



**Adams County  
Local Emergency Planning Committee  
October 10, 2013  
Meeting Minutes**

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***Raymond L. Figueroa***  
***April 11, 1948 ~ October 9, 2013***

It is with the greatest sadness that I share with you the passing of Ray Figueroa, EPA Liaison, longtime LEPC member, and lifelong Adams County resident. Ray passed away on October 9<sup>th</sup> in Thornton, a day before our last meeting. To my recollection it was the first time in two years that we didn't have Ray at our meeting. Ray was an unwavering pillar of support for our LEPC and our office, offering advice, encouragement and wisdom from his years in public service. His quiet leadership and most especially his friendship will be forever missed. Thank you for everything Ray.

**2013-14 Meeting Schedule: Tentative 3<sup>rd</sup> Thursday of the quarter**

- **January 16<sup>th</sup> 2014, 1:30pm – 3:00pm @ Adams County Government Center.** Agenda and final location will be emailed out two weeks before the meeting.
- **April 17<sup>th</sup> 2014, 1:30pm – 3:00pm @ TBD**
- **July 17<sup>th</sup> 2014, 1:30pm – 3:00pm @ TBD**
- **October 16<sup>th</sup> 2014, 1:30pm – 3:00pm @ TBD**



### **Meeting Topics:**

- CEPC Conference Wrap-Up (Vail, CO September 2013)
  - Best practices around the State
    - Weld LEPC focusing on setting LEPC presence with Natural Gas and Oil Pipeline Companies and the Colorado Oil and Gas Conservation Commission
    - Washington Co.: LEPCs must stress the importance of accurate latitude and longitude on Tier IIs and new oil and gas wells to map the threats within the county
  - Utilizing the connections and networks to combine OEM public education programs and LEPC outreach needs.
  - Overall feeling that West, Texas explosion will not drastically effect legislation for LEPC planning or Anhydrous Ammonia storage.
  - Highly recommend that more Adams LEPC members attend next year's conference.
  
- County LEPC Resolution – “Clarifying the Vision”
  - LEPC Executive Board (12) members
    - Board members will be able to apply for positions in early 2014, so get your resumes ready!
    - Formal elections process for executive board with a two year appointment and minimum participation requirement for general members.
    - Possible fees of \$75 per Tier II report maybe charged to facilities for processing which will help supplement administrative tasks and pay for LEPC outreach materials and other project costs (Not yet approved by BOCC\*).
  - Defines roles and duties
    - Tier II Collection: requires LEPC to outline the process and dissemination of annual Tier II submissions.
    - Public information requests: requires the LEPC to outline the process for addressing public information requests.
    - Basically legitimizes the main responsibilities and duties of the LEPC.



- LEPC Board will be responsible for approving:
    - Spill reporting notification: recommendations for how facilities will notify the first responders, the public, and the LEPC.
    - Spill reporting: collection, analysis, and follow-up
  - Subcommittee Possibilities
    - To address the responsibilities of the LEPC and respect the time commitment of LEPC members, subcommittees/working groups will need to be established to address:
      - Outreach and public education
      - Mitigation and planning
      - Grants management
      - Compliance: non-reporting facilities, tours, etc.
  - Future meeting schedule
    - Quarterly Meetings will be scheduled a year in advance and will rotate to different locations.
    - Subcommittees will meet as necessary
- Bylaws will need to be updated to address the accepted administrative processes decided on by the LEPC and the membership requirements and how that will relate to subcommittee participation.

**\*LEPC Resolution Update as of 11/25/13**

- The resolution has been passed after review by the Board of County Commissioners. However questions remained about fees for Tier II submission so the language clarifying any fees were struck from the current resolution. Colorado Counties Inc. (CCI) is currently in conversation about the need for fees based on data management and planning requirements. More information is pending on that matter. The approved resolution solidifies an executive board, the need for administrative processes and inclusion of LEPC concerns into county planning commission process.