1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. MINUTES APPROVAL
   A. Local Emergency Planning Committee (LEPC) - LEPC Meeting - Tuesday November 21st, 2017

5. ACTION ITEMS
   A. Action Item -- Adjustment to Bylaws-Article III to be adjusted in the standing DuPage LEPC bylaws, under Full Membership.

   B. Action Item -- Adjustment to Bylaws-Article IV to be adjusted in the standing DuPage LEPC bylaws, under The Chairperson.

   C. Action Item -- Adjustment to Bylaws-Article V to be adjusted in the standing DuPage LEPC bylaws, item (d) quorum.

   D. Action Item -- Adjustment to Bylaws-Article VI to be adjusted in the standing DuPage LEPC bylaws, within Section 5.

   E. Action Item -- Adjustment to Bylaws-Article XI to be adjusted in the standing DuPage LEPC bylaws, within Section 3.

6. INFORMATIONAL ITEMS
   A. Informational -- Informational-Community Meeting outcome. Meeting was NOT held on February 1, 2018.

   B. Informational -- The previously vacated Hospital Representative position has been filled. The position has been filled by primary member Keith Hronek and alternate member Sam Boyle from Northwestern Medicine.

   C. Informational -- The Annual Open Meetings Act Training needs to be completed for members and FOIA Training for OHSEM employees.
7. OLD BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT
1. CALL TO ORDER

1:30 PM meeting was called to order by OHSEM Emerg Mgmt Coord Joseph Rogers at 1:31 PM.

2. ROLL CALL

PRESENT: Eckhoff, Fullam, Godden, Hinz, Kirts, Rogers, Schultz, Tuman, Gillette
ABSENT: Alexander-Maxie, O'Keefe, Radzinski, Smith, Ulrich

Mr. Nebl and Mr. Lutz were also present.

3. PUBLIC COMMENT

None

4. MINUTES APPROVAL

A. Local Emergency Planning Committee (LEPC) - LEPC Meeting - Aug 15, 2017 1:30 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Joseph Kirts, Argonne Natl Lab Emrg Mgmt Office
SECONDER: Michael Tuman, DOT Asst Co Engr
AYES: Eckhoff, Fullam, Godden, Hinz, Kirts, Rogers, Schultz, Tuman, Gillette
ABSENT: Alexander-Maxie, O'Keefe, Radzinski, Smith, Ulrich

5. INFORMATIONAL ITEMS

RESULT: APPROVED [UNANIMOUS]
MOVER: Kim Godden, VP Legal/Govt Relations
SECONDER: Michael Tuman, DOT Asst Co Engr
AYES: Eckhoff, Fullam, Godden, Hinz, Kirts, Rogers, Schultz, Tuman, Gillette
ABSENT: Alexander-Maxie, O'Keefe, Radzinski, Smith, Ulrich

A. Informational -- Tier II Reporting Updates - Tier II facilities SDS and physical health risk categories changes. New SDS replace the old MSDS. Most Tier II reporting facilities in Illinois are NOT compliant.

B. Informational -- Community Plan Review - As per the LEPC bylaws, Article V Section C, and 42 CFR 11001 (c), the LEPC shall hold a public hearing to discuss the current Hazardous Material Annex. The current timetable for completion of this endeavor is by February 1st, 2018.

C. Informational -- IEMA Summit - State Emergency Response Commission (SERC) notes - Chemical Facility Anti-Terrorism Standards (CFATS) ensures that high risk facilities have security measures in place to reduce the risks associated with chemical of interest based on Risk Based Performance Standards (RBPS). 6 CFR Part 27.

D. Informational -- HMEP Grant Funds - A three year grant that OHSEM applied for. Due to improper information sharing, OHSEM returned funding for the Commodity Flow Study. However, the Illinois Emergency Management Agency (IEMA) ended up doing a Statewide Study anyway. There may be an opportunity for DuPage to receive residual funding. IEMA will provide the criteria so the funds may be utilized. OHSEM will coordinate with the LEPC.

E. Informational -- State/Federal Coordination - DuPage County was asked to be a part of a Statewide Training initiative to support training needed by LEPC members and training for the public. An OHSEM member was appointed as an Advisor for the State Local Tribe Territorial Government Coordinating Council (SLTTGCC) for the Department of Homeland Security Infrastructure Protection for the State of Illinois. The SLTTGCC is hoping to align their planning efforts with identified LEPC needs.

