Meeting called to order at 1200 by Chair Matt Culberson.

Present: Tom Aasby, Cathy Bock, Tyler Brown, Ray Bubb, Dustin Clemet, Jason Culberson, Mark Enright, Andrew Freidank, Jodi Gilberti, Hunter Harlan, Jerome Harvey, Trapper Lappe, Jimmy Massey, Pepper Massey, Debi Meek, Karl Merbach, Ritchie Nordstrom, Danny Oaks, Richard Rice, Francisco Sanchez, Susan Sanders, Dean Stetson, Alexa White, Dustin Willett, Rob Wilson, Michael Wollman

INTRODUCTIONS & NEW MEMBERS, GUESTS

AGENDA

Motion to approve November 14 agenda by Dean Stetson, Tyler Brown second. Motion carried.

MINUTES

Motion to approve August 22, 2018 minutes as presented by Ritchie Nordstrom, Ray Bubb second. Motion carried.

OLD BUSINESS

1. Budget Report – (hand-out provided). A. White provided budget overview: $2,438.44 beginning balance minus two approved grant requests, $1,000 (Emergency Management) and $1,200 (RC Fire Department), and $193.78 lunch expense. Remaining balance in 2018, after these two projects have been paid for is = $44.66. White said invoices for these projects should be submitted prior to the end of the year. D. Willett reported the Emergency Management project will most likely not be completed by the end of the year. Discussion on carrying the project over to next year. White reported it’s allowed but we need to explain the reason for carryover and expected completion date.

2. Haz-Mat Team Report – T. Lappe reported 19 calls, most for gas leaks, and 2 body recoveries (Hot Springs/Wall), 2 anti-freeze spills, 1 fuel spill (RC Regional Airport). Also stated that A. Johnson, formerly with Rapid City Fire Hazmat Team, is no longer residing in Rapid City.

3. Committee Reports:
   - Citizens Corps Programs –
     - VIPS – C. Bock said auxiliary cadets have agreed to help at future events.
     - CERT – A. White reported EM completed a 7-week fall classes for adults that included two (2) teens. Student CERT will be offered through RCAS at Stevens and Central.
   - Preparedness Events – A. White stated the 10th annual Disaster Awareness Day, scheduled 12-4pm, September 9, 2018 at Main Street Square, was a success in spite of closing at 2pm due to weather. 250-300 people attended.

4. Public Awareness – A. White said the LEPC booth at Disaster Awareness Day provided information to event attendees.

NEW BUSINESS

1. Discussion/Election of Chair-Elect – M. Culberson advised the group that John Samuel is no longer able to fulfill his term as chair-elect and asked for nominations. T. Brown volunteered
to step in and serve. **Motion to nominate Tyler Brown as LEPC chair-elect by Alexa White, Karl Merbach second. Motion carried.**

2. 2018 Comprehensive Hazardous Materials Response Plan Review and Update – M. Culberson reviewed updates to the Plan provided by committee members and asked for any additional edits. **Motion to adopt the 2018 Comprehensive Hazardous Materials Emergency Response Plan to include all edits by Dean Stetson, Dustin Willett second. Motion approved.**

3. 2019 LEPC Grant Discussion – A. White reviewed how funds can be utilized, i.e., household clean up, software, training, marketing, etc. D. Stetson requested more funds be directed to advertising. D. Willett said the funding formula is a base amount plus percentage of Tier II collected fees. As Haz-Mat fees diminish, and administrative and program costs increase, fewer dollars are available through this grant. Grant funds exceeded $9000 in 2014 but declined to under $3400 in 2018. **Motion to approve LEPC Chair, Matt Culberson, to sign 2019 grant by Dustin Willett, Ray Bubb second. Motion approved.**

4. 2019 LEPC Meeting Dates – Committee agreed to the following 2019 meeting dates scheduled in the Pennington County EOC: 20 February; 15 May; 21 August; 20 November. LEPC quarterly meetings are traditionally held on the third Wednesday of the selected month.

5. Other Items by Members –

- D. Willett will attend the Western States SERC Conference in January and participate in a panel discussion on rural LEPCs. We are applauded across the western states as an active and effective committee.

- D. Willett reminded the committee that we have agreed to conduct an annual LEPC exercise. May is being held as a potential option. More info to follow.

- K. Merbach reported that the City held a successful waste tire event and collected 28,450 tires equaling 342 tons!

- T. Brown said he will step away from the Preparedness Council due to his new role as chair-elect. He encourages committee members to step up and join.

- S. Sanders said Doppler Radar would be down for three weeks after Thanksgiving for an overhaul. Late fall/winter is the optimum time to do this work.

**ADJOURMENT**

**Motion to adjourn by Dustin Willett, Ritchie Nordstrom second. Motion carried. Meeting adjourned 1237.**

**NEXT LEPC MEETING: Wednesday 20 February | Pennington County EOC Room**