



**GENERAL MEETING AGENDA**

Date: Tuesday, SEP 14, 2021 0900 HRS.

Location: 2149 East Napier Ave., Benton Harbor, MI

Note: Committee business and announcements are published at: <http://www.bcsheriff.org/1529/Local-Emergency-Planning-Committee-LEPC> .

The committee's newsletter and meeting cancelation notices can be subscribed to at: <http://www.berriencounty.org/list.aspx> .

<b><u>TIME</u></b>	<b><u>AGENDA ITEMS</u></b>	<b><u>FACILITATOR</u></b>
0900	Call to Order: <ul style="list-style-type: none"> <li>Reminder- Please turn off all electronic devices off.</li> <li>Upon calling the meeting to order, it shall be the duty of each member to conduct himself/herself in a professional manner, to avoid unnecessary noise and to refrain from private conversation.</li> <li>Public in attendance shall be held to the same standards of conduct.</li> </ul>	Chairperson
0901	Roll Call of Members: <ul style="list-style-type: none"> <li>Conducted by review of member sign in sheet.</li> <li>Secretary announces a quorum to conduct business.</li> </ul>	Secretary
0905	Introductions: <ul style="list-style-type: none"> <li>Members should announce name and group they represent.</li> <li>Guests may choose to pass.</li> </ul>	Chairperson
0915	Public Comment: <ul style="list-style-type: none"> <li>Public comments at this portion of the meeting must be related to business listed on today's agenda only. Those speaking during public comments may do so no longer than <b>two minutes</b>. If time permits, additional time may be given at the end of the meeting for.</li> </ul>	Chairperson
0925	Presentations: <ul style="list-style-type: none"> <li>None</li> </ul>	
0925	Approve Previous Meetings Minutes	Chairperson

# BERRIEN COUNTY



<b><u>TIME</u></b>	<b><u>AGENDA ITEMS</u></b>	<b><u>FACILITATOR</u></b>
	Approve Consent Calendar The following actions are considered routine and will be adopted by one voice vote unless a request for removal, discussion, or explanation is received from a board member:	
0930	<ul style="list-style-type: none"><li>• M2021001 Confirm Appointment of Jim Kalinowski as an LEPC Member (Emergency Medicine)</li><li>• M2021002 Confirm Appointment of Ashley Geuther as an LEPC Member and Secretary.</li><li>• M2021003 Confirm Transfer of Member Categories for Fire Fighting.</li></ul>	Chairperson
0932	Removed from Consent Calendar	Chairperson
	Executive Subcommittee Reports:	
0945	<ul style="list-style-type: none"><li>• Chairperson Report</li><li>• Secretary Report</li><li>• Information Coordinators Report</li><li>• Emergency Management Coordinator</li></ul>	As indicated
	Membership Subcommittee Report:	
1015	<ul style="list-style-type: none"><li>• Solicit members for subcommittee</li></ul>	Secretary
	Old Business	
1020	<ul style="list-style-type: none"><li>• None to cover in this meeting.</li></ul>	Chairperson
	New Business	
1020	<ul style="list-style-type: none"><li>• Virtual Meeting Policy</li></ul>	CPT Adams
	Announcements/Reminders	
1030	<ul style="list-style-type: none"><li>• Call for training or event notices.</li><li>• EGLE Preparedness and Response Webinars are available at: <a href="https://www.michigan.gov/egle/0,9429,7-135-3308_3333-559496--,00.html">https://www.michigan.gov/egle/0,9429,7-135-3308_3333-559496--,00.html</a> – This month is about “The Michigan Mapping Project: An Emerging Response Technology”. SEPT 22 10AM.</li><li>• Next LEPC General Meeting is 12/21/2021, 9AM, BC Conference Room.</li></ul>	Chairperson
	Public Comment	
1035	<ul style="list-style-type: none"><li>• Those speaking during public comments may do so no longer than two minutes. This entire Agenda Item will conclude by the adjournment time indicated below unless a member moves to adjourn the meeting earlier or a motion is made to extend the meeting.</li></ul>	Chairperson

# BERRIEN COUNTY



---

<b><u>TIME</u></b>	<b><u>AGENDA ITEMS</u></b>	<b><u>FACILITATOR</u></b>
1045	Adjourn <ul style="list-style-type: none"><li>• Adjournment is at the chairperson's description when business has obviously concluded or the discussion has reached the planned end time published on the agenda.</li></ul>	Chairperson

---

# BERRIEN COUNTY



## LOCAL EMERGENCY PLANNING COMMITTEE RESOLUTION

### **M2021002 - CONFIRM APPOINTMENT OF ASHLEY GEUTHER AS AN LEPC MEMBER AND SECRETARY**

SPONSORED BY: CPT ROCKEY ADAMS

MEETING DATE: SEPTEMBER 14, 2021

#### **Introduction**

A vacancy was created in membership in the Emergency Management category when member Gayle Bassett accepted employment at Berrien County Records.

LEPC bylaws state the following regarding vacancies: *“Vacancies shall be appointed by the Chair at the earliest possible time and new appointees’ names shall be sent to the MCCERCC for approval and will serve the remainder of the predecessor’s term.”* They also state: *“The Secretary shall be appointed by the LEPC Chairperson.”*

On June 21, 2021 Ashley Geuther submitted an application for membership to the LEPC for primary membership in the category of Emergency Management.

