

**Local Emergency Planning Committee
Meeting Minutes
April 11, 2023**



Members present:

Chief Joe Clark, Bainbridge Police Department
Chief Pat McGanney, Bremerton Fire Department
Assistant Chief Ryan Madison, Central Kitsap Fire & Rescue
George Nixon, Commander Navy Region Northwest Emergency Management
Deputy Fire Chief David Michaelsen, Commander Navy Region Northwest Fire
Jan Glarum, Kitsap County Department of Emergency Management
Michele Moen, Kitsap County Department of Emergency Management
Doug Washburn, Director, Kitsap County Human Services
Brian Hauschel, Kitsap County Parks Department
Dustin Rodrigues, Kitsap Transit
Robert Kleinpaste, Kitsap Transit
Assistant Chief Jake Gillanders, Poulsbo Fire Department
Chief Ron Harding, Poulsbo Police Department
Captain Lance Walters, Salvation Army Bremerton
Carl Borg, United Way of Kitsap County
Diane Fowler, Washington State Department of Ecology
Susan Forsythe, Washington State Emergency Management Division
Captain James Mjor, Washington State Patrol

Support Staff present:

Dave Rasmussen, Kitsap County Department of Emergency Management
Sarah Peterson, Kitsap County Department of Emergency Management
Katlyn Colflodt, Kitsap County Department of Emergency Management

Call to Order: The Local Emergency Planning Committee meeting was called to order at 12:33pm by Kitsap County Department of Emergency Management Acting Director Jan Glarum.

Election of Officers: Kitsap County Department of Emergency Management Acting Director Jan Glarum made a motion for approval of CKFR Assistant Chief Ryan Madison as Chair, Kitsap Transit Safety & Security Training Administrator Dustin Rodrigues as Vice Chair and Washington State Patrol Captain James Mjor as Secretary/Treasurer; Motion was approved unanimously.

Public Comments: None.

Discussion:

KCDEM Intern Katlyn Colflodt presented a brief overview of recent Hazardous Materials/Complex Incident Responses, what a Local Emergency Planning Committee is, the participants involved, and the Emergency Planning and Community Right to Know Act. Katlyn also provided Subcommittee examples.

Susan Forsythe from WA EMD provided a presentation on LEPC background, importance, and guidance. Some of the topics included:

- Historical Context
- What is EPCRA?
- LEPC Responsibilities
- HAZMAT Program Objectives
- The LEPC Plan
- Partnerships that benefit LEPC's
- Training Opportunities
- Program Goals

Deputy Fire Chief Dave Michaelson, from Commander Navy Region Northwest Fire, provided a brief overview of hazmat response, agreement and capabilities from the Navy standpoint and covered the following topics:

- Levels of Hazardous Material Response
- Equipment for technician level response
- Mass Decontamination
- Technical Decontamination
- Mutual Aid Agreements (currently in process of renewal for another 10 years).
- Additional HazMat Support

Acting Director Jan Glarum reviewed proposed Bylaws and made special note of the following:

- Members may appoint a designee to act on his/her behalf.
- Board of directors up to 5, but no fewer than 3 members.
- Board shall be for a three-year term.
- Board members are not paid.
- Michele Moen will be support for LEPC.
- Subcommittee can be extremely useful.

Grant Status: None

Comments: Dedicated webpage: <https://www.kitsapdem.com/lepc/>

Membership forms need to be filled out and returned for Chair CKFR Assistant Chief Ryan Madison to approve.

New Business: Chair CKFR Assistant Chief Ryan Madison made a motion to accept bylaws as written; Motion was approved unanimously.

Acting Director Jan Glarum made a motion to hold future Local Emergency Planning Committee meetings quarterly. Motion approved unanimously.

Good of the order:

With no other business to discuss, the Local Emergency Planning Committee meeting was adjourned at 1:55 pm.

The next Local Emergency Planning Committee (LEPC) meeting will be held on July 12th at 1:30 pm and focus on Subcommittee's and what the LEPC hopes to achieve. Location is to be determined.