

LEPC Meeting Minutes
November 12, 2008

CALL TO ORDER

The Local Emergency Planning Committee held a public meeting on November 12, 2008 at 10:00 a.m., at the San Miguel County Commission Chambers, 500 West National, 2nd Floor of the County Courthouse, Las Vegas, New Mexico 87701.

<u>ROLL CALL</u>	Chairmen- Gary Ludi	present
	Vice-Chair William Cruz	present
	Treasurer Michelle Vigil	present
	Emergency Manager Dennis English	present

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES (October 8, 2008)

Niki Sebastian suggested some corrections to the meeting minutes from October 8, 2008. Changes were wording in first paragraph as well as wrong dates being used. Changes were corrected.

Motion was made by Connie Chavez to accept minutes of the meeting. This was seconded by Michelle Vigil motion was passed

APPROVAL OF AGENDA None made

PUBLIC INPUT- (5 MINS.) None

COMMITTEE REPORTS

- Web-Page Committee- Mr. Mario Vasquez
Mr. Vasquez was not in attendance. Dennis English informed committee of web page and link on the San Miguel county web page. Mr. English brought up the duplication of some links such as the FEMA sites that are located on both the county homepage and under the LEPC Link. Dennis also noted that he would suggest that the Region 6 handbook be set up as a link under the LEPC.
- Bi- Law Committee- Mr. William Cruz
Mr. Cruz advised the committee that he has completed the bi-laws and would review them with Dennis English. He also stated that he was having problems with his computer and was unable to have bi-laws ready for this meeting. Stated he would have them ready for the next LEPC meeting.
- EOP Review Committee- Mr. Dennis English
The committee met on October 30, 2008 to review the Emergency Operations Plans. The meeting was set up so that the departments could express any concerns they had. Mr. English expressed his concern that some of the department heads have not submitted their responses to

the EOP questions that were sent out to them. He also informed the council that he would need a three tiered succession of individuals who would be able to make decisions for each department in the case of an emergency. Also stated that after the EOP gets implemented there will need to be tabletop exercises set up to work on the annexes described in the EOP.

NEW BUSINESS

- 1. RATIFICATION OF FY 2008-2009 EMPG-SAN MIGUEL GRANT FROM THE NEW MEXICO DEPARTMENT OF HOMELAND SECURITY/ EMERGENCY MANAGEMENT. THE GRANT IS IN THE AMOUNT OF \$ 71,214.00 WITH AN EFFECTIVE DATE OF JANUARY 1, 2008 AND TERMINATION DATE OF JUNE 30, 2009.**

Mr. English informed the LEPC that the EMPG grant helps pay for the Emergency Manager and his Administrative Assistants salary and benefits. The Department of Homeland Security Emergency Management has changed from operating on a calendar year to operating on a fiscal year. This change has resulted in the grant becoming an 18 month term. Motion was given by Dennis English to approve and ratify the change. Second was made by William Cruz motion passed.

- 2. RATIFICATION OF RESOLUTION 11-11-08-OEM-01 A RESOLUTION TO WORK TOWARD STATEWIDE INTEROPERABLE COMMUNICATION AMONG THE AREA 2 AND AREA 5 EMERGENCY MANAGEMENT PREPAREDNESS AREAS.**

Dennis informed the LEPC that the resolution was just passed by the San Miguel county Commission. The purpose of the resolution is to increase and enable communication between Areas 2 and 5 for the frequencies that were licensed by the State of New Mexico. This would help to keep agencies off of existing frequencies used by law enforcement and other agencies in the area. Mr. John Miller of the Department of Health asked if the communications would include UHF frequencies. Mr. English informed him that yes it would contain UHF as well as VHF frequencies. Mr. Paul Gray from the Department of Transportation asked if all participating agencies would have access to the frequencies. Mr. English informed him that all agencies would have access and that the Department of Homeland Security was pushing all agencies to move toward 128 channel radio communications for easier interoperability among communications. Mr. Gray asked that he be kept informed on this topic. Motion was made by Dennis English to approve and ratify the resolution. Second was made by Connie Chavez motion was passed.