6. OLD BUSINESS
The LEPC calendar appointment was discussed. The outlook reminder is merely a place holder. Also, please note that the LEPC members and alternates need to RSVP via Eventbrite to ensure a quorum is reached.

1. Document Destruction
Documents have been approved for destruction and have been destroyed according to the precedence set.

7. NEW BUSINESS
Two orders of business were brought to light.
1. There needs to be a replacement chosen for Sue Smith, as she can no longer make the meetings. A new representative for the hospital category will have to be identified.

2. With changes presented by the SERC, the DuPage OHSEM will need to update their bylaws to reflect new procedures around LEPC appointments and annual reporting.

8. **ADJOURNMENT**

1. **Motion to Adjourn**

   Without objection, the meeting was adjourned at 2:17 p.m.

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<tr>
<th>RESULT:</th>
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2018 Bylaw Adjustment to standing DuPage LEPC bylaws within Article III – Membership

Object

FULL MEMBERSHIP. Full membership is defined as at least one primary member in each of the 13 categories as noted in 29 ILCS 620.50. The Committee in consultation with the Director of the DuPage County Office of Homeland Security and Emergency Management shall ask the DuPage County Board Chairman to request that the SERC appoint a primary member(s).

The SERC shall appoint the members of the committee of the district from a list of persons submitted to the SERC by the County Board Chairman of DuPage County.
Object

THE CHAIRPERSON. The Chairperson shall preside at all meetings of the LEPC unless he/she cannot be present at an announced meeting. The Chairperson shall serve as an ex officio member of all committees, and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chairperson shall be empowered to create such other ad hoc committees as necessary to accomplish the goals of the LEPC. The Chairperson is responsible for notifying the SERC in writing within five (5) working days whenever there is a change in appointed officials. The notification shall include the name and address of the newly appointed official.
2018 Bylaw Adjustment to standing DuPage LEPC bylaws within Article V – Meetings

Object

(d) **QUORUM**

50% +1 of primary or alternate members, each representing one of the 13 required membership categories and at least one being an elected officer, shall represent a quorum for the transaction of Committee business. If all 13 membership groups are not filled, a quorum shall consist of 50% + 1 of the active membership groups. The Chairperson shall notify the SERC immediately of the lack of full membership, and incomplete membership shall not exceed a six-month time frame. Acts of a majority of the quorum shall be valid acts of the Committee, unless the action of a greater number is required by these by-laws. The LEPC may allow phone conference lines (call-in), but this will not count towards a quorum and needs to be arranged prior to the start of the quarterly meeting.
2018 Bylaw Adjustment to standing DuPage LEPC bylaws within Article VI – Subcommittees

Object

Section 5. **Membership in Standing Subcommittees.** Any member may volunteer to serve on a standing subcommittee, but are not required. All members must volunteer to serve on at least one standing subcommittee and shall not serve on more than two standing subcommittees. Final membership of the standing subcommittees shall be determined by the Chairperson after consultation with the Executive Subcommittee to ensure that all subcommittees have sufficient resources to carry out their assigned tasks.
2018 Bylaw Adjustment to standing DuPage LEPC bylaws within Article XI – Records and Reports

Object

Section 3. The DuPage County Local Emergency Planning Committee (LEPC) shall, at a minimum, carry out the following functions in accordance with Section 301(c) of the Community Right to Know Act:

9) Not later than the first day of July of each year, submit to the State Emergency Response Commission (SERC) a summary report relative to the activities undertaken by the committee during the previous calendar year. The report shall reflect such activities undertaken pursuant to the program established in subsection (a)(8) of this section, based upon the submission of emergency and hazardous chemical inventory forms required to be submitted on or before the immediately preceding first day of March under Section 312 of the Act. In addition to annual reports and an annual newspaper Press Release, LEPCs are required to submit updated membership registries no later than the first day of July each year. Upon receipt, IEMA will distribute membership certificates according to registries received.
CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

DuPage County Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the DuPage County DAILY HERALD. That said DuPage County DAILY HERALD is a secular newspaper, published in Naperville and has been circulated daily in the Village(s) of:


County(ies) of DuPage

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DuPage County DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published January 22, 2018 in said DuPage County DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDock PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDock PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY

[Signature]

Designee of the Publisher and Officer of the Daily Herald

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