



Local Emergency Planning Committee Meeting Minutes

Date and Time: Thursday, January 30, 2026

Location: Washington County Public Safety Training Center

In Person Attendance			
Alan Matheny Wash. Co. Emerg. Mgmt.	John Dibacco Hagerstown Fire Dept.	Kenny Smith Certainteed	Brent Kline Performance Pipe
Cody Swope Wash. Co. OEM	Dale Fishack Hagerstown Fire Dept.	Dana Mitchell Certainteed	Paul Rudolph Meritus Medical Center
Chris Ashby Malarkey Roofing	Tyler Poffenberger Hagerstown Water & Watershed	Tiffany Rexrode WCDSS	Jereme Clark Walmart Williamsport
John Fager DOT Foods	Will Matthews Fives Landis Corp	R. David Hays DES	Adam Hopkins Hagerstown Fire Department
Kris Gregersen EPS Materials	Mike Paone Amazon	James Fitz Trulieve	Andrea Allen Wash Co OEM
Samantha Achey DES	Katie Rohrbaugh Wash Co OEM	Brad Luhn City of Hagerstown	
Online Attendance			
Tom Brown MDEM	Tom Vanderford Pheonix Color	Jenna Horner HCC	Patrice Mundell SHA
Amanda Dolehanty SHA OHSOS	Danny Shirley Hagerstown Regional Airport	Jeremiah Burke Raven Rock Mountain Complex	Chuck Mills City of Hagerstown
Dean Sloan Southern Ionics	Lynn Truong Hagerstown Rust- oleum		

Action Items

- Continue outreach to identify and engage potential LEPC Chair candidates
- Expand participation and engagement among facilities and partners
- Continue development of the facility walkthrough program
- Address Tier II data accuracy and system integration issues
- Plan for future training, panel discussions, and outreach opportunities

1. Call to Order

The meeting was called to order by Alan Matheny, Director of Emergency Management and Communications, who welcomed attendees and noted the strong participation for the second meeting of the re-established Washington County LEPC.

2. Opening Remarks and Logistics

Katie Rohrbaugh provided opening remarks and logistical information. Attendees were asked to enter their name and organization in the Teams chat for attendance tracking. It was noted that the meeting was being recorded and transcribed, and the use of AI note-taking tools was not permitted. Restroom locations and emergency exit procedures were also reviewed. Meeting minutes will be distributed following the meeting.

3. LEPC Background and Purpose

It was explained that the Washington County LEPC had been inactive for a period of time and is now being re-established. The purpose of the current meeting was to formalize the structure of the committee, including adoption of bylaws, discussion of leadership, and alignment on priorities to ensure value for participating agencies and facilities.

4. Adoption of Bylaws

The proposed bylaws, which had been distributed in advance, were reviewed. No questions or concerns were raised by attendees.

A motion to adopt the bylaws as presented was made by Paul Rudolph and seconded by Mike Paone. A vote was conducted, and the motion passed unanimously. The bylaws were officially adopted.

5. Chair Position Discussion

Discussion was held regarding the need to establish a Chair for the LEPC, with an emphasis on identifying a representative from the business community to help ensure alignment with facility needs and priorities.

No nominations were received prior to or during the meeting. After discussion, the group agreed that additional outreach and engagement would be beneficial before selecting a Chair.

Decision: The election of a Chair was tabled until the next meeting.

6. LEPC Priorities

Based on prior feedback and discussion, several key focus areas were identified for the LEPC moving forward:

- Facility engagement and pre-planning
- Tier II / EPCRA coordination
- Training and exercises
- Communication and information sharing

These areas will guide future LEPC activities and discussions.

7. Facility Walkthrough Initiative

OEM introduced a voluntary facility walkthrough initiative aimed at improving coordination and responder awareness. These walkthroughs will include representatives from OEM, the Division of Emergency Services, and local fire/EMS agencies.

The purpose is to familiarize responders with facility layouts, hazards, and operational considerations. Walkthroughs are expected to last approximately 45-60 minutes and are not intended to serve as inspections or regulatory reviews.

Facilities were provided with a QR code and [form](#) to request a walkthrough.

8. Tier II Program and Data Challenges

A significant portion of the meeting focused on challenges related to Tier II data accuracy and system integration.

Common issues identified included:

- Missing or incomplete required fields
- Incorrect latitude and longitude data

- Attachments (such as site plans) not transferring properly
- Errors preventing information from being pushed to responder systems

OEM and DES staff emphasized the importance of submitting revisions (rather than new entries) when correcting data and noted that accurate information is critical for emergency response, including plume modeling and responder awareness.

Ongoing coordination with the State is underway to address system discrepancies between platforms.

9. Facility Coordination and Planning Support

Discussion highlighted the importance of maintaining accurate emergency contact information and ensuring facilities have updated internal and external communication plans.

OEM offered support to facilities in areas such as:

- Call-down drills
- Emergency planning documentation
- Coordination with response agencies

It was emphasized that these efforts are intended to support facilities and improve overall preparedness.

10. EPA Inspections and Future Panel Discussion

Recent EPA site visits to several Washington County facilities were discussed. OEM staff noted that these visits provided valuable insight into facility operations and regulatory expectations.

To support other facilities, it was proposed that a future LEPC meeting include a panel discussion with facilities that have undergone inspections. This would provide an opportunity to share lessons learned and best practices.

11. Preparedness Expo Participation

Alan Matheny discussed the annual Preparedness Expo held in September and encouraged LEPC involvement. Suggestions included developing simple educational materials or activities to engage the public and promote preparedness.

The goal is to gradually build LEPC participation in future events.

12. County Alert System

Attendees were informed about the County's alert and notification system and encouraged to sign up. [QR codes](#) and materials are available for distribution within organizations to support awareness and enrollment.

13. Next Meeting

The next LEPC meeting is scheduled for:

- **Date:** July 30, 2026
- **Location:** Public Safety Training Center
- **Virtual option available**

Future meetings may include guest speakers or a panel discussion related to EPA inspections.

14. Adjournment

A motion to adjourn was made and seconded. The meeting was adjourned.