

**LEPC 5 Bi-Monthly MEETING****Monday, March 4, 2019****6:00 pm to 7:30 pm**

Conference Room 2 on the basement level;  
UVM Health Network a/k/a Central Vermont Medical Center  
130 Fisher Rd, Berlin, VT (802) 371-4100

*Refreshments and beverages provided*

1. Call to Order (Katina Johnson)
2. Welcome and Introductions (Katina Johnson)
3. Adjustments to the Agenda (Katina Johnson)
4. Central Vermont Medical Center – Paige Loeven, Self-Management Program  
The website - <https://www.cvmc.org/wellness-resources/healthier-living-workshops>
5. VEM Update Report and Training Opportunities (VEM representative)
6. Consent Agenda items (Katina Johnson)
  - a. Approve Meeting Minutes of November 5, 2018
  - b. Barre City Treasurers Report
  - c. CVRPC Treasurer Report
  - d. Approve and Authorize Payments
7. Updates to After Action Report – Report out on status of actions to be completed
8. Organizational Committees and reports (Katina Johnson)
  - a. Report of the Annual Response Plan (Emergency Management Plan)
  - b. Bylaw Committee (vote to accept 7/5/15 Bylaws)
  - c. Webpage development
9. HazChem FY 19 Grant Applications
  - a. Standard \$4,000 application; 18 month period July 1, 2018 – December 31, 2019
  - b. Additional Application \$13, 069; 18 month period July 1, 2018 – December 31, 2019
10. Other business to be brought before the committee
11. Public Comments and Receive guests (for non-agenda items) (Katina Johnson) – A period for general public comment on items not on the agenda
12. Next meeting May 6, 2019 (Katina Johnson)
13. Adjourn

**LEPC #5 Meeting Minutes****November 5, 2018**

*(Washington County towns of Barre City, Barre Town, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, Montpelier, Moretown, Northfield, Plainfield, Roxbury, Waitsfield, Warren, Waterbury, Woodbury, Worcester and the three Orange County towns of Orange, Williamstown, and Washington)*

**Present****Organization**

Katina Johnson, Chair	Berlin Emergency Management Team
Robyn Ayer	Central Vermont Medical Center
Beth Burgess	Resource Specialist, VT 211
Jeff Campbell	Warren DPS & Fire Department
Joe Aldsworth	Barre City Fire Department
Bruce Richardson	Berlin Resident, EM Team
Wanda Baril	Berlin Emergency Management Team, Shelter Volunteer, Red Cross
Lisa Hulberg	Vermont Creamery, EHS Professional

Pam DeAndrea*	Central Vermont Regional Planning Commission, Fiscal Agent/Administrator
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Kerri Foley*	American Red Cross
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Todd Cosgrove*	Hazardous Materials Team Chief, SERC Chair
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\* Non-voting Representative

**CALL TO ORDER**

Chair Katina Johnson called the meeting to order at 6:09 p.m.

**WELCOME AND INTRODUCTIONS**

Introductions were made around the table.

**ADJUSTMENTS TO THE AGENDA**

Pam DeAndrea requested to add the LEPC5-CVRPC contract approval after item 6.

It was requested to add in round table after contract approval.

**CONSENT AGENDA ITEMS**

*Jeff Campbell moved to approve the consent agenda; Robyn Ayers seconded. Motion carried.*

**VEM UPDATE REPORT AND TRAINING OPPORTUNITIES**

No questions on the training for Emily.

**APPROVE AND AUTHORIZE PAYMENTS**

*Jeff Campbell moved to approve the invoices. Bruce Richardson second. Motion carried.*

**CVRPC CONTRACT**

Pam reviewed the contract amounts and the scope of services in general. She explained that Laura is no longer with CVRPC. CVRPC will be hiring a new EM planner, who is expected to begin work in January.

*Joe Aldsworth moved to authorize Katina Johnson to execute the service contract with Central Vermont Regional Planning Commission for the SERC FY 19 funds; Beth Bergeron seconded. Motion carried.*

**ROUND TABLE**

Vermont Creamery in Barre Town would be up for having a table top exercise.

**UPDATES TO AFTER ACTION REPORT**

No report.

