

LEPC FOR NCC Steering Committee
Meeting Minutes

The committee convened on Monday, June 15, 2015 at DSFS New Castle Branch 2311 MacArthur Drive, New Castle DE 19702

Attendees: Dave Irwin-LEPC Chairman
Jacob Morente- LEPC Vice Chairman
Babak Golgolab- Steering Committee Chairman
Mark Dolan-DNREC
Dave Carpenter-NCC OEM
Bill McCracken- Citizen
Al Stien-Citizen
John Verdi-BASF
Joseph Cochran Jr.-NCC OEM

The Meeting was called to order by the Steering Committee Chairman Babak Golgolab.

Approval of agenda: Motion to accept was made by John Verdi second by Jake Morente. Motion was unanimously approved.

Approval of draft January 12, 2015 Meeting minutes: Motion to accept the minutes as written made by Al Stien second by Mark Dolan. Motion was unanimously approved.

Delaware Open Meeting Law Compliance: The New Castle LEPC reports to the State Emergency Response Commission and must be in compliance with the State open meeting laws. All LEPCs within the State of Delaware are subject to the same laws. The notice of a meeting must be posted to the State Web site within seven days of the date of the meeting.

AOB: None

LEPC Staff Performance: Motion was made by Dave Carpenter second by Al Stien to go into Executive Session. Motion was approved unanimously. Dave Irwin, Jake Morente and Joseph Cochran left the meeting room. Chairman Golgolab handed out written Job Descriptions, Major Responsibilities, and Performance data on Dave Irwin and Jake Morente. After review by the Committee, it was determined that the data should be e-mailed to the committee members prior to the meeting in the future and items in the Plan Review section of the performance evaluations should denote the items under consideration. Motion was made by Mark Dolan second Dave Carpenter to accept the Performance Reports. Motion made by Mark Dolan second Dave Carpenter to go out of Executive Session.

Next Steering Committee meeting:

Monday, January 11, 2016 at 1:00pm at the Delaware State Fire School's New Castle Campus 2311 MacArthur Drive, New Castle, DE 19702.

The Meeting adjourned 2:45pm.