



Bastrop County Local Emergency Planning Committee Meeting Minutes Thursday, November 16, 2023

Bastrop County



Local Emergency
Planning Committee

The Meeting Notice / Agenda was posted on the website and on the front door at the Mike Fisher Building. This meeting was conducted in person in the Central Management Suite (Room 101) at the Bastrop County Office of Emergency Management Mike Fisher Building, 1501 Business Park Drive, Bastrop, Texas 78602 and virtually via Webex.

Members Present:

Honorable Gregory Klaus (Bastrop County Judge)
Chairperson Chief Josh Gill (Bastrop County Emergency Services District #2)
Vice Chairperson James K. Altgelt (Bastrop County Office of Emergency Management)
Secretary-Treasurer Hillary Long (Bastrop County Office of Emergency Management)
Ms. Lyndsey Schroeder (Bastrop County Judge's Office)
Mr. Steven Long (Bastrop County Information Technology) (Virtual Attendance)
Ms. Diana Schulze (Texas Department of Transportation) (Virtual Attendance)
Ms. Deena Thomas (Bastrop County Office of Emergency Management)
Mr. Robert "Bobby" Stephens – Flint Hills Resources

Members Not Present:

Chief Andres Rosales (Bastrop Fire Department)
Chief Brandon Bancroft (Bastrop County Emergency Services District #1)
Dr. Pompeyo Chavez (Bastrop County Health Authority)
Ms. Stevey Sugars (Bastrop County Sheriff's Department)
Mr. Eduardo Guerrero (Bastrop County Development Services Department)
Chief Josh Lucas (Heart of Pines Volunteer Fire Department)

Visitors Present:

Mr. Randy Grimes (Flint Hills Resources)
Interim Chief Chris Stone (Bastrop Fire Department) (Voted as a member later in meeting)
Mr. Trey Franklin (CG Environmental) (Voted as a member later in meeting)

A. Call to order.

The November 16, 2023, scheduled meeting of the Bastrop County Local Emergency Planning Committee (LEPC) was called to order at 10:15 A.M. by LEPC Chairperson Chief Josh Gill. Chief Gill conducted a roll call and determined that a quorum was in attendance.

B. Review and approval of the minutes from the August 17, 2023, meeting.

LEPC Vice-Chairperson James K. Altgelt made a motion to approve the minutes as presented and the Honorable Judge Gregory Klaus seconded the motion. The motion passed unanimously and the minutes from the August 17, 2023, meeting were approved.



**Bastrop County
Local Emergency Planning Committee
Meeting Minutes
Thursday, November 16, 2023**

Bastrop County



Local Emergency
Planning Committee

C. Citizens' comments.

Mr. Trey Franklin, who represents CG Environmental, was present at the meeting and wanted to inform the committee that CG Environmental is the contractor for the Texas Department of Transportation and works closely with the Lower Colorado River Authority (LCRA). CG Environmental works in Bastrop County and Mr. Franklin is available to answer any questions we may have regarding the cleanup of hazardous materials.

D. Receive updates and discuss upcoming activities / projects for the following Standing Committees:

1) Right-to-Know Committee

Right-to-Know Committee Chairperson Long did not have an update for the LEPC.

2) Public Education and Information Committee:

Public Education and Information Committee Chairperson Lyndsey Schroeder reported that the LEPC website remains operational and continues to be updated with meeting minutes as well as the changes to membership. Ms. Schroeder will ensure that the Public Notice for Written Comment will be published in the Elgin Courier during the month of January 2024 as required by law.

3) Hazardous Materials Facilities Liaison Committee:

Hazardous Material Facilities Liaison Committee Chairperson Chief Brandon Bancroft was not present at the meeting and did not have an update for the LEPC.

4) Emergency Response and Resource Committee:

Emergency Response and Resource Committee Chairperson Chief Rosales was not present at the meeting and did not have an update for the LEPC.

E. Discuss and Identify meeting dates for 2024.

Chief Gill made a motion, which was seconded by Judge Klaus, to conduct the 2024 LEPC Meetings in the Office of Emergency Management Central Management Suite (Room 101) at the Mike Fisher Building, 1501 Business Park Drive, Bastrop, Texas for the following dates and times:

1st Quarter Meeting
10:00 A.M. Thursday February 15, 2024



Bastrop County Local Emergency Planning Committee Meeting Minutes Thursday, November 16, 2023

Bastrop County



Local Emergency
Planning Committee

2nd Quarter Meeting

10:00 A.M. Thursday May 16, 2024

3rd Quarter Meeting

10:00 A.M. Thursday August 15, 2024

4th Quarter Meeting

10:00 A.M. Thursday November 21, 2024

The motion passed unanimously and the 2024 Quarterly LEPC Meeting Schedule was approved.