**ORGANIZATIONAL COMMITTEES AND REPORTS**

Report of the Annual Response Plan (Emergency Management Plan): No report.

Bylaw Committee: No report.

Webpage Development: No reporting

**HAZCHEM FY 19 GRANT APPLICATIONS**

Standard \$4,000 application; 18-month period July 1, 2018 – December 31, 2019

Additional Application \$13, 069; 18-month period July 1, 2018 – December 31, 2019

Pam DeAndrea reiterated the amounts per the grant applications and referred to the scope of services in the FY19 contract with CVRPC.

**VERMONT HAZMAT**

Todd Cosgrove reviewed the background and history. He discussed the team's structure. The Chief is Todd Cosgrove and the Crew chief Patrick McLaughlin. Team members can be on scene within 15-20 minutes.

Todd reviewed PPE and training. He also reviewed the response vehicles, including hazmat trucks and additional response resources. He discussed the PPE equipment available such as Level A suits, air packs, air monitoring, radiation monitoring, sample analyzers (spectrometry for chemical analysis, hazcat kit, etc.). He said a AFFF-AR Foam Cache is at the Rutland rail yard and in Burlington and St. Johnsbury. It will be in Bethel too. Computer software is available as well for plume tracking. Wiser software is used too. PEAC WMD software is new and Tier II sites will be added into this software.

Todd discussed that DECON trailers are available. Two are in proximity of each hospital. Emergency contact number 1-800-641-5005 for Hazmat Team.

The team operates under a unified command system. Todd reviewed basic Hazmat ICS structure and the various levels of response.

Level 1 – can be handled by Local ERs.

Level 2 – consultation can be given or IC may need more assistance

Level 3 – strike team deployment.

Level 4 – statewide issues, e.g. Irene.

He also discussed external training provided, such as hazmat and hospital decon and VSP courses.

In 2017, the team responded to 156 incidents. Todd described how we can assist Canada. IEMAC – provide decon trailer, strike team, crew chief, hazmat response vehicle, or telecom assistance.

Todd's contact info: (802) 479-7586; [todd.cosgrove@vermont.gov](mailto:todd.cosgrove@vermont.gov)

#### Question & Answers

Robyn – Don't have the people to respond to a hazmat situation but would like to respond to small scale incidents. CVMC have the hazmat trailer from UVMC. What would you suggest for basic equipment?

Answer: Ph paper would be good. Spill fighters. Your team should be able to handle 5-8 folks depending on the chemical.

Lisa Hulberg, VT Creamery: Do you have a list of people that would be responding?

Answer: Yes we can provide that to you. The first would be Barre Town. Could also put a list of contacts in the front entrance.

Jeff Campbell: What about a milk spill?

Answer: Call it in. If it gets to the river then it is a hazardous waste because of a possible fish kill.

#### **OTHER BUSINESS TO BE BROUGHT BEFORE THE COMMITTEE**

*Robyn Ayers moved to approve the cost of food for tonight's meeting. Jeff Campbell seconded. Motion carried.*

Carrie Foley: will be having more Red Cross trainings and will try to bring more up to Central VT.

Katina brought back the discussion of the table top exercise with Lisa. Will need to have Barre Town in on the discussion. People that wanted to participate would let Emily know. School would be involved.

#### **PUBLIC COMMENTS AND RECEIVE GUESTS**

No public in attendance. No action taken.

#### **NEXT MEETING**

January 7, 2019

#### **ADJOURN**

*Jeff Campbell moved to adjourn at 7:24 p.m.; Robyn Ayers seconded. Motion carried.*

Respectively submitted by Pam DeAndrea, Central Vermont Regional Planning Commission

Approved on: \_\_\_\_/\_\_\_\_/19

<b>LEPC#5</b>	as of 12/31/2018
<b>Financial Statement and Balance Sheet</b>	
Balance from previous years	\$ 1,791.04
FY 19	FY19
	FINAL
Revenue	
Grants	
no additional revenues will be received by Barre City	
TOTAL revenue FY19	\$ -
Expenses	
Personnel	
Salaries & Benefits	\$ -
Other Personnel Services	\$ -
Contractual	\$ -
Supplies – Expendable	\$ -
Supplies – Non-expendable	\$ -
Travel	\$ -
Equipment	\$ -
Indirect costs	\$ -
Training Conference	\$ -
Public Information	\$ -
Education	\$ -
Other	\$ -
Total Expenses FY 19	\$ -
NET FY 19	\$ -
FUND BALANCE	\$ 1,791.04

