

TORRANCE COUNTY LEPC

GENERAL MEETING MINUTES

January 28, 2025

Commission Room

205 S. 9th Street, Estancia, NM

1. Call to Order – Chairman Stephen Garrett called the meeting to order at 9:02am.
2. Pledge of Allegiance – Chairman Garrett led the pledge.
3. Welcome and introductions
4. What is LEPC, why does it exist, and who can vote? – Chairman Garrett discussed the specifics about the purpose of the LEPC.
5. Determination of quorum – There were not enough voting members present to achieve quorum.
6. Approval of Agenda – The agenda could not be approved due to lack of quorum.
7. Approval of November 2024 Minutes – The minutes could not be approved due to lack of quorum.
8. Membership – Applications & Removals – Chairman Garrett discussed the fact that some people have become LEPC members but have never attended meetings.
9. Nominations and Election of Secretary Position – Action could not be taken due to lack of quorum.
10. Executive Committee Terms
 - a. Chair – Term ends March 2026
 - b. Vice-Chair – Term ends March 2025
 - c. Secretary – Term ends March 2026
 - d. Information Coordinator – Term ends March 2025

Chairman Garrett said the LEPC needs more participation from community members.

11. Updates
 - a. Emergency Manager Samantha O'Dell said the LEPC has been in place since January 2024. There have been questions by county

administration as to the best way to handle funding for the LEPC. Previous administration suggested the formation of a 501(c)(3) nonprofit, although the current administration does not support that option. The county manager and attorney do not want the county to receive monetary donations but would accept tangible items. Emergency Manager O'Dell has spoken with emergency managers in other counties to find out how they fund their LEPCs, but the information is inconsistent. Some have funding managed by their counties, others have non-profits and still others have separate bank accounts. She will continue to investigate this.

- b. Website – Emergency Manager O'Dell showed the members where the information about LEPC would be located on the county website.
- c. Social Media – Emergency Manager O'Dell said she will be creating an LEPC-specific Facebook page.

12. Emergency Manager O'Dell said the Annual Tier II Reporting is due March 1, 2025.

13. Presentations

- a. Valencia Shelter Services – Emergency Manager O'Dell reported that she was contacted by VSS. They were unable to make this meeting but would like to make a presentation in the future.
- b. Torrance County Fire Department – No one from the fire department was in attendance at this meeting.

14. Event Updates

- a. An annual pipeline training exercise will be held on 3/12/2025 at the Moriarty Civic Center
- b. Emergency Preparation Workshops are scheduled for 2/6/2025 in Mountainair and 2/15/2025 in Torreon.

15. Agency Updates

- a. Pattern/SunZia – No one in attendance
- b. BNSF Logistics – No one in attendance

16. Public Forum

17. Upcoming General Meetings

- a. Topics, Speakers, Presentations – Emergency Manager O'Dell said that the vice chair of the state emergency response commission will

be coming to a future meeting to explain how LEPCs are designed to operate.

b. Next Meeting – February 25, 2025, 9am.

18. Adjourn Meeting – Meeting was adjourned at 10:44am.