



# Bastrop County Local Emergency Planning Committee Meeting Minutes Thursday, May 18, 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 Altgelt (Bastrop County Office of Emergency Management)  
Ms. Hillary Long (Bastrop County Office of Emergency Management)  
Ms. Lyndsey Schroeder (Bastrop County Judge's Office)  
Chief Andres Rosales (Bastrop Fire Department)  
Mr. Eduardo Guerrero (Bastrop County Development Services Department)  
Mr. James "Jim" Allen (Bastrop County Information Technology)  
Mr. Steven Long (Bastrop County Information Technology)  
Mr. Robert "Bobby" Stephens – Flint Hills Resources

## Visitors Present:

Mr. Randy Grimes (Flint Hills Resources)  
Mr. David Shepherd (Magellan Pipeline)  
Mr. Greg Grimes (ES&H)

## A. Call to order.

The May 18, 2023, scheduled meeting of the Bastrop County Local Emergency Planning Committee (LEPC) was called to order at 10:01 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 February 16, 2023, meeting.

Mr. Steven Long made a motion to approve the minutes as presented and LEPC Vice Chairperson James Altgelt seconded the motion. The motion passed unanimously and the minutes from the February 16, 2023, meeting were approved.

## C. Citizens comments.

There were no citizen comments during this meeting.



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

**1) Right-to-Know Committee**

Right-to-Know Committee Chairperson James "Jim" Allen discussed the Hazardous Materials (HAZMAT) Response Report he provided to the Bastrop County Fire Chiefs and the fact that he had not received any reports to date. A suggestion was made to discuss this matter at the next Bastrop County Firefighters Association Meeting.

**2) Public Education and Information Committee:**

Public Education and Information Committee Chairperson Lyndsey Schroeder reported that the LEPC website remains operational. The website has been updated with meeting minutes as well as the changes to membership.

**3) Hazardous Materials Facilities Liaison Committee:**

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

**4) Emergency Response and Resource Committee:**

Emergency Response and Resource Committee Chairperson Chief Andres Rosales reported that the Bastrop Fire Department and Bastrop County Emergency Services District #2 would be participating in a regional full-scale exercise next week. Chief Rosales requested a copy of the State of Texas Hazardous Materials Response Plan from the Texas Division of Emergency Management (TDEM) Bastrop & Lee County Community Liaison Officer.

**E. Discuss and take action regarding LEPC vacancies.**

Mr. Altgelt informed the LEPC that Right-to-Know Committee Chairperson Allen would be retiring later this summer and his position on the Right-to-Know Committee would need to be filled. LEPC Member Steven Long volunteered to assume the duties of the Right-to-Know Committee Chairperson. Chairperson Allen made a motion for Mr. Long to become the new Right-to-Know Committee Chairperson and Mr. Altgelt seconded the motion. The motion passed unanimously.



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## F. Conduct a 2-Year Planning Workshop.

The following topics were identified as activities the LEPC would like to accomplish in the next two years.

- Conduct an Integrated Preparedness Planning Workshop
- Ensure the Bastrop County Fire Departments are able to readily identify businesses that store HAZMAT that requires a Tier II Report.
  - This would require coordination with the Bastrop County Emergency Communication Department in order to have this information entered into the Computer Aided Dispatch (CAD)
  - This would also require coordination with the Bastrop County Geographic Information System (GIS) Department in order to map out these locations and possibly provide an on-line portal link where the Tier II Reports could be accessed in a timely manner
- Funding opportunities for the LEPC
  - Grants
  - Sponsors
- LEPC Bylaws review
- Increased HAZMAT training for Bastrop County First Responders
- Tier II Report Audits
- Committee Chairperson Participation
- Enhanced Public Awareness
- LEPC Membership Recruitment

The review of the LEPC Bylaws was identified as the first task the LEPC would conduct during the August 2023 meeting.



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

The LEPC identified review of the LEPC Bylaws as the topic for the August 17, 2023, meeting.

## I. Adjournment.

Mr. Allen Gill made a motion to adjourn which was seconded by Mr. Long. The motion passed unanimously, and the meeting ended at 11:03 AM.

The Bastrop County Local Emergency Planning Committee Meeting Minutes for the May 18, 2023, meeting was approved on the 17<sup>th</sup> Day of August 2023.

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Chief Andres Rosales  
Secretary  
Bastrop County LEPC

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Chief Josh Gill  
Chairperson  
Bastrop County LEPC