

Torrance County LEPC

General Meeting Minutes

February 27, 2024

Commission Room

205 South 9th Street, Estancia NM

A. Call To Order:

Samantha O'Dell called the meeting to order at 9:03 am.

B. Pledge Of Allegiance: All in attendance stood in observance.

C. Welcome and Introductions: Samantha opened the meeting with an introduction to all in-person and zoom attendees.

(See Attendance List)

D. Adoption Of the Agenda: Samanta announced that this meeting would focus on updating the By-Laws. She invited everyone in attendance to speak up and be heard. She stated that until the LEPC has official board members put in place, the committee will proceed with a motion to move and second. Motion to move was made by Tracey Master, second was offered by Sherry Marin, motion passed.

E. Approval Of Minutes: Samantha made a motion to approve the January meeting minutes as read, Tracey Master approved, Todd Brogowski offered a second, motion passed.

F. Old business:

- a. By-Law Updates: Samantha explained that she combined the old Torrance County LEPC By-Laws with existing LEPC By-Laws from other counties. Her intention was to form something more current and updated. She asked all committee members to review these documents, and to advise her on what changes should be made and make the necessary updates to adopt the By-Laws. The committee will adopt the By-Laws at the next meeting.
- b. Board Nominations/Elections: Samantha explained the nomination and election process of the Executive Board members to the committee. The Board members will be nominated by the committee members at the next meeting.
- c. Company/Agency Presentations: Starting in April a member of the committee will conduct a presentation. A different agency will be chosen to speak at each meeting. They will introduce themselves and speak on their skills sets and the nature of their business. In respect of everyone's time these presentations will be broken into 15-minute time slots.
- d. Code Red Emergency Alerts: Samantha explained the basics of the Code Red alert system. Ideas were discussed on how to better educate the community, in helping them subscribe to Code RED. Utility bills, mailers, flyers, and working with the schools were all ideas shared by the committee.
- e. Pipeline Training: Samantha invited committee members to sign up to attend Pipeline Training at the Moriarty Civic Center on February 29th 2024 at 5:30pm. This training is a scenario-based exercise hosted to educate the community on pipelines in the area, how to call before you dig, and implement evacuation procedures based on pipeline hazards.

G. New Business

- a. Emergency Response Guides (ERG): Samantha asked if anyone in the committee had an updated 2024 Emergency response guide. She has ordered them and will make them available to the LEPC after all local first responders receive theirs (as available). Samantha also explained that the phone App is free to use for those that are interested.
 - b. Fire Preparedness Meeting: In preparation of the upcoming fire season The Forest Service will be hosting their Fire Preparedness meeting in Torrance County on March 12th, 2024, at 9:30am in the Large Commission room.
 - c. Tier II reporting due March 1st: Samantha reminded committee members that facilities must submit their Tier II Hazmat Chemical reports by March 1st, 2024. Samantha can be reached for training purposes.
 - d. Training Requests: Samantha asked if there were any types of training the committee would like to see provided. One member requested Wild land Fire training; the Fire Department will be responsible for this training.
 - e. Future Agenda Requests: Samantha advised the committee to contact her by email if they have any future agenda requests.
- G. Public Forum: The committee would like to see an annual calendar of events made for the purpose of networking and educating the community throughout the year. This was widely supported by the committee and lots of great ideas were suggested. Discussion will be ongoing.
- H. Next Meeting: March 26th, 2024 - 9:00am -Commission room
- J. Call to Adjourn: Samantha made the call to adjourn at 9:52 am.