

WINNEBAGO CO. LEPC

Meeting MINUTES: Date: April 30, 2021 **Time:** 9:03 am

Host: Rockford Mass Transit, **Location:** 725 N Lyford Road OR Phone, Onsite or Online via Microsoft Teams

Presiding: Charles Corley, Chairman 2021 ~ **Volunteer Notetaker:** Dan Engelkes

Chairman Report: Approve Agenda / Introductions / Website Contract / Executive Committee info

The Chairman call the meeting to order at 9:03am. Roll call was taken. The Chairman reported that the Executive Committee met two weeks ago and discussed the emergency plan. This will be on going as there is a lot of work to be done.

Vice Chairman Report (J. Brown): The Vice Chair, Steve and Matt are going to continue to work on the emergency plan. Once completed it will be sent out for review, hopefully by the end of the year. The appendices will take some time as the document is 12 years old. Matt is going to try to get together all the paperwork that Jerry Wiltfang had. All files should be centrally located at the county. Mallory is going to see about getting access to the closet where files are currently located.

Compliance / Bylaws (G. Kovanda):We are in compliance for Tier II reports. Audit committee still needs to be formed. He suggested that maybe some of the conference committee members switch over the audit committee. He also suggested maybe renting of a storage unit to keep all LEPC files and materials in.

Treasurer Report (G. Ehrentreu / CC): Account Balances / Transactions / Midland Bank Geza was absent so the Chairman gave the report. There has been no activity since the last meeting. We have just over 22,000 at Midland. The Chairman is going to set up account access with the bank. Access will be given to the Chairman, Vice Chairman, and the Treasurer.

Emergency / Community Coordinator / Correspondence / Plan Review (Mallory Wrenn):

- Tier II Submittals and County Update / Files / Mail / Correspondence / 2020 HMEP Grant

Mallory stated the FY 19 grants is due and is completed. She has not received new Tier II reports as the deadline for submittal was March 1.

Primary Meeting Topics and Open Discussion:

Much discussion was held about what should be the focus of the LEPC. Several members spoke about how increasing membership and participation should be the focus, including businesses who should be Tier II reporters. Several ideas were discussed on how to increase/recruit new members.

New Business: Kevin Carr discussed how the Pipeline group works with fire departments to understand pipe line firefighting. Marilyn asked how we fill spots on the committee. The Chairman explained that process. Vice Chair discussed reaching out to Tier II reporters to see if they want to join the LEPC.

Old Business We need some host locations for future meetings. At this time no one had visited any other LEPCs. There are various committee and board openings. Secretary, Media, Public relations, and Audit.

Q&A, Member Interchange, and Chairman's Closing

Motion to Adjourn: Dan Engelkes

2nd: Jeff Brown

Result / Time? Pass/9:51am

Presentation: n/a –

Next: June 25, **July 30, September 24, **October 29, December 3, 2021 [**needs a host site]