



Torrance County

Local Emergency Planning Committee

Chair: Stephen Garrett

Vice-Chair: Todd Brogowski

Secretary: Chief Winham

Information Coordinator: Tracey Master

Emergency Manager: Samantha O'Dell

GENERAL MEETING MINUTES

Tuesday, October 22, 2024 @ 9:00am
205 S. Ninth Street, Estancia, NM 87016

1. Call to Order

Chairman Stephen Garrett called the meeting to order at 9:10am

2. Pledge of Allegiance

3. Welcome and Introductions

4. What is LEPC, why does it exist, and who can vote?

Chairman Garrett explained the purpose of the LEPC and the reasons for its existence. He explained that community involvement is paramount to the success of the LEPC. Torrance County Emergency Manager Samantha O'Dell said that, for the most part, all applications for membership are approved.

5. Determination of Quorum

Quorum was not met. Subsequently, Items 6 and 7 were delayed until later in the meeting.

6. Approval of Agenda

Delayed due to lack of quorum

7. Approval of Minutes

a. August

Delayed due to lack of quorum

b. September

Delayed due to lack of quorum

8. Membership - Applications & Removals

Chairman Garrett said that non-participation of members impacts quorum. The current number of members is 25, meaning that the group must have 13 members to achieve quorum. Attendance can be either in person or via the Zoom teleconferencing platform. Emergency Manager O'Dell said that some people have submitted applications and have never attended a meeting, or submitted applications and then missed three consecutive meetings.

9. Pattern Energy/Sun Zia Presentation

Representatives from Pattern Energy presented information regarding the company's safety procedures. The company has safety governing policies that address such things as confined space, electrical safety, and wildfire protection. The safety protocols are reviewed annually. They also discussed location of their equipment/facilities and the process for obtaining emergency assistance.

QUORUM ESTABLISHED AT 10:23AM.

6. Approval of Agenda

Motion to approve the meeting agenda was made by Tracey Master. Second by Sheriff David Frazee. Motion carried.

7. Approval of Minutes

a. August

Motion to approve the minutes was made by Tracey Master. Second by Todd Brogowski. Motion carried.

b. September

Motion to approve the minutes was made by Tracey Master. Second by Todd Brogowski. Motion carried.

10. Event Updates

Emergency Manager O'Dell said there will be a CPR class on 10/28/2024. The class is free for county employees and volunteers. All others are assessed a \$60 fee. She hopes to have a class monthly.

Estancia Police Chief Tom Carter announced that the Estancia Special Events Committee will host a parade in town on 10/31/2024, beginning at 6pm.

Torrance County DWI Coordinator Deanna Lopez invited attendees to attend a bingo event on 11/22/2024 at the New Mexico National DWI Memorial of Perpetual Tears in Moriarty.

Dierdre Tarr, District Manager, Claunch-Pinto Soil and Water Conservation District advised that they would be starting the NM 337 Project, north of Chilili. This will require periodic lane closures.

Casey Camarillo with Burlington Northern Santa Fe Railroad said the company has built another rail line and that they are working on a project at Pederal. Emergency Manager O'Dell requested monthly updates.

Christian Larsen from the United States Forest Service said the agency has scheduled some prescribed burns, weather permitting. One might be this Thursday and Friday when they burnt 500 acres on Forest Road 253, near Red Canyon. The Tijeras District will be burning between 100-150 acres, and there will be another burn at Espinosa.

Chief Carter said his agency is looking for structures to use for training his officers.

12. Tabletop Exercise After Action Review

Emergency Manager O'Dell recapped the tabletop scenario that was conducted at the September meeting. She reviewed comments and feedback provided by participants, including the strengths and areas of improvement. She expressed hope that additional agencies, including school districts, will participate in the future.

13. Public Forum

Willard Mayor David Dean thanked Emergency Manager O'Dell for all her work for the county.

DWI Coordinator Lopez said she has started a GoFundMe account for Mr. Richard Weis. Mr. Weis lost everything in a house fire and needs assistance.

Tracey Master asked if they could put an item on the next agenda to elect a new secretary, as Chief Winham hasn't been able to attend meetings for a few months. Chairman Garrett said we may need to evaluate the situation regarding the secretary and will discuss it further next month.

14. Upcoming General Meetings

- a. November (Vote to keep as 11/26/2024 or move to 11/19/2024)

Chief Carter made a motion to move the 11/16/2024 to 11/19/2024. Second by Tracey Master. Motion carried.

- b. December (Vote to cancel or move to 12/17/2024)

Tracey made a motion to cancel the December 2024 meeting. Second by Chief Carter. Motion carried.

15. Adjourn Meeting

Chairman Garrett adjourned the meeting at 10:41am.