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February 24, 2010

Albuquerque Emergency Management Office  
11510 Sunset Gardens SW  
Albuquerque, NM

### Minutes

- 11:00 Call meeting to order and Member Introductions M. Knazovich  
**Meeting called to order by Michael Knazovich**  
**Introduction of members and Executive Board members**
- 11:10 Approval of January 2010 Meeting Minutes M. Knazovich  
**Motion to approve January 2010 minutes – Approved unanimously**
- 11:15 Treasurer's Report E Burnham  
- **Eric Burnham not present but tendered his resignation as Treasurer due to new job requirements**  
- **There is \$1503.28 in the account**  
- **Jane Hixson volunteered to step in as Treasurer and will get up to speed with Eric (Thank you, Jane, for taking this on!)**
- 11:20 Web Page Report and new Google Voice Mail H. Jolly  
LEPC Website Update  
- **New phone number on website: 505-750-7681.**  
- **Had PNM phone with the previous number – Diana de la Rosa will have it canceled**  
- **Henry set this up with voice mail giving instructions**  
- **Henry gave a demo of Google voice mail and the Website**  
- **Links to sponsors, Conference registration, Tier II reporting instructions, meeting agenda, members area, archive meeting minutes, a link for donations**
- 11:30 Committee Breakouts (lunch) Chairpersons  
- **Lunch provided by Air Liquide**
- 12:15 Report Committee Discussions Chairpersons  
- **Executive Committee**
  - o **Discussed finances**
  - o **Discussed Tier II reporting**
  - o **Discussed website**

If you have any questions, or wish to add an item to any upcoming agendas, contact  
Michael Knazovich, Chair  
Albuquerque/Bernalillo County LEPC  
PO Box 35067  
Albuquerque, NM 87176  
<http://www.lepcabq.org/>  
[Info@lepcabq.org](mailto:Info@lepcabq.org)

- Discussed Business Outreach
- **Public Information**
  - NAGC workshop in May in Maryland
  - Census representative
  - Red Cross “Champions Campaign”
- **Responders**
  - “Reporting discussion” – Tier II
  - Good offline discussions
  - State contractor for resource typing
  - Mutual aid response
  - Historical data of Emergency Plans
  - Fire Marshall receives Tier II
- **Business & Industry**
  - Tier II letters mailed out
  - Possible *Business Weekly* article about LEPC
  - Possible *Albuquerque Magazine* article
  - Website helpful

LEPC Conference 2010

J. Hixson

- **Conference Planning – Diana de la Rosa is POC**
  - Can Media attend? Need to register
  - Close to having contract with hotel signed
  - Registration required to get head count for meals – deadline to register is April 11 or they will have to pay \$100
  - Focus will be on LEPC activities
  - Agenda drafted
  - Western Refinery donated \$1000
  - Motorola donated \$500
  - Vendor donated \$250
  - Farmington OEM paying for printing
  - State paid for logo licensing State-wide
- **Training**
  - OEM website has schedule of training
  - FEMA website also has training schedule
  - Red Cross exercise for hands-on experience possible

12:45

Old Business

M. Knazovich

- **None**

12:50

New Business

M. Knazovich

- **Matt Paradiso – Air Liquide**
  - Gave Specialty Gas Safety presentation
  - Does presentations at various sites at no charge on safety hazards of gasses
  - No certification with this training
  - Hazards awareness
  - Partner with Fire Departments to tailor presentation
- **Lee Shin – Tier II**
  - Funding for software – may be next year
  - Tier II filing at State level
  - He gets 25-30 calls a day regarding Tier II filing
  - No compliance audit capability
  - Training desirable on how to report
    - Could brief at the Conference
    - Could do something in Fall so businesses are prepared for March filing
    - Train filers, LEPC Reps, and Fire Department Reps

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- Review fee structure – has not changed in 10 years
- Michael Knazovich
  - Annual meeting within 90 days
  - Will be in March or April, location: Bernalillo Co.
  - Post announcement in newspaper
  - Thank you to Air Liquide for donating lunch, to the City for the use of the facility, Roger Tannen for offering Bernalillo Co. for Annual Meeting
- Next meeting lunch provided by: High Purity

13:00

Adjourn

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**NEXT LEPC MEETING: March 31, 2010, 11am to 1:00 pm,  
Location: Bernalillo County Office of Emergency Management, Atrium Building, EOC, 6840 2<sup>nd</sup>  
St. NW, Albuquerque, NM**

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