

JUNE 18, 2019  
LEPC MEETING MINUTES

Meeting opened at 9:00 a.m. by EM Coordinator, Rockey Adams.

Motion by Jerry Sirk; second by Mike Davidson to approve *May 21, 2019* minutes as presented. Passed by unanimous vote.

Public Comment: None

**Information Coordinator Report:**

Deputy Albers reported that the updated list of 302 sites was submitted to the State yesterday, well before the deadline of July 1.

**Membership Report:**

Gayle reported she received four new applications since our last meeting. Steve T.; Frank D.; Ralph W.; and Ken P.

Also, Ralph gave her a retirement card to pass around for Tom Mefferd. Tom is retiring from FEMA July 19, 2019.

**Sharefile:**

All 302 site plans are on the Sharefile for first responders. Capt. Adams went through the Sharefile process, various folders and key uses of the program. The application and information bulletin was sent out last month. When an application is received, it will be reviewed and place of employment confirmed. User will then get an email to set up their user name and password. You can personalize your dashboard how it works best for you.

He pulled up a map from one of the plans showing a circle around the site of 1 mile. When put into Marplot, it uses the most recent census data and indicates the population and number of possible housing units in that circle that would be affected. This information is included at the top of the map.

Not everyone will see what Capt. is sharing today. The folders will vary depending on what is shared for each person. <https://berriencounty.sharefile.com> Email [bcoem@berriencounty.org](mailto:bcoem@berriencounty.org) to request an application for Sharefile.

The BC EOP is also on the Sharefile program. Right now the 2018 EOP is on there, but the updated 2019 version will be replacing it soon. The updated EOP has been sent to the state and FEMA for approval. The yellow and white pages are usually updated every year so you may notice different dates on the bottom because the entire plan does not always have changes.

There are two versions: the Responder version and the Chief-Director version. It will be up to the Chief-Director if they wish for others to have access to that version or just the Responder version. There is a Sharefile app available so that the EOP can be accessible whenever you need it on your Smartphone or Tablet.

Having the EOP available electronically will save time and money. Hard copies will no longer be updated for each municipality, only those that stay in the EOC. Annex Chiefs can review their portion of the EOP and make suggestions/corrections directly in the EOP.

Local Support Plans will also be located here. Any municipality with a population of 10,000 plus needs to have a support plan. We have six municipalities that meet this criteria: Niles City, Niles Township, Benton Harbor City, Benton Township, Lincoln Township and St. Joseph Township.

**Closing Comments:**

Ed Martin from MDOT brought in copies of the schedule for current road construction happening through the end of the year.

Last month we shared an updated calendar to go quarterly, but that doesn't mean there won't be activities on the off months. We are looking at meeting with the EOC Annex Chiefs in July and working on the Hazard Mitigation Plan update in August. These will be more focused meetings.

The DC Cook exercise is approaching, beginning next month. EOC drill dates are July 30; August 13; and August 27. Last week, we did have an exercise with Spectrum Lakeland on decontaminating patients. Went very well. Capt. Adams shared that both ambulance companies do an outstanding job with the decontamination process.

Currently working on responder training with dosimetry where responders will actually check out their dosimetry and then check back in on a regular basis, reporting their readings. This will practice the ability to rotate our responders and keep them safe.

The HAB exercise will be coming to us again in a couple years.

Motion to adjourn at 9:55 a.m. by Mike Davidson; 2<sup>nd</sup> by David Albers. Motion carried. Meeting adjourned.

Respectfully submitted,



Gayle Bassett  
Secretary



Capt. Rocky Adams  
EM Coordinator

**Member Attendance:**

*Rocky Adams, Dave Albers, Gayle Bassett, Michael Davidson, Paul Bailey, Ron Bush, Vince DesJardins, Dan Durham, Jerry Sirk, Julius Grau, Denny Sexton, Steve Torres, and Ralph Williams.*

**Guest Attendance:**

*Brandon Jones, Robert Jabkowski, Bob Wilson, Mike Phelps, Will Martindale, Frank DeLaTorre, Al DiBrito, Tony Martin, Marc Bilka, Aundrey Mason, Peter Murphy, Bob Harrison, Fabio Cesar, Jeffrey Gehrke, Matthew Binns, Ed Martin.*