



**Local Emergency Planning Committee  
El Paso County, Colorado  
3755 Mark Dabling Blvd  
Colorado Springs, CO 80920**

# MEETING MINUTES

The LEPC Third Quarter meeting was held on August 13th, from 0900 – 10:18 at 3755 Mark Dabling Blvd, Colorado Springs, CO 80907. The meeting was held with 27 in attendance. Sign in was conducted via QR Code in Veoci (Common Operating Picture tool) with all attendees captured in Attachment 2 of this document.

## PURPOSE OF THE LEPC

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To administer the federal program for development and review of chemical emergency response plans and providing advocacy and support for storage facilities, transportation routes, and intentional incidents to promote protection and response of the local community, emergency responders, industry professionals within the Emergency Planning and Community Right to Know Act (EPCRA) of the Superfund Amendments and Reauthorization Act, Title III.

## ADMINISTRATIVE REMARKS

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The meeting was facilitated by the County LEPC Co-chair John Cole, who opened the floor for any public comments not on the agenda. District 3 County Commissioner Bill Wysong was present. The committee approved the 2nd Quarter LEPC Meeting Minutes and those will be posted on the LEPC website and accessible to those with access or functional needs. We read the LEPC Purpose to attendees to ensure we are focused on our objectives to plan, equip, and prepare our community and environment against hazardous materials incidents.

## OLD BUSINESS (UPDATES)

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Jim Rebitski representing El Paso County Designated Emergency Response Authority (DERA) provided an update to old business included updates of the Tactical Worksheet” initiative, Securing the Cities program, and messaging and outreach on Sheltering in Place for HazMat incidents. The intent here is to summarize the updates and provide new information towards these business objectives.

- **Tactical Worksheets** are one-page visual information and maps used as a planning tool to aid response to County and City Extreme Hazardous Substance (EHS) facilities. Working with County Geospatial Information Services, we’ve identified a one-mile cordon with the focus of identifying high risk populations within the area of interest (i.e., schools, nursing homes, and large population structures). This will

include most of our industrial partners who store large quantities. This will be a resource for planners, industry operators, responders, and public safety answering points (or Dispatch Units) to include the notes and considerations for response to the EHS facilities. Additionally, County HazMat will put an ICS-208 HazMat specific form to guide response actions to the location. There is the initiative to automate the basic cordon information into Geospatial mapping, and this may be utilized into public facing maps regarding this effort.

- **Securing the Cities™** is a radiological expansion initiative to provide additional detectors and monitoring for law enforcement and security to detect radiological threats at high target facilities and events. This initiative was through City of Denver and Denver County, however with current funding situation, we have no foreseeable timeline for it to occur. One potential funding mechanism's based on the needs of our community, maybe the Urban Area Security Initiative (UASI) grant may be a source for this type of initiative. UASI grant may provide the City of Colorado Springs (\$2.3M) in annual funds to be applied to counter-terrorism prevention and response. PPROEM is standing up an Urban Area Working Group that will include Law Enforcement, Fire Department, Public Health, Utilities, and other departments to determine priorities and needs of our community. This was mentioned as another opportunity to fund like-equipment that Securing the Cities initiative would have provided.
- **Shelter-in-Place (S-I-P) messaging and outreach.** S-I-P specific to HazMat situations differs greatly from natural or man-made type disasters where it is sealing off entryways and turning off air handlers for a short period to prevent chemical exposures as vapors pass through the impact area. After much research across different jurisdictional messaging and coordination with El Paso-Teller 9-1-1 Authority. Once messaging is determined, then we can find the optimal approaches to public outreach and procedures in notifications. We are open to various ideas and suggestions for working through our partners such as military installations, college campuses, and functional needs communities that complement their own notification processes. For the community, this might be a radio/television spot or flyers that go out on local S-I-P procedures. One idea was to put a URL in the text notifications to information and steps to implement. PPROEM is looking at public facing websites that will also enhance the message and prompt those in need to take protective actions.

## **NEW BUSINESS (INITIATIVES)**

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- **Nominations for LEPC Board Positions of Chair and Recorder.** John Cole (Co-Chair) opened the vote for nominations for LEPC Chair to all present. John Cole was the

only nomination for Chair. Then, John Cole opened the nomination for Recorder. Dave Gallagher, present Recorder stated that if someone was interested, they will have the support of our staff involved in the LEPC. That this position is a chance to serve the community and contribute to a worthwhile planning effort. Dave Gallagher was the only nominee. Additionally, with the Co-Chair position free, we opened nominations for Co-Chair and Cynthia Norton was nominated. With these being the only nominations, we will send out an announcement to the LEPC membership for these positions moving forward in 2026. The LEPC Board will meet and discuss putting in a policy if there is a single nominee with no opposition, we will consider this a unanimous vote. Additionally with these new nominations going forward, we will provide a synopsis of position responsibilities and duties and share these in our 4th Quarter meeting.