Treasurer's Report  
for funds held by  
Barre City

agrees with GL

agrees with GL 6/30/18

As per July 2017 MOU, Barre City transferred fiscal agent responsibilities for MRC funding to Capstone Community Action, along with all MRC grant funds. Central Vermont Regional Planning Commission has taken over as fiscal agent for LEPC #5 for any funds going forward. City will continue to hold and manage current balance of funds until they are full disbursed.

03/04/19

LEPC 5

Page 7

## Treasurer's Report

Prepared 01/31/19

Grantee: LEPC #5

Fiscal Agent: Central Vermont Regional Planning Commission

Reporting Period Dates: July 1, 2018 - December 31, 2018

BEGINNING ACCOUNT BALANCE															\$ -	
INCOME		MONTHLY INCOME														
AWARD/REIMBURSEMENT DESCRIPTION	Date of Deposit	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD Deposited		
Award Deposit																
Miscellaneous Deposit														\$ -		
Miscellaneous Deposit														\$ -		
Miscellaneous Deposit														\$ -		
TOTAL INCOME:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EXPENSE BUDGET		MONTHLY EXPENDITURES														
EXPENSE DESCRIPTION	Budget by Category	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YTD Expended	YTD Actual Budget Category Balance	
Salaries & Benefits:	\$ 5,898.00			\$ 635.46		\$ 575.12	\$ 61.26							\$ 1,271.84	\$	4,626.16
Contractual:	\$ 600.00													\$ -	\$	600.00
Supplies:	\$ 2,928.00			\$ 87.00										\$ 87.00	\$	2,841.00
Travel & Mileage:	\$ 25.00													\$ -	\$	25.00
Equipment:	\$ -													\$ -	\$	-
Other Costs:	\$ 430.00													\$ -	\$	430.00
Indirect Cost:	\$ 7,288.00			\$ 787.78		\$ 712.98	\$ 75.94							\$ 1,576.70	\$	5,711.30
TOTAL LEPC #5 BUDGET:		\$ 17,169.00												\$ -	\$	17,169.00
TOTAL SERC EXPENSES:		\$ -	\$ -	\$ 1,510.24	\$ -	\$ 1,288.10	\$ 137.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,935.54	\$	2,935.54
ENDING ACCOUNT BALANCE															\$ (2,935.54)	
Invoice Number		1615 1706 1730														

Note: VEM changed LEPC funds to reimbursable grants as of July 1, 2018.

Treasurer's Report for  
funds held by CVRPC.

4:37 PM  
02/27/19  
Accrual Basis

**Central Vermont Regional Planning Commission**  
**Revenues & Expenses Budget vs. Actual - LEPC Serc**  
July through December 2018

	Total LEPC SERC			
	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Public Safety				
LEPC SERC	2,935.54	4,000.00	-1,064.46	73.39%
Total Public Safety	2,935.54	4,000.00	-1,064.46	73.39%
Total Income	2,935.54	4,000.00	-1,064.46	73.39%
Gross Profit	2,935.54	4,000.00	-1,064.46	73.39%
Expense				
Meetings/Programs	87.00			
Wages and Fringe Benefits				
Fringe Benefits	381.08			
Personnel	890.76			
Wages and Fringe Benefits - Other	0.00	1,796.00	-1,796.00	0.0%
Total Wages and Fringe Benefits	1,271.84	1,796.00	-524.16	70.82%
Total Expense	1,358.84	1,796.00	-437.16	75.66%
Net Ordinary Income	1,576.70	2,204.00	-627.30	71.54%
Other Income/Expense				
Other Expense				
Indirect Costs	1,576.70	2,204.00	-627.30	71.54%
Total Other Expense	1,576.70	2,204.00	-627.30	71.54%
Net Other Income	-1,576.70	-2,204.00	627.30	71.54%
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

