

Torrance County LEPC  
General Meeting Minutes  
March 26<sup>th</sup>, 2024 – 9am  
Commission Room  
205 South 9<sup>th</sup> Street, Estancia, NM

A. Call To Order:

Samantha O'Dell called the meeting to order at 9:01 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: Samantha explained that the purpose of this meeting would be to approve the updated By-Laws as agreed by the committee, and to elect LEPC Executive Committee. She passed out updated copies of the By-Laws to be reviewed by the members. Samantha asked for a motion to approve . Tracey Master made a motion to approve. Cheryl Allen offered a second, Motion passed.

E. Approval Of Minutes: Samantha asked for a motion to approve the February meeting minutes as read. Tracey Master made a motion. Cheryl Allen offered a second. Motion passed.

#### F. Old Business

a. By-Law Updates: Samantha advised that the By-laws would be adopted later in the meeting.

b. Committee Membership Forms: Samantha explained the membership form process, and the qualifications needed to be an official LEPC member. All membership forms will be signed and approved by the Chairperson. Membership forms will be loaded onto the Torrance County Emergency Management web page for the convenience of the public.

c. 2024 Emergency Response Guides (ERG) : Samantha discussed the ERG update, and asked the committee if they had any updated information on the 2024 version. There was no other information shared by the committee.

#### G. New Business

a. Health Fair: April 13<sup>th</sup>, 2024. Samantha asked the committee if they would like to set up an outreach table for the Health Fair being held in Mountainair. It was agreed that until the LEPC Board was nominated, the committee would not set up at this event but would possibly attend the next one. Samantha told the committee that Emergency Management will be present, and invited members to pass along any LEPC material that EM can share with the public.

b. Safety Day: June 8<sup>th</sup>, 2024. The committee agreed that this event is a great day for public outreach as the Tractor Parade is always well attended. LEPC Executive Committee will discuss setting up a booth as well.

H. Training : SARA Title III, Tier II: Samantha shared a PowerPoint with the committee to help them understand what the requirements and procedures are needed by facilities under the Emergency Planning and Community Right To Know Act. She encouraged comments and questions by the committee.

I . Adoption of the By Laws: Samantha requested that the committee address any needed changes to the By-Laws before adopting them. She explained that once the By-Laws are adopted by the committee, the Chairperson will sign off on them, they will go before the Commission, then will be signed off by the County Attorney. Samantha asked for a motion to approve the By-Laws. Tracey Master made a motion to approve. Cheryl Allen offered a second. Motion passed. By-Laws adopted. All in favor.

J. Executive Committee Nominations, Elections, Speeches:

a. Samantha explained the tenure and duties of the Executive Committee Members. She offered the positions to all in attendance

Four people stepped forward:

Chairperson : (2 years) Steven Garrett

Vice Chair : (1year) Todd Brogowski

Secretary : (2 years) Cheryl Allen

Information Coordinator : ( 1 year) Tracey Master

Samantha asked the committee if anyone else held interest in these positions, no one else stepped forward. The four Executive Committee Members introduced themselves and described their professional history and experience to the committee. All committee members were in favor of the newly placed Executive Committee Members. Motion passed.

K. Public Forum: Samantha opened a public forum to the committee to share updates, information, to ask any questions or express concerns. There was no information, questions, or comments to be shared by the committee.

L. Next meeting: April 23<sup>rd</sup>, 2024, 9:00 am

M. Meeting adjourned at 9:43 am

N. Executive Committee Meeting: Samantha asked the Executive Committee to remain a few minutes after adjourning to discuss the details of scheduling the upcoming Executive Committee Meeting.