- **Review of Draft LEPC Bylaws.** We sent out the Draft Bylaws 30 days prior to this meeting and presented the two major changes, although we are interested in any recommendations to improve our LEPC standards. There are two notable changes which are in membership on voting methods. First, in Article II MEMBERSHIP, specifically Section 2. Voting membership moved from 19 identified office positions to 17 identified Emergency Support Functions. These functions are a way to ensure we have a functional group and representation for voting on important issues and to encourage Groups to discuss functionally and to present to the LEPC to gain perspective on planning endeavors. We hope to generate more interest in the LEPC business and have functional level discussions on our initiatives and to consolidate feedback amongst the various groups. In Article III, VOTING, specifically Section 1. We recognize that each group representative from 18 present will receive one vote. Also, voting can be conducted in person, via ballot, roll call, email/text by general consent that would include many of the groups present for approval. Much of our voting is to motion to open/close the meeting, vote on LEPC Board positions (excluding) County Commissioner or DERA, and vote on cross-functional or jurisdictional direction on initiatives. The review will be open and the LEPC will move to approve the LEPC Bylaws in the 4th Quarter meeting.

The LEPC discussed potential recommendations to the Bylaws:

- In Article II, MEMBERSHIP, the second paragraph, last sentence “The BOCC will provide membership updates to the CEPC (State LEPC) on an annual basis or whenever there is a significant change in membership.” Recommending changing to “LEPC Chair will provide a current list of LEPC Board Members to the State Emergency Preparedness Committee as Board membership has changed.” Also, with this update, a list of functional groups representation by agency, organization, or department will also be shared.”.
- To add ESF-1, Transportation Infrastructure (i.e., Highway, Rail, or Airport) to the LEPC membership, increasing to recognized functional

groups. We will remove #17 Citizen's Group representative as this can be anyone from the public and they are not a voting member, only a voice for public comments and heard by all functionals of the LEPC.

## UPDATES / ANNOUNCEMENTS (AROUND THE ROOM)

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- **County HazMat Program Update**

Regional resources are being spread across the community. El Paso County HazMat obtained a Hazardous Materials Response Truck and Air Carts. These are being equipped and utilized at Monument Fire and the County Vehicle to be prepositioned in Fountain who agree to staffing this resource. There is an Air Cart in Hannover, one in Colorado Springs (Station 14, HazMat), and one at our County Building.

We are currently kicked off our 10 week, 80-hour HazMat Technician course for 17 students across our regional partners (i.e., Hartsell, Falcon, Fountain, Manitou Springs, etc.) The intent is to increase to at least 40 Technician in our region and build them on specialty response circumstances (i.e., highway, rail, and radiological materials response) to specialize and lead offensive actions on-scene. We are planning to alternate Technician and Operations classes each year to increase local knowledge, experience, and capabilities of HazMat Response Agencies. HazMat Operations will be on October 24th to December 6<sup>th</sup> with State practical on December 16. The objective is to have a HazMat Technician class in Spring and HazMat Operations in the Fall that take Friday and Saturday evenings alternating weeks.

No notable responses this quarter.

- **City Hazmat Program Update.** Chief Andrew Cooper conduct walkthroughs on high-risk facilities and building. Utilizing a new online platform called "Survey 1, 2, 3" to identify high risk facilities and gather pertinent information.

- **Partner Updates.**

Sara Baird, Common Sprit Healthcare is gearing up for their Full-Scale Exercise in September involving Colorado College and University of Colorado, Colorado Springs involving emergency response. Common Sprit is hosting Hospital Response Training on August 14<sup>th</sup> focusing on hospital decontamination procedures on Saturday (.

Jeff Wright, Schriever Space Force Base announced they are participating in a series of Tabletop exercises to include the U.S. Air Force Academy exercise involving the Pikes Peak Area Council of Governments going through Flood and Wildfire scenarios. Peterson, Schriever, and Cheyenne Mountain are implementing a new Common Operating Picture tool called Chimera and are getting the capability built and tested.

The three-installation exercise was successful and determined some critical lessons learned that will benefit their response capabilities.

John Cole speaking on behalf of Chief Jonathan Bradley, Monument Fire hosted a mass casualty exercise with a tanker and bus with hundreds of volunteers providing

training and experience to North group response crews and involved hospitals. The MCI Group is looking to coordinate with the East, South, and West groups in a similar fashion. We are looking to incorporate law enforcement with County Sheriff's and Colorado State Patrol.