**03/04/19****LEPC 5****Page 9**  
**Invoice****Central Vermont Regional Planning Commission**29 Main Street,  
Suite 4  
Montpelier, VT 05602**Invoice #:** 1706**Invoice Date:** 11/30/2018**Due Date:** 12/31/2018**Project:****P.O. Number:****Bill To:**

LEPC #5

Description	Hours/Qty	Rate	Amount
Chartrand, Nancy	4.75	33.65	159.84
Bonnie Waninger	5	55.21	276.05
DeAndrea, Pamela	3.5	39.78	139.23
			575.12
Indirect LEPC		123.97%	712.98
Grant 02140-21125-005-SERC19			
October - November			
<div>Action Requested: Approve payment of invoice #1706.</div>			
<b>Total</b>			<b>\$1,288.10</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$1,288.10</b>

**LEPC 5**  
Central Vermont Regional Planning Commission  
**Time by Job Summary -LEPC**  
October through November 2018

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	<u>Oct 18</u>	<u>Nov 18</u>	<u>TOTAL</u>
LEPC SERC			
Employees:Chartrand, Nancy	2.50	2.25	4.75
Employees:DeAndrea, Pamela	0.00	3.50	3.50
Employees:Waninger Bonnie	3.25	1.75	5.00
Total LEPC SERC	<u>5.75</u>	<u>7.50</u>	<u>13.25</u>
TOTAL	<u><b>5.75</b></u>	<u><b>7.50</b></u>	<u><b>13.25</b></u>

<b>Total</b>	\$137.20
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$137.20

3:41 PM

## Central Vermont Regional Planning Commission

02/27/19

## Time by Job Summary

December 2018

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	Dec 18
LEPC SERC	
Employees:Chartrand, Nancy	1.00
Employees:Waninger Bonnie	0.50
Total LEPC SERC	1.50
TOTAL	1.50

**BY-LAWS of Local Emergency Planning Committee #5  
Washington County plus Orange, Washington, and Williamstown in Orange County  
Adoption July 6, 2015**

**MISSION STATEMENT**

To provide resources and guidance to the community within LEPC #5 through education, coordination and assistance in ALL HAZARDS mitigation, preparedness, response, and recovery planning to assure public health and safety. The LEPC 5 is a resource to the community regarding hazardous chemical complaints. Subcommittees may develop to meet this mission.

**LEPC STRUCTURE**

**Regulation overview:** In accordance with Title 20 VSA Chapter 1, and Emergency Planning and Community Right to Know Act (EPCRA 42 USC Chapter 116, also known as SARA Title III), the Governor of Vermont appoints the State Emergency Response Commission (SERC). The SERC has divided the state into 13 local emergency planning districts and has appointed a Local Emergency Planning Committee (LEPC) for each district. The name of this organization shall be the Local Emergency Planning Committee #5, hereinafter referred to as LEPC #5. LEPC #5 shall be authorized to fulfill the duties and responsibilities enumerated in the federal law and state statute, as may be amended.

**LEPC District #5 Membership and Voting:** LEPC #5 consists of representatives from businesses, local government, emergency responders, private-non profits, and citizen groups as noted below located in the Washington County towns of Barre City, Barre Town, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, Montpelier, Moretown, Northfield, Plainfield, Roxbury, Waitsfield, Warren, Waterbury, Woodbury, Worcester plus the three Orange County towns of Orange, Washington, and Williamstown.

LEPC #5 members are appointed from these representative organizations and groups by the SERC, after approval by LEPC #5 and the organization which they represent. Members must be residents of, or represent entities located in Washington County or the three Orange County towns of Orange, Washington, and Williamstown. Each appointed member shall select and maintain an alternate who can act on his/her behalf to ensure there is adequate representation for their region or function. A single member may represent more than one organization or group. Likewise, a group may be represented by more than one member. Representatives who are granted membership status will be allowed to vote during a LEPC #5 meeting.