- 3. RECOMMENDATION TO LEPC TO FORM A COMMITTEE FOR 501 C APPLICATION.**

Russell Pacheco, San Miguel County Fire Chief suggested that the LEPC apply for a 501 C status which would label the council as a non-profit organization and would be able to accept donations. Mr. Pacheco suggested that the LEPC form a committee to research the application process and also to get legal council on how to proceed with the application. Dennis English added that he felt if the status was

granted to the LEPC that the Treasurer Michelle Vigil would need to provide monthly reports of the status of the monies available to the LEPC. Mr. Gary Ludi, LEPC Committee Chairman felt that the LEPC would not be able to obtain the status of a non-profit organization and proceeded to ask Mr. Pacheco if he would be willing to be the chair for the committee he was suggesting. Mr. Pacheco agreed. Dennis English and Michelle Vigil volunteered to be on the committee. Yolanda Cruz stated that someone from her office would be assigned to the committee as well.

OPEN DISCUSSION:

Emergency Manager, Dennis English advised that the EOP draft was currently with the county attorney waiting for approval. There were forms passed out for the LEPC members to fill out to vote on the importance of upcoming grant projects. Dennis also reminded the committee of the EOC Workshop that is going to be held on November 19, 2008 at Luna Community college. On November 20 the final meeting before the tabletop exercise is going to be held. The tabletop exercise is going to be on a pandemic flu. December 10, 2008 at 9:00 am is the tabletop exercise and the LEPC meeting will be canceled for that day. Dennis also informed the LEPC members that he will be doing an ad with Christina Romero on the radio for winter tips. The Office of Emergency Management is putting together letters to pass out to the local businesses informing them to contact the office to let us know of any vacancies in hotels or available places of shelter.

Department of Transportation, Paul Gray advised that Ms. Christina Romero wanted to put together radio advertisements to utilize the advisory radio systems. Dennis English informed Mr. Gray that he has ordered an AM radio station that can be used for different emergency circumstances with an available 80 minutes of continuous message before it repeats itself.

Professional Home Health Services, Nicki Sebastian wanted to know how far out into the county the AM radio station would be broadcast. Mr. English informed her that it would be heard throughout San Miguel County and into surrounding counties. Ms. Sebastian also informed the council that she would have a continuity of operations template that she would be able to send to the Office of Emergency Management if they were in need of it.

LEPC Chairman, Gary Ludi wanted to know how the grant projects for the upcoming year got chosen and also about the size of the Water Buffalo trailer and what its use would be. Mr. English informed him that the trailer size is 2,300 gallons and that it can be used under drought conditions to give communities potable water until other resources can be obtained. Dennis also informed the council that it is a project that was recommended by the County Manager Les Montoya and that the water trailer can be used in all emergency situations.

LEPC Vice-Chair William Cruz mentioned that the National Guard will assist communities when they are in need of water however they will not assist in the case of private property such as problems with privately owned wells. He also noted that in the past there was only a minimal cost associated with this and that most services by the National Guard were given free of charge.

Department of Health John Miller expressed that his POD exercise went well. He noted that they set up five dispensing points and that they actually were giving flu vaccines and in all about 2,000 vaccines were given. He stressed that the communication was a main point that got tested and there were some gaps that will be corrected now that they have been made aware of where their gaps are. He noticed that

some places do not have the ability to monitor UHF frequencies and that they would need to correct that problem as soon as possible. Mr. Miller also noted that there will be more trainings taking place in the future and that he looked forward to exercising their ability to obtain assets and resources.

LEPC Chairman Gary Ludi informed the committee that he conducted a communications exercise at the New Mexico Behavioral Health Institute. He noted that they did have slight problem in communication with the State Police who wanted to shut down the surrounding roads for a total of 2 hours over some chemicals that had been released. Mr. Ludi felt that overall the exercise was a success.

Deputy Fire Chief City of Las Vegas Arthur Herrera wanted to publicly thank the Sapello/ Rociada volunteer fire departments as well as the Red Cross and Professional Home Health Services for their assistance with the fire that happened on 12th St.

Motion to adjourn the meeting was made by Dennis English seconded by William Cruz and the motion was passed.