



Meeting Minutes
May 4, 2022 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. MEMBERS PRESENT: Randy Pryor, Clint Hazlett, Elis Pomaes Morales, Rocky Buffum, Felicity Perez, Liz Troxell, Herb Detrick, Rick Bair, Dan Mussleman, April Fillmore, Dusty Frye, Thomas Pritts
 - b. PUBLIC PRESENT: Miranda Wentz, SESCO Group
- II. APPROVAL OF MINUTES FROM LAST MEETING
 - a. Motion by Herb Detrick, Second by Thomas Pritts. Approved on a motion duly made and seconded.
- III. ORGANIZATION OF OFFICERS FOR 2022
 - a. Replace Vice Chair
 - i. Mikel Fort was previously elected vice chair. He is no longer with Cass County EMS. A new EMS representative will be forthcoming.
 - ii. Herb Detrick nominated by April Fillmore. No other nominations made, Detrick accepted nomination. Herb Detrick unanimously approved as vice chairman.
- IV. 2022 DELIVERABLES (with Due Dates)
 - a. Deliverables have been uploaded to LEPC Web Portal. Mr. White with IDHS confirms we are back on list of LEPCs and should receive funding for this year.
 - b. Update on requirements
 - i. Legal Notice/Meeting Schedule Report (January 31) -DONE
 - ii. Roster Report (March 1) - DONE
 - iii. Fiscal Report and Auditors Report (March 1) - DONE
 1. No activity in 2021, ending balance \$8,249.08
 - iv. Bylaws Report (March 1) - DONE
 - v. Exercise Proposal (May 1) - DONE
 - vi. Exercise Final Report (30 days after exercise) - DONE
 - vii. Meeting Minutes (2 months after meeting)
 1. Must have quorum at three of four meetings for year
 - a. This is the second meeting of the year where we have a quorum. We need at least one more (but aim for four).
 - b. Rocky Buffum thanked those in attendance for helping us to meet requirements to move planning and preparedness initiatives forward
- V. OLD BUSINESS
 - a. LEPC TTX AAR/IP

- i. Held at Clymers Fire Department. 30 People in attendance including exercise staff
 - ii. Copies of feedback summaries and AAR/IP Provided to members in attendance. Improvement plan reviewed.
 - iii. After Action Report/Improvement Plan (AAR/IP) is "For Official Use Only" and not for public distribution. Copies can be requested, some information would need to be redacted.
 - b. HAZMAT Awareness/Operations Course
 - i. HAZMAT Awareness/Operations course wrapped up last weekend. 10 students participated. One needs to retest written portion and we expect 100% pass rate.
 - ii. It was helpful to not only increase number of certified personnel but also to get all of the equipment out and identify items missing or no longer operable.
 - c. Meter inventory and replacement update
 - i. EMA Currently has two complete and functioning radiation dose rate meters, with a third that is missing some components.
 - ii. EMA has one Smith APS 2000 in service
 - iii. Quotes were gathered for replacement of four gas meters which are beyond service life and failing. Reviewed quotes from Dinges Fire, Macqueen Safety Equipment and Industrial Safety Products. Industrial Safety Products was low bidder. Purchase of \$1,712.42 for two MSA Altair 4XR meters and chargers approved on a motion made by Thomas Pritts and seconded by Clint Hazlett. Also approved expenditure of \$2,546.00 for calibration station and calibration gas to be available to EMA and all county departments.
 - d. Any other old business
- VI. New Business
 - a. Recent Activity Report
 - i. EMA was requested by Walton FD for a diesel spill behind the Walton Community Center.
 - b. Request for approval of purchases
 - i. Reimbursement for purchase of supplies for the HAZMAT Training course approved in the amount of \$202.37. Motion by Thomas Pritts second by Clint Hazlett
 - c. Any Other New Business
 - i. New member Elis Pomales Morales introduced from Salvation Army. He provided an overview of services they provide.
- VII. Public Questions and Comments
 - a. Miranda Wentz of SESCO Group provided an overview of services they are able to provide to Local Emergency Planning Committees including assistance with planning and commodity flow studies.
- VIII. Adjournment
 - a. Meeting adjourned on a motion by Rick Bair, Second by Clint Hazlett and carrying unanimously.

NEXT MEETING: August 3, 2022 at 6pm

Respectfully submitted, Rocky Buffum, Chairman