LEPC #5 should include one or more representatives from each of the following organizations:

1. Local elected officials
2. Local Emergency Management Director or their alternate (20 towns of Washington County and 3 towns of Orange County)
3. Emergency Medical Services District #6
4. Local Law Enforcement
5. Local Fire Department
6. Washington County Sheriff Department
7. Orange County Sheriff Department
8. Vermont State Police
9. Local Hospital(s) (UVM Health Network f/k/a Central Vermont Medical Center)
10. Vermont Department of Health, Barre District Office
11. Mental Health Organizations– Washington County Mental Health; Clara Martin Center

12. Central Vermont Humane Society
13. Veterinarians
14. Agency of Transportation – District #6
15. School Supervisory Unions in Washington County & Orange County
16. Rural Community Transportation
17. Owners and operators of industrial plants and other users of chemical substances/materials
18. American Red Cross
19. Local National Guard
20. Business/Industry Owner/Operator
21. District Waste Management – (Central Vermont Solid Waste Management District (CVSWMD) and Mad River Resources Management Alliance (MRRMA)
22. Washington County Mutual Aid Representative
23. RACES – Radio Amateur Civil Emergency Services

Additionally, representation and non-voting participation from the following groups should be encouraged:

1. Central Vermont Regional Planning Commission
2. Radio Media
3. Newspaper Media
4. Local environmental personnel
5. Public Education
6. DEMHS (VT Division of Emergency Management and Homeland Security)
7. Municipal employees
8. Community Groups and non-profit organizations
9. And other interested individuals and organizations in Washington County and the towns of Orange, Washington, and Williamstown in Orange County

**Attendance:** All representatives and members are expected to attend the monthly meetings of the LEPC #5. To maintain membership on the LEPC #5, every organization/group must assure the attendance of the representative member or alternate at 50% of the meetings each year. Members whose average meeting attendance for the year does not remain at 50% or above may be removed from the active roster of members by an affirmative vote of a majority of a quorum of the other Committee members present at a LEPC #5 meeting.

**Dismissal:** The Committee may recommend to the SERC removal, of any member of the Committee for just cause, or at the request of the members of the region. Such dismissal request shall be made in executive session of a meeting of the LEPC #5 and shall require an affirmative vote of a majority of a quorum of the other Committee members present at a LEPC #5 meeting.

**Resignation:** A member of the committee may resign by presenting a letter to that effect to the Chairperson. The Chairperson will forward a copy of the resignation letter to the SERC. Resignation will be effective 30 days after submittal.

**Officers and Officers Duties:** Members shall elect the following officers from within the LEPC #5 each year at the annual reorganization meeting of the LEPC 5 which shall be the January meeting:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary

Officers shall assume their positions immediately upon election. The term of office of each position shall be one (1) year. Officers may serve consecutive terms. If a vacancy occurs in an officer position, the Committee may fill the vacant position at any following meeting. Appointment to a vacant position shall be to fill the unexpired term until the next reorganizational meeting in January.

*Secretary:*

- Prepares and submits minutes of LEPC 5 meetings, including attendance.
- Maintains complete and accurate record of the Committee meeting minutes.
- Maintains roster of LEPC#5 members.
- Publishes notifications to membership and interested persons/organizations of LEPC #5 meetings and activities, as directed by Chairperson.
- Maintains an up to date set of By-Laws.

*Treasurer/Budget Administrator:*

- Acts as fiscal agent for the LEPC #5: May receive grants to support LEPC #5 activities; With approval of LEPC#5, is authorized to expend cash or incur costs subject to state law and or policy, as may be amended.
- Provides financial statements to the LEPC at each meeting.
- Maintains complete and accurate financial records of LEPC#5.
- Ensures that all financial transactions are properly supported and approved by LEPC #5.
- Makes dispersals and transactions as authorized and directed by LEPC #5.
- May co-sign checks.

*Vice Chairperson:*

- Acts on behalf of the Chairperson in his/her absence. When acting on behalf of the Chairperson in his/her absence, Vice Chairperson can co-sign checks.
- Assists the Chairperson in accomplishing duties assigned.

