APACHE COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEMBERSHIP AND ORGANIZATION SUBCOMMITTEE MEETING
SUMMARY MEETING MINUTES
November 19, 2009 11:00 AM

Present:

Keli Sine-Shields, AC Public Health Service District
Lillian Martin, AC Emergency Management
B. Scott Garms, SRP Coronado Generating Station
Byron James, Arizona Department of Environmental Quality
Shonde Burgess, AC Public Health Care District and LEPC Special Needs Population Subcommittee
Merrell Hamblin, Round Valley School District and LEPC School Safety Subcommittee

Call to Order: Byron James, subcommittee chairperson, called the meeting to order at 11:00 a.m.

Approval of the October 21, 2009 Meeting Minutes: Keli Sine-Shields made a motion to approve the minutes. The motion was seconded by Lillian Martin. The motion passed unanimously.

Continued review of LEPC By-Laws, and discussion about LEPC principal officer terms of service and subcommittee membership, leadership, roles and operations

The subcommittee identified recommendations for incorporation into the LEPC By-Laws, as follows:

LEPC Officers

- Terms of service should be two-years.
- Written notice of resignation is necessary when a term will not be concluded.

Subcommittees

- Standing subcommittees are established and eliminated by the LEPC. Ad hoc subcommittees may be discontinued without an LEPC vote once the specific task has been completed.
- Subcommittee officers may be selected either by the LEPC or by subcommittee members.
- Subcommittee officers selected by the LEPC should submit a letter to the LEPC in order to resign.
- A subcommittee chairperson is necessary. Other subcommittee officers may be appointed as needed.
- Any LEPC voting member may volunteer to serve on subcommittees.
- Non-LEPC voting members may serve on subcommittees by vote of the subcommittee members. These decisions should be noted in the minutes.

- LEPC Subcommittees consist of at least three (3) members. A specified maximum number of members isn't necessary.
- A Subcommittee quorum consists of two (2) or more subcommittee members.
- Subcommittees vote on recommendations for approval by the LEPC. Subcommittee recommendations are established by majority vote of members present.
- The By-Laws should state that subcommittee meetings will be posted and held in accordance with open meeting law.

A revised, redline/strikeout version of the By-Laws will be prepared for review by the LEPC Chairperson and Vice Chairperson, in advance of the February 18, 2010 LEPC meeting.

Call to LEPC Members: No Reports.

Public Comments: No Reports.

Date and Time of next meeting: The next subcommittee meeting is scheduled for Thursday, February 18, 2010, at 1:00 p.m.

Adjournment: Scott Garms motioned to adjourn. The motion was seconded by Lillian Martin. The motion passed unanimously and the meeting adjourned at noon.