Dave Gallagher, PPROEM talked about their expectation for participation in partner exercises may seem limited, relegated to their on-call representative. PPROEM is participating next month in the Colorado Springs Airport Tabletop exercise and planning an Emergency Coordination Center Functional Exercise for November this year.

Brandon McAnnally, Microchip Corporation updated that their exercise with CSFD planned for August is moved to November. Also, Microchip will be briefing CSFD Fire Inspectors at Printer's Parkway on August 14<sup>th</sup>.

Our final quarterly meeting this year is scheduled for November 19<sup>th</sup>, at the same time. We will announce the nominees to their elected positions and vote on the finalized Bylaw's to be posted in the new year. Please direct any questions about any changes or inputs to the meeting minutes to [lepc@elpasoco.com](mailto:lepc@elpasoco.com).

Please see the Agenda in Attachment 1 and Attendance in Attachment 2.

David Gallagher  
LEPC Recorder, Emergency Management  
Specialist  
Pikes Peak Regional Office of Emergency  
Management

Attachments:

1. Agenda
2. Attendance

Attachment 1: Agenda



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## **LEPC AGENDA**

**Wednesday, August 13, 2025, 9:00am – 10:30am**

**Room 140a, Emergency Management Classroom**

*In-Person at 3755 Mark Dabling Blvd, Colorado Springs, CO. 80907 or [MS Teams](#)*

Item	Topic/Discussion	Presenter
1.	<b>Introductions</b> 1a. Roll Call – around the room and online 1b. Administrative Remarks 1c. Public Comments not in Agenda 1d. Motion to Approve 2QTR LEPC Meeting Minutes, May 14, 2025)	Recorder  LEPC Chairs
2.	<b>Old Business - Updates and Initiatives</b> 2a. Updates <ul style="list-style-type: none"><li>Extremely Hazardous Substance Tactical Worksheets</li><li>Secure the City Initiative</li><li>Shelter-In-Place Procedures</li></ul>	Jim Rebitski
3.	<b>New Business - Primary Discussion(s):</b> 3a. Nominations for LEPC Board Members: Chair, Co-Chair, and Recorder 3b. Draft LEPC By-Laws	LEPC Co-Chair (Acting Chair) John Cole
4.	<b>Announcements</b> 4a. County HazMat Program Update 4b. City HazMat Program Update 4c. Partner Updates (Planning, Organization, Equipment, Training and Exercises) 4b. Exercises (Local Exercises: Schriever and Microchip)	LEPC Chairs County DERA City DERA  Around the Room
5.	<b>Next Meeting:</b> November 12, 2025, Rm 133 9:00 am – 10:30 am 5a. Planned initiatives and Guest Speakers	LEPC Chairs
6.	<b>Adjournment</b> (approximately 10:30 am)	Recorder

## Attachment 2: Attendance

### Present

- Baird, Sara - Common Spirit Health
- Baird, Heidi - Common Spirit Health
- Barnett, Bill - American Red Cross
- Baumgartner, James - El Paso County Public Health
- Bouwari, Elias - Applied Technical Sciences/Reliability Testing Services
- Bradley, Jonathan - Monument Fire Department
- Cole, John, PPROEM, DERA, County HazMat - LEPC Co-Chair
- Cooper, Andrew, CSFD – City LEPC Chair
- Dal Lago, Anthony, American Red Cross
- Dorris, Brad – Manitou Springs Fire Department
- Gallagher, David – PPROEM – LEPC Recorder
- Gromko, Gerald – 21<sup>st</sup> Missile Defense Agency, Schriever Space Force Base
- Iverson, Brett – ATS/RTS – Radiological Safety Officer
- McAnally, Brandon – Microchip Corporation
- McGill, James – Innovaflex (formerly Dpix, LLC)
- Meikle, Doug – PPROEM Community Outreach
- Norton, Cynthia – University of Colorado at Colorado Springs OEM
- Padilla, Mario – Innovaflex (formerly Dpix, LLC)
- Parsons, Kristopher – University of Colorado at Colorado Springs OEM
- Rebitski, Jim – PPROEM, DERA County HazMat
- Renslow, Chad – Sunoco Pipeline
- Rinesmith, Jon – Schriever Space Force Base
- Sebastian-Coleman, Richard – Colorado Springs Utilities
- Suslow, Josh – Colorado Springs Utilities
- Till, Benjamin - U.S. Air Force Academy OEM
- Wright, Jeff – Schriever Space Force Base OEM
- Wysong, Bill – El Paso County Board of County Commissioner, District 3
- Yousef, Andrea – American Medical Response