

APACHE COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEMBERSHIP AND ORGANIZATION SUBCOMMITTEE MEETING
SUMMARY MEETING MINUTES
October 21, 2009 10:00 AM

Present:

Keli Sine-Shields, AC Public Health Service District
Harry Cordova, AC Emergency Management
Lillian Martin, AC Emergency Management
Byron James, Arizona Department of Environmental Quality

Call to Order: Byron James, subcommittee chairperson, called the meeting to order at 10:05 a.m.

Approval of August 20, 2009 Meeting Minutes: The minutes were approved unanimously.

Update on LEPC Invitation Letters and Responses:

Lillian Martin contacted the Arizona State Emergency Response Commission (AZSERC) and was informed that, once an application for LEPC membership is received, the applicant can function as a voting LEPC member. Applicants still need to be nominated by the LEPC and approved by AZSERC. A standing agenda item for the LEPC meetings should read as follows (or similar): "Nomination of New Members for AZSERC Approval". This agenda item could be placed under the Membership and Organization Subcommittee report.

Group I (elected officials) invitation letters were mailed to the Mayor of Springerville, Mayor of St. Johns, and Apache County Superintendent of Schools. Kim Holaway, Mayor of Eagar, submitted a membership application.

Group III (media) invitation letters have been sent to the *White Mountain Independent*. Area radio stations will also receive letters soon. Group IV invitation letters (community groups) will be prepared and mailed as time allows, and as community groups are identified. Faith-based organizations should be invited to participate with the LEPC.

Review of LEPC By-Laws and AZSERC comments to the LEPC By-Laws, and list of possible recommendations to the LEPC:

The existing LEPC By-Laws (dated 1996) were reviewed and compared to a proposed version of the By-Laws prepared by AZSERC (2007). With a notable exception, most of the AZSERC changes were considered acceptable. The exception is the ASZERC proposed language in Section 5, "Voting". Subject to ratification by the LEPC, subcommittee members felt that a proxy vote provision and limiting each "entity" to one vote may not be necessary. It is suggested that this subsection read as follows: "Each member present at a meeting of the Committee shall be entitled to one vote. Decisions shall be by simple majority vote of members present."

Also regarding Section 5 of the LECP By-Laws, subcommittee members agreed to propose to the LEPC that, "Regular Committee meetings shall be held no less frequently than semiannually at a time and place designated by the Chairperson."

Section 5 of the LEPC By-Laws defines a "Quorum" of the LEPC as consisting of five (5) members. Subcommittee members felt this definition should be discussed during a future LEPC meeting.

The subcommittee should consider proposing new sections in the By-Laws related to LEPC subcommittees and terms of service for LEPC principal officers. Chairs of the other subcommittees should be invited to the next meeting for the discussion on LEPC subcommittee requirements.

A motion was approved that a redline/strikeout version of the existing By-Laws, with subcommittee comments and recommendations included, should be prepared for discussion during the next subcommittee 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, November 19, 11:00 a.m.

Adjournment: The meeting adjourned at 11:30 a.m.