*Chairperson:*

- Chairs LEPC #5 meetings; prepares meeting agendas; issues official notice of the meetings to be published by the Secretary.
- Prepares official correspondence and documentation on behalf of LEPC #5.
- Presents bills to LEPC #5 for approval of payment and subsequently forward all invoices to Treasurer/Fiscal Agent for payment.
- Represents LEPC #5 at the state level and at the SERC meetings.
- Consults and coordinates with the heads of local government, emergency services, and Division of Emergency Management and Homeland Security.
- Upon notification of an incident, ensures the local emergency response plan has been implemented.
- May co-sign checks.

**Standing Subcommittees:**

- Training/Coordination Subcommittee: Responsible for arranging a drill annually to test the district emergency response plan and capabilities.
- Additional subcommittees may be added as necessary.

ADMINISTRATIVE

**Meetings:** LEPC #5 will meet at 6:00 PM every other month beginning in January. LEPC #5 will meet on the first Monday of the month at such place decided by the LEPC #5. A quorum of five (5) members or their alternates on the current member roster shall be required in order to conduct

business.

**Notification:** All meetings of LEPC#5 will be properly notified by the Secretary at least 2 weeks prior to the meeting. Members and representatives shall receive an agenda with the meeting date, time and place, at least one week prior to the meeting. All meetings are open to the public and shall be publically notified, either by meeting or with an annual notice. Special meetings may be called by the Chairperson or by 25% of the members with twenty-four (24) hours notice.

**Conduct:** Meetings will be run by Robert's Rules of Order for Small Organizations, as amended periodically. General business of the LEPC 5 will be conducted in open session. Executive sessions may be requested by any member in accordance with law. LEPC 5 will adhere to the Vermont Open Meeting Law as applicable and as amended from time to time.

**Voting:** The Secretary shall maintain a current roster of members and representatives of the LEPC 5. The current roster shall be used to issue official notices and determine voting at meetings. The vote of a majority of the members present and voting at a LEPC #5 meeting shall be the action of LEPC #5. In order to conduct business, a quorum of five members or their alternates shall be present. If the quorum is not called for, a quorum shall consist of all members present and voting.

**Financial:**

- All financial transactions of the LEPC #5 shall be overseen by the Treasurer/Fiscal Agent.
- Checks require the signature of 2 out of the 3 designated signers.

**Income:**

- Funds received and or accepted by LEPC #5 will be forwarded to the Treasurer/ Fiscal Agent.
- Reimbursements to LEPC #5: Legally recoupable expenses incurred in the performance of incident mitigation or normal LEPC business will be billed by the LEPC to the accountable party. These costs include, but are not limited to:
  1. Unused LEPC #5 disbursements
  2. Cost of materials, equipment, personnel used.
  3. Overhead expenses incurred.

**Expenditures:**

- Ordinary business expenditures of \$50.00 or less may be initiated and completed by the Treasurer/Fiscal Agent.
- All other expenditures of funds will be approved by a majority of members present at a meeting of LEPC #5.
- Reimbursements to members: LEPC members or their agents may be reimbursed for official expenditures. All reimbursements shall require presentation of receipts or similar documentation of expenditure.
- Cash Advances: Cash advances to facilitate the business of the LEPC#5 without impacting financially upon its members or employees are acceptable with the prior approval of the LEPC #5 for specific projects.

**Fiscal Year:** The fiscal year will be the same as that used by the State of Vermont.

**Audit:** The financial records of LEPC #5 will be maintained and audited in a manner consistent with SERC requirements.

**LEPC equipment:** Equipment purchased by and for the LEPC #5 is the property of the LEPC #5.

Authorization for usage and storage does not constitute rendering of ownership. Should LEPC #5 be dissolved, all owned equipment will be sold and the cash returned to the SERC.

**By-laws Amendments:** These By-laws may be amended by a majority of members present at a duly warned meeting of LEPC #5. Proposed amendment must be submitted in writing to the chair 20 days prior to the vote and presented to the full membership no less than seven (7) days prior to LEPC#5 duly warned meeting.

These bylaws were approved by the LEPC #5 at their monthly meeting on July 6, 2015.

Attested by Secretary \_\_\_\_\_, date \_\_\_\_\_

Printed Name: \_\_\_\_\_

APPROVED