amount of \$1,000.00 and will not to incur any overtime. Charlie Jordan seconded the motion. All were in favor. Will revisit this issue at a later time if deem necessary.

## **Predisaster Mitigation**

This countywide plan is to be updated every 5 years and ours is due this year. We have funding from FEMA to hire a planner to that. The current version was done by Dale Rowley, who is now the Waldo County EMA Director and not available. Ray spoke with Eric Gallant, Midcoast Regional Planning Commission; he will be probably work on this Plan. This is a 75/25 match. This is a governmental program, requiring input from county, local and business concerns as well. The draft copy of the plan is due to State by September 2009. This plan has to be approved and signed by every select board member and commissioners.

**RRT6- The Knox Regional Response Team.** Discussion of finalizing the MOU. Andy will need to sign the updated MOU with SERC. Chief Jordan will get that as soon as possible.

Next meeting will February 3, 2009 at 10:30 AM, at the Knox County EMA Office.

Dennis Healy made the motion to adjourn the meeting and was seconded by Ray Sisk at 11:35 AM All were in favor.

Respectfully submitted,

*Donna Allen, Secretary*

Donna Allen, Secretary

## KNOX COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Knox County EMA  
62 Union Street  
Rockland, ME 04841  
TEL:(207) 594-5155 - FAX:(207) 594-0450

Maine SERC  
c/o Maine Emergency Management Agency  
45 Commerce Drive  
Augusta, ME 04333

To whom it may concern:

I am pleased to forward the Knox County Local Emergency Planning Committee's work plan and approved budget for 1 July, 2008 through 30 June, 2009.

These are our intended activities and goals:

- Continue to liaise with county facilities to promote, encourage and where necessary, assist their electronic EPCRA submissions in a timely fashion. METRIC: *Increase on time reporting by 50% for 2008 and by 75% in 2009. (24 facilities late in 2007)*
- Update CAMEO as submissions are received.- Ongoing
- Conduct facility visits on an as-needed basis. METRIC: *Conduct on-site visits within 30 days of request by facility.*
- Expand public outreach and education program. METRIC: *(1) Publish at least one "Community Right to Know" related article each quarter in a paper of general circulation in Knox County. (2) Update and make the LEPC Website more useful and informative prior to 31 Dec, 2008.*
- Bring RRT6 under the umbrella of the LEPC and increase trained membership. METRIC: *(1) Execute MOU between SERC and LEPC for sponsorship of RRT6 prior to 30 September, 2008. (2) form effective sub-committee to oversee and manage functions of RRT6 (3) Organize and train/recertify enough HAZMAT OPS level responders to effectively support the Knox Regional HAZMAT Team.*
- Update emergency plans, procedures and protocols based on hazard analysis . – Ongoing
- Validate emergency plans, procedures and protocols through an effective exercise program. METRIC: *(1) Plan and execute at least one TTX and one FE this reporting period. (2) Participate in one FSE during this period.*

- Encourage LEPC members to attend annual HAZMAT Conference. METRIC: Increase 2009 HAZMAT Conference attendance by LEPC members at least 50% over 2008 attendance.
- Continue to submit quarterly reports. – Ongoing
- Seek fiscal and administrative economies in LEPC activities. – Ongoing

Please feel free to contact me with any questions you may have. Our locally approved budget is attached as requested.

Andrew L. Hart  
Chairman  
Knox County Local Emergency Planning Committee

**Attachment:** Approved Knox County LEPC Budget for period 1 July, 2008 – 30 June, 2009

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Knox County Emergency Management Agency

62 Union Street

Rockland, ME 04841

TEL :( 207) 594-5155 - FAX :( 207) 594-0450

Proposed LEPC meeting dates for calendar year 2009 at 10:30 AM

<b>Tuesday, Feb 3</b>	<i>Regular meeting</i>
<b>Tuesday, Mar 3</b>	<i>Regular meeting &lt;&lt;Offsite-Confirmed for FMC&gt;&gt;</i>
<b>Tuesday, Mar 17</b>	<i>Knox LEPC presentation to SERC- Augusta</i>
<b>Tuesday, Apr 7</b>	<i>Regular meeting</i>
<b>Tuesday, May 5</b>	<i>Regular meeting</i>
<b>Thurs, Apr 30</b>	<i>Partners in Emergency Preparedness Conference- Augusta</i>
<b>Friday, May 1</b>	<i>PEPC day two- Augusta</i>
<b>Tuesday, Jun 2</b>	<i>Regular meeting</i>
<b>Tuesday, Sep 1</b>	<i>Regular meeting</i>
<b>Tuesday, Oct 6</b>	<i>Regular meeting</i>
<b>Tuesday, Nov 3</b>	<i>Regular meeting</i>
<b>Tuesday, Dec 1</b>	<i>Annual Meeting/ Election of officers</i>