

MONTGOMERY COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE

MCOEM  
460 Vantage Point Miamisburg, OH  
01.27.2023 9:00AM

**MINUTES OF MEETING**

**MEMBERS PRESENT**

Jeff Jordan  
Nicholas Hosford  
Gary Rettig  
Kevin Sedensky  
Mary Porter  
Katie Norris  
Brian Garver  
Larry Cleek  
Matthew Quick  
Jessica Zebrowski  
Jordan Keith

**NONMEMBERS PRESENT**

Phil Clayton  
Jordan Keith  
Thomas Ward  
Maygan Ward  
Sam Reed  
Rod Lynch  
Toni Carmichael

**1. Call to Order:** Chief Nicholas Hosford (Chair) called the meeting to order at 9:02 a.m.

**2. Introductions:** All present were asked to introduce themselves.

**3. Approval of Meeting Minutes**

Motion to approve- Chief Garver  
Kevin Sedensky- 2<sup>nd</sup>  
Unanimous motion to approve

**4. Resolutions- Chief Hosford**

-LEPC Coordinator- Jordan Keith  
Motion to approve- Chief Garver  
2<sup>nd</sup> Jeff Jordan  
Unanimous vote to approve

-Secretary for the LEPC- Jessica Zebrowski  
Motion to Approve- Mary Porter  
2<sup>nd</sup> Chief Garver  
Unanimous vote to approve

-Roles and Responsibilities for LEPC  
Motion to approve- Chief Garver  
2<sup>nd</sup> Larry Cleek  
vote to approve  
Montgomery County EMA and Dayton Regional Hazmat abstain

-Adopting By-Laws for LEPC  
Motion to approve- Jeff Jordan

2<sup>nd</sup> Mary Porter  
Unanimous vote to approve

-SERC Grant Application- Jordan Keith  
Motion to approve- Gary Retig  
2<sup>nd</sup> Larry Cleek  
Unanimous Vote to approve

-Public Records Policy Records Retention-Chief Hosford  
Motion to approve- Kevin Sedensky  
2<sup>nd</sup> -Jeff Jordan  
Unanimous vote to approve

**5. Old Business/New Business – Chief Hosford**

No old or new business

**6. Emergency Coordinator’s Report: Gary Rettig**

Detection Monitor Equipment is current  
Equipment going to get calibrated.  
Remainder calibrated at Station 11  
Looking for legislature for disposal of foam  
Looking for a program for foam disposal  
2 meters purchased for hazmat team. Rad meters for high level rad  
Hazmat 1 specs are out for bid  
No training in December or January  
8 out of 10 trainings scheduled  
Training with Bomb Squad and potentially decon program  
Coordinator training discussions regarding foam training  
Through grants, we received large quantities of FFF  
Wright Patt is requiring local jurisdictions to create a mutual aid agreement for fluorine free foam  
LEPC exercise for 22-23 received credit for Huber Heights incident on I-70  
Sugar creek packing will host training this year- no credit needed  
Hazmat advisory board increased funding for air packs and increased funding for HazMat 1

Chief Garver asked if only Hazmat equipment is being calibrated  
Gary responded yes.

**7. Information Coordinator Report: Jordan Keith**

2022 stats- 32 Information request  
234 tier II reports  
119 EHS facilities

2023- 19 tier II reports  
Once tier II are submitted then hazardous analysis will begin  
Admin updates were made in 2022-deep dive into the plan in 2023  
Working with Gary to meet compliance

**8. Chief Hosford opened the floor to questions, comments, or concerns:**

Chief Hosford pointed out that Gary has been a benefit to us by building a network of resources. Dayton had an incident with a confined space rescue- 4 unconscious people below grade- successful due in part to the help and monitoring done by Dayton HazMat based upon training and drills  
Gary Retig wants old business/new business moved to the bottom of the agenda

Matt Lindsay asked if we need to appoint the Emergency Coordinator. Matt Lindsay also asked if a meeting in September is timely for the deadline for the Grant.

Maygan Ward stated that we will begin getting requests for coordination meetings for several facilities to discuss the emergency plan or action plan. Establish a frequency for tabletop exercises and field exercises. Tabletop has to be at a minimum of every 3 years. There is not a frequency for field exercises but if HazMat says there is a frequency, then we have to comply. Annual Coordination is due by 12/31/2023. If a response happens then it will count as the exercise if it documented within 90 days.  
All program 2 and 3 that have to submit RMPs will be a part of these meetings- could be in the 100s.

Katie Norris provided an update that stated that Dayton and Montgomery County had a tabletop exercise that went well. This is something that the Water Department has been trying to have annually.

**9: Meeting adjourned at 9:55 by Nicholas Hosford**

Motion- Chief Garver  
2<sup>nd</sup> Katie Norris  
Unanimous vote to approve

President Signature: \_\_\_\_\_

Date: \_\_\_\_\_