Mrs. Geuther is employed at the Berrien County Sheriff’s Office, Emergency Management and Homeland Security Division in the position of Emergency Management Specialist. In that position, she will be able to serve as a consistent point of contact for the LEPC as the secretary.

#### **Resolved**

The Berrien County Local Emergency Planning Committee has agreed to resolve the following:

1. The primary members of the LEPC confirm the Chair’s appointment of Ashley Geuther to serve as a primary member representing Emergency Management until December 31, 2023.
2. It is also confirmed that Ashley Geuther shall serve as the committee’s secretary.

#### **Certification**

The above resolution is a true and accurate reflection of the committee’s decision made by majority vote on the indicated meeting date. This resolution is certified by the signature of the chairperson and secretary of the committee.

Secretary: Mrs. Ashley Geuther

Chairperson:

---

(Signature)

---

(Signature)

---

(Date)

---

(Date)

# BERRIEN COUNTY



## LOCAL EMERGENCY PLANNING COMMITTEE RESOLUTION

### **M2021003 - CONFIRM TRANSFER OF MEMBER CATEGORIES FOR FIRE FIGHTING**

SPONSORED BY: MEMBERSHIP COMMITTEE

MEETING DATE: SEPTEMBER 14, 2021

#### **Introduction**

A vacancy will be created in the Fire Fighting category due to the following. Gary Brovold retired from employment at Niles Township Fire and requested to retire his membership from LEPC. Members Larry Lamb and Dan Durham also retired their positions leaving vacancies. Bruce Stover has retired as a Fire Chief; however, has been volunteering his time to continue to serve and offered to remain on the LEPC as a member.

LEPC bylaws state the following regarding vacancies: *“Vacancies shall be appointed by the Chair at the earliest possible time and new appointees’ names shall be sent to the MCCERCC for approval and will serve the remainder of the predecessor’s term.”*

Frank DeLaTorre is a member in good standing serving to represent Emergency Medicine until December 31, 2023. Frank faithfully served with SMCAS Ambulance service until he retired and accepted a firefighting position at Niles City Fire. Frank serves as the secretary for the Berrien County Fire Chief’s Association and represents the area Mi-MABAS members within that organization. Frank also serves as a command officer on the North Berrien Fire Department. The membership subcommittee recommends Frank be recognized as best serving to represent the interest of firefighting while there are primary membership vacancies in that category.

The membership committee recommends Bruce Stover’s status as a primary member transfer to serve as an associate member. This will create a vacancy in the this category. This move will allow Bruce to continue to serve as an important voice in Fire Fighting, but allow an active firefighter or chief to fill the vacancy.

#### **Resolved**

The Berrien County Local Emergency Planning Committee has agreed to resolve the following:

1. Confirm the Chair’s appointment of Frank DeLaTorre to serve as a primary member representing Fire Fighting until December 31, 2023.
2. Confirm the Chair’s appointment of Bruce Stover to serve as an associate member representing Fire Fighting until December 31, 2023.
3. Accept the written retirement letters from Larry Lamb, Dan Durham, and Gary Brovold; therein removing them from the membership roster.

#### **Certification**

The above resolution is a true and accurate reflection of the committee’s decision made by majority vote on the indicated meeting date. This resolution is certified by the signature of the chairperson and secretary of the committee.

Secretary: Mrs. Ashley Geuther

Chairperson:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# BERRIEN COUNTY



## LOCAL EMERGENCY PLANNING COMMITTEE RESOLUTION

### **M2021001 - CONFIRM APPOINTMENT OF JIM KALINOWSKI AS AN LEPC MEMBER**

SPONSORED BY: CPT ROCKEY ADAMS

MEETING DATE: SEPTEMBER 14, 2021

#### **Introduction**

A vacancy was created in membership in the First Aid, Hospitals and Health category when member Frank DeLaTorre accepted employment at Niles Fire and vacated SMCAS.

LEPC bylaws state the following regarding vacancies: *“Vacancies shall be appointed by the Chair at the earliest possible time and new appointees’ names shall be sent to the MCCERCC for approval and will serve the remainder of the predecessor’s term.”*

On May 24, 2021, Jim Kalinowski submitted a member application to represent First Aid, Hospitals and Health as a primary member. The LEPC has not had a business meeting to consider appointment until this date.

Mr Kalinowski is a licensed paramedic in good standing with SMCAS Ambulance service and is recommended for appointment by the membership subcommittee.

#### **Resolved**

The Berrien County Local Emergency Planning Committee has agreed to resolve the following:

1. The primary members of the LEPC confirm the Chair’s appointment of Jim Kalinowski to serve as a primary member representing First Aid, Hospitals, and Health (Collectively Emergency Medicine) until December 31, 2023.

#### **Certification**

The above resolution is a true and accurate reflection of the committee’s decision made by majority vote on the indicated meeting date. This resolution is certified by the signature of the chairperson and secretary of the committee.

Secretary: Mrs. Ashley Geuther

Chairperson:

---

(Signature)

---

(Signature)

---

(Date)

---

(Date)