



Rockdale County Local Emergency Planning Committee (LEPC) Meeting Minutes

May 5th, 2025 @ 1:00pm
J.P Carr Community Center
981 Taylor Street
Conyers, Ga

Meeting Called to Order at 1:04 pm by John Bandzul (Chairman)

Attendees: Allyson Born, Kyle Atkins, Hailey Brown, John Bandzul, Brandy Hunt, Richard Pickens, Kaaba Johnson, Jum Tudor, Q. Garcia, Jacoby Claudon, James Robinson, Dwight Spencer, Dexter Porter, Coury Tanner, Benjamin Franco, Rebecca Hill, Gerald Woodridge.

Current Business

- Review and approve minutes from April 7th - Motion made and seconded.

Review and Vote on Bylaws

- Bylaws needed to be voted upon to be recognized as an official LEPC by the state of Georgia.
- Email with changes to be sent by Gerald.
- Motion to approve bylaws as written proposed. Motion was seconded and approved.
- New bylaws will be reviewed at the next meeting.

Initial Formation Process

- The LEPC has already appointed a chairperson and established rules for committee operations, included in the bylaws.
- Policies have been established for receiving information and handling requests from the public.
- Gerald is designated as the coordinator for information.

Tier Two Facilities Review

- There are 63 facilities that report.
- Information available: company name, facility address, and emergency contact.
- The names of the facilities can be released, but not the addresses or emergency contacts.



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- Addresses will be released for public safety.
- Emergency contacts will not be released to the public.
- 4 or 5 of the facilities are Rockdale County operated, mostly water treatment plants.
- Need to find out if there was an increase or decrease in reported facilities compared to last year. (There was an increase in reporting facilities)

Facility Hazard Reports

- Facilities are required to submit Tier 2 reports to both the fire department and the LEPC, using the E-plan platform.
- Chemicals: A spreadsheet has the chemical reported and the amount reported.
- The speaker questions whether facilities are adhering to this reporting requirement.

LEPC Requirements Review

- One of the big things is membership – to be consisted of those who come to the meetings.
- The local LEPC shall include elected state and local officials, law enforcement, emergency management, and firefighting.
 - Law enforcement is represented.
 - Emergency management is represented.
 - Firefighting is represented.
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LEPC Representation

- The speaker acknowledges the presence of representatives from various sectors, including first aid, health, local government, and environmental organizations.
- Transportation is represented by the school system and ambulances.



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- The speaker notes the importance of broadcast and print media involvement, mentioning their presence at the first meeting and the need to cultivate relationships with them.

Subcommittees

- The only subcommittees established at the last meeting were the bylaw subcommittee and the training subcommittee.
- The training subcommittee has no report.
- Proposed changes to the bylaws will be distributed for a vote to open and amend them, as most are "clear, pretty cut and dry."
- There will be a need for volunteers for the bylaw subcommittee in the future.

Comprehensive Emergency Response Plan

- Three potential pathways for developing the plan:
 - Writing a template.
 - Tasking the fire department with creating a plan.
 - Integrating the LEPC into the existing ESF 10 annex. (Most likely route)
- The speaker favors integrating the LEPC into the ESF 10 annex, as it is already in place and likely meets the requirements.
 - ESF 10 is the emergency support function for HAZMAT, with firefighting as the lead agency.
 - The LEPC would serve as a resource support or supporting agency, providing HAZMAT teams and other resources.

Procedures for Coordinating Reports

- Procedures in place to coordinate tier 2 reporting (E plan) and release of extremely hazardous substance
 - Tier 2 E-plan coordination is satisfied.



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- Release of extremely hazardous substance or CERCLA release: nothing in place currently, but will be addressed in the bylaws.
 - Example procedure: phone call to chairperson, documented, followed by an email.
- OSHA hazard chemical requirements:
 - Facilities with 10,000lbs or greater of a hazardous chemical or 500lbs of an extremely hazardous substance must have an MSDS list.
 - The LEPC must have this list on file.
- Tier 2 E-plan filing:
 - Required for anyone with 10,000lbs or more of a hazardous chemical or any extremely hazardous substance.
 - Facilities report by March 1st, each year.
- Notification system waypoint:
 - Needs to be added to the bylaws to satisfy the annual public notice requirement.
 - Can be done at one meeting per year, making information available to the public.

State Emergency Response Commission (SERC) Oversight

- SERC appoints members of an LEPC
 - Ensures the LEPC is legitimate and follows Georgia Emergency Management requirements.
 - Requires providing SERC with a membership list.
- Membership consistency is important for demonstrating legitimacy:
 - Aim for members to attend at least once a quarter or every two to three months.



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- A list of attendees is being kept to document membership.
- Aim to maintain consistent membership through August to be in good standing for 2026.

Emergency Plan Review

- After completion, the LEPC shall submit copies of an emergency plan to the SERC for review and approval.
- This refers to an emergency plan developed by the LEPC.

ESL 10 Annex & LEPC Recognition

- ESL 10 Annex will be sent up for review to determine its quality.
- The goal is official recognition for an LEPC by the first quarter of 2026.

Open Forum & Other Business

- The hospital representative apologized for not being present in person due to a fire at the hospital.
- The Community Safety Committee presentation date needs to be rescheduled.
- The next meeting may include reviewing various reports to better understand the information.
- A motion to adjourn was made and seconded.

Next meeting: The next meeting is scheduled for Monday, June 2nd from 1 to 2 pm at C.E. Steele Community Center.

Meeting adjourned at 1:26 pm by Chair, John Bandzul.