



Cass County
Local Emergency Planning Committee (LEPC)
Meeting Minutes
February 1, 2023 at 6pm

Meeting held at the office of the Cass County Emergency Management Agency, 1227 N SR 17, Logansport, IN 46947

- I. CALL TO ORDER
 - a. Meeting called to order by Rocky Buffum, President
 - b. MEMBERS PRESENT: Phil Dials, Randy Pryor, Elis Pomales Morales, Robert Wydock, Rocky Buffum, Felicity Perez-Nuscis, Herb Detrick, Dan Mussleman, April Filmore, Dusty Frey, Thomas Pritts, Ed Schroder, Mike Deitrich
 - c. MEMBERS ABSENT: Brady Wiles, Rick Bair, Jeff Smith
 - d. Guests/Members of the public present: Rachel Greenwood (Indiana Department of Transportation), William Huffer (Office of State Fire Marshall – HAZMAT)
- II. APPROVAL OF MINUTES FROM LAST MEETING
 - a. Members were given the opportunity to review the minutes of the November 2022 meeting.
 - b. A motion to approve was made by Ed Schroder, which was seconded by Herb Detrick.
 - c. Unanimously approved on a motion duly made and seconded.
- III. ORGANIZATION OF OFFICERS FOR 2023
 - a. Slate of officers proposed as follows:
 - i. Rocky Buffum, Chair
 - ii. April Fillmore, Vice Chair
 - iii. Felicity Perez-Nuscis, Secretary
 - b. Nominations were closed. Motion to approve by Randy Pryor, second by Herb Detrick.
 - c. Unanimously approved on a motion duly made and seconded.
- IV. 2023 DELIVERABLES (with Due Dates)
 - a. Legal Notice/Meeting Schedule Report (January 31)
 - i. Required annual notice published in Pharos Tribune on January 3, 2023
 - ii. Copy of Proof of Publication present for members to review
 - b. Roster Report (March 1)
 - i. A draft roster was distributed to members for review. Additions and corrections recorded on printed copy.
 - ii. Motion to approve by Robert Wydock, second by Dan Mussleman.
 - iii. Unanimously approved on a motion duly made and seconded.
 - c. Fiscal Report and Auditors Report (March 1)
 - i. Report was posted in Indiana Emergency Response Commission Portal in January. Printed copy of financial report distributed to members for review.

- ii. Financial Activity since last meeting (November 2022):
 - 1. MSA Galaxy GX2 Calibration Station, \$2,865.00 (Approved May 2022, received and paid for December 2022)
 - 2. Pharos Tribune, \$18.97, publication of legal notice
 - 3. Supplies for ongoing HAZMAT Technician course, \$633.57
 - 4. TOTAL EXPENDITURES SINCE LAST MEETING \$3,517.54**
 - iii. Motion to approve by Herb Detrick, second by April Fillmore.
 - iv. Unanimously approved on a motion duly made and seconded.
 - d. Bylaws Report (March 1)
 - i. Draft bylaw changes distributed electronically prior to meeting. Paper copies are in committee member binders for review tonight.
 - ii. Motion to approve by Herb Detrick, second by April Fillmore.
 - iii. Unanimously approved on a motion duly made and seconded.
 - e. Exercise Proposal (May 1)
 - i. Exercise Committee had initial meeting on January 20, 2023.
 - ii. Proposal has been submitted to Indiana Emergency Response Commission Staff and approved in online portal
 - iii. Draft Exercise Plan, Controller/Evaluator Handbook, slide deck, Exercise Evaluation Guides and other documents have been created
 - iv. Next meeting is February 10 (Midterm Planning Meeting), Final Planning Meeting February 17, with Exercise Dates February 24 and 28th.
 - v. After Action Report/Improvement Plan Meeting Date to Be Determined.
 - f. Exercise Final Report (30 days after exercise)
 - g. Meeting Minutes (2 months after meeting)
 - i. We usually submit within 24 hours of meeting.
- V. OLD BUSINESS
 - a. HAZMAT PLAN (Due October 17)
 - i. New Tier II system from Indiana Department of Homeland Security should be a big help
 - ii. Expect rewrite for review at next meeting of LEPC
 - b. Any other old business
- VI. New Business
 - a. HAZMAT Technician Course
 - i. Started January 23, scheduled to end March 2 and being held at Emergency Management
 - ii. 8 Participants representing Emergency Management, Twelve Mile FD, New Waverly FD, Cass County Fire District 1, Logansport FD, Walton FD
 - iii. Two vying for distinction of Cass County public safety's first female HAZMAT Technician
 - b. Pipeline Course
 - i. Being held at Logansport FD on March 11, 8-5 with lunch provided
 - c. Recent Activity Report
 - d. Any Other New Business
 - i. Rocky Buffum requests up to \$1,794.00 to purchase propane flair kit. He has EMA funds to pay for associated training (\$3,500.00) to put into service.
 - 1. Motion to approve by Robert Wydock, second by Commissioner Deitrich.
 - 2. Unanimously approved on a motion duly made and seconded.

VII. Public Questions and Comments

- a. William Huffer introduced himself as the new HAZMAT Specialist for the area from the Office of State Fire Marshall. He will be forwarding upcoming training opportunity info including Lithium Ion Battery course, Monitoring course, compressed gas training and sampling team training. He has battery recovery drums and drones available, as well as detection equipment beyond what is available locally.
- b. Rachel Greenwood, Indiana Department of Transportation, discussed her role and resources available including the 511in.org website.
- c. Commissioner Deitrich asked about information that needs updated in the state Tier II Website. Rocky Buffum reports as EMA works on the plan update most of those should be identified and sent for update. IDHS has control of the map and has to be the one to physically change the inaccurate information and location tags.

VIII. Adjournment

- a. Motion to adjourn by Herb Detrick, second by April Filmore.
- b. Unanimously approved on a motion duly made and seconded.

NEXT MEETING: May 3, 2023 at 6pm

Respectfully submitted,

A handwritten signature in black ink that reads "Rocky Buffum". The signature is written in a cursive, flowing style.

Rocky Buffum