F. Discuss and take action regarding LEPC vacancies.

After several discussions, the following actions were taken regarding new membership to the LEPC and for the following positions in the LEPC: Chairperson, Vice-Chairperson, Secretary-Treasurer, Information Coordinator, Right-to-Know Committee Chairperson, Public Education and Information Committee Chairperson, Hazardous Materials Facilities Liaison Committee Chairperson, and the Emergency Response and Resources Committee Chairperson.

New Membership

Ms. Deena Thomas made a motion to nominate Interim Chief Chris Stone as an LEPC member. Chief Gill seconded the motion and Chief Stone accepted the nomination. The motion to appoint Chief Stone as a new member of the LEPC passed unanimously.

Chief Gill made a motion to nominate Mr. Franklin as an LEPC member. Judge Klaus seconded the motion and Mr. Franklin accepted the nomination. The motion to appoint Mr. Franklin as a new member of the LEPC passed unanimously.

Chairperson

Mr. Altgelt made a motion to nominate Chief Gill as the LEPC Chairperson. Mr. Long seconded the motion and Chief Gill accepted the nomination. The motion to appoint Chief Gill as the LEPC Chairperson passed unanimously.

Vice-Chairperson

Chief Gill made a motion to nominate Mr. Altgelt as the LEPC Vice-Chairperson. Mr. Long seconded the motion and Mr. Altgelt accepted the nomination. The motion to appoint Mr. Altgelt as the LEPC Vice-Chairperson passed unanimously.



Bastrop County Local Emergency Planning Committee Meeting Minutes Thursday, November 16, 2023

Bastrop County



Local Emergency
Planning Committee

Secretary-Treasurer

Mr. Altgelt made a motion to nominate Ms. Hillary Long as the LEPC Secretary-Treasurer. Chief Gill seconded the motion and Ms. Long accepted the nomination. The motion to appoint Ms. Long as the LEPC Secretary-Treasurer passed unanimously.

Information Coordinator

Mr. Altgelt made a motion to nominate Ms. Schroeder as the LEPC Information Coordinator. Chief Gill seconded the motion and Ms. Schroeder accepted the nomination. The motion to appoint Ms. Schroeder as the LEPC Information Coordinator passed unanimously.

Right-to-Know Committee Chairperson

Mr. Long began his two-year term as the Right-to-Know Committee Chairperson in August 2023. Therefore, there was no need to conduct an election for this position.

Public Education and Information Committee Chairperson

Mr. Altgelt made a motion to nominate Ms. Schroeder as the Public Education and Information Committee Chairperson. Chief Gill seconded the motion and Ms. Schoeder accepted the nomination. The motion to appoint Ms. Schroeder as the Public Education and Information Committee Chairperson passed unanimously.

Hazardous Materials Facilities Liaison Committee Chairperson

Chief Gill made a motion to nominate Chief Josh Lucas as the Hazardous Materials Facilities Liaison Committee Chairperson. Mr. Altgelt seconded the motion. Chief Lucas was not present to accept the nomination; however, he had mentioned that he would consider accepting the position with an LEPC member after the 2023 3rd Quarter Meeting. The motion to appoint Chief Lucas as the Hazardous Materials Facilities Liaison Committee Chairperson passed unanimously.

Emergency Response and Resources Committee Chairperson

Chief Gill made a motion to nominate Chief Stone as the Emergency Response and Resource Committee Chairperson. Ms. Long seconded the motion and Chief Stone accepted the nomination. The motion to appoint Chief Stone as the Emergency Response and Resource Committee Chairperson passed unanimously.



**Bastrop County
Local Emergency Planning Committee
Meeting Minutes
Thursday, November 16, 2023**

Bastrop County



Local Emergency
Planning Committee

G. Review and discuss LEPC Bylaws and make suggestions for potential updates.

The Bylaws and Rules were reviewed by the LEPC. After completing the review, the LEPC did not have any recommendation for changes at this time.

Discuss potential training opportunities and / or requests for future LEPC Meetings.

The LEPC suggested covering the following topics for the February 15, 2024 meeting:

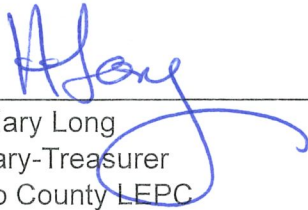
- An overview presentation from CG Environmental on the services they perform; and
- Hazardous Materials Spill Cleanup training.

This training takes approximately 20 minutes and the LEPC will provide notice of this training to the local fire chiefs, law enforcement officials, and emergency management coordinators

H. Adjournment.

Judge Klaus made a motion to adjourn which was seconded by Mr. Trey Franklin. The motion passed unanimously, and the meeting ended at 10:44 A.M.

The Bastrop County Local Emergency Planning Committee Meeting Minutes for the November 17, 2023, meeting was approved on the 15th Day of February 2024.



Ms. Hillary Long
Secretary-Treasurer
Bastrop County LEPC



Chief Josh Gill
Chairperson
Bastrop County LEPC