



Local Emergency Planning Committee Meeting Minutes

Date and Time: Thursday, July 30, 2026

Location: Washington County Public Safety Training Center 18350 Public Safety Pl,
Hagerstown, MD 21740

Attendees:

In Person		
Cody Swope, DEMAC	Alan Matheny, DEMAC	John Fager, Dot Foods
Dale Fishack, Hagerstown Fire Department	Brent Kline, Performance Pipe	Adam Hopkins, Hagerstown Fire Dept
Doug Levine, WC Highways	Rocky Vecera, Dot Foods	Mike Poone, Amazon
Caitlin Weems, WC Health Dept	Jen Kane WC Division Social Services	John DiBacco, Hagerstown Fire Dept
Dean Sloan, Southern Ionics	Katie Rohrbaugh, DEMAC	James Harrison, IKO
Russell Grim, Hagerstown Fire Dept	Paul Rudolph, Meritus Health	Kevin Lewis, WC Division of Emergency Services
David Hays, WC Division of Emergency Services	Tyler Puffenberger, City of Hagerstown Water	Andrea Allen, DEMAC
Online		
Mitch Segal, American Red Cross	Chuck Mills City of Hagerstown	David Chisholm, Washington County Emergency Services
Bob Povlich, RRMCO Ops & Plans	Jereme Clark, Walmart DC 6046, Williamsport MD	Jared Schnurr, City of Hagerstown
Lynn Truong - Rust-Oleum, Williamsport	Graw Sam, PepsiCo	James Fitz, Trulieve

Tom Vanderford, Phoenix Color	Chuck Mills, City of Hagerstown	Mark Pannell, Volvo
Shirley Danny, HRG	David Hopkins, City of Hagerstown	

Action Items

1. OEM: Develop an initial Washington County LEPC logo concept based on committee feedback.
2. LEPC members: Identify graphic design or marketing staff who may be able to assist with the logo.
3. OEM: Redistribute RAVE alert registration information.
4. OEM: Distribute the updated Preparedness Expo flyer.

1. Call to Order and Welcome

Katie Rohrbaugh called the meeting to order and welcomed those attending in person and virtually. Virtual attendees were asked to enter their full name and organization in the Microsoft Teams chat to ensure they received attendance credit.

2. Election of LEPC Co-Chairs

Katie nominated John Fager and Chris Ashby to serve as co-chairs of the Washington County LEPC.

No additional nominations were received. The membership approved the nominations by unanimous voice vote. The co-chairs will assist with leading LEPC meetings, guiding committee priorities and discussions, and providing an industrial and regulated-facility perspective. The Washington County Office of Emergency Management will continue providing administrative and planning support to the committee.

3. LEPC Logo Development

Members discussed creating a logo specifically for the Washington County LEPC. The intent is to establish an identity representing the entire committee and its participating organizations rather than primarily reflecting the Office of Emergency Management.

The group generally preferred:

- A circular logo design
- Washington County-specific imagery

- Representation of industry, emergency responders, government, and the community
- Imagery emphasizing community and family protection
- Possible references to local highways, parks, transportation corridors, or other recognizable County features
- A design that remains simple and easily recognizable

Members expressed interest in adapting elements from the circular sample logo presented during the meeting while incorporating graphics representing the different LEPC partners. Members were encouraged to identify graphic design or marketing staff within their organizations who may be willing to assist with developing a logo concept.

4. Voluntary Facility Walkthrough Program

Katie provided an update on the voluntary facility walkthrough program. Three walkthroughs have been completed to date. The walkthroughs are intended to improve familiarity, preparedness, and coordination. They are not inspections or enforcement activities.

Participants may include representatives from:

- Participating facility
- Washington County OEM
- The facility's first-due fire/EMS company
- The Washington County HazMat Team
- Other appropriate public-safety partners

Walkthrough activities may include reviewing facility hazards, emergency plans and procedures, site and responder access, facility maps, chemical storage locations, communications capabilities, radio coverage, and potential dead spots.

Facility representatives asked how many people they should expect during a walkthrough. Katie advised that approximately five people typically participate. Attendance may vary but is generally expected to remain below ten.

5. EPA Inspection Panel

Katie announced at the next LEPC meeting will include a panel of facilities that have recently participated in EPA inspections or site visits.

Anticipated panel participants include representatives from:

- Dot Foods

- Rust-Oleum
- EPS

The panel is intended to help facilities understand what may occur before, during, and after an EPA inspection.

The proposed panel questions will address:

- The facility's operations and Tier II responsibilities
- How the facility was notified of the inspection
- How much time did the facility had to prepare
- Steps taken to prepare
- Documents requested by EPA
- Areas emphasized during the inspection
- Whether a physical walkthrough occurred and what was reviewed
- Unexpected or challenging portions of the inspection
- Gaps, deficiencies, or corrective actions identified
- Advice for other facilities preparing for a possible inspection

Members recommended including discussion of worst-case and general release scenarios, including plume modeling and potential public-safety consequences.

Examples discussed included propane, ammonia, diesel fuel, and lead-acid batteries.

Participants explained that inspection scope and duration vary depending on the facility, applicable regulations, reportable chemicals, and quantities stored.

Facilities that had participated in inspections recommended:

- Keeping documents organized and readily accessible
- Ensuring emergency plans and calculations are current
- Verifying worst-case release calculations
- Maintaining documentation of drills and exercises
- Maintaining employee training records and certifications
- Documenting corrective actions and after-action activities
- Having appropriate staff available to retrieve records and answer questions
- Using tools such as Microsoft Teams to coordinate documentation requests during the inspection

The committee supported moving forward with the proposed panel format and questions.

6. Tier II Information in the County CAD System

Katie demonstrated a preliminary process for making Tier II information available to emergency responders through the County's computer-aided dispatch system.

Southern Ionics was used as the initial test facility.

When responders are assigned to an incident at a participating facility, they will be able to access available facility information through a link within the CAD call.

Information may include:

- Current Tier II information
- Reported chemical information
- Facility emergency plans
- Site maps
- Other relevant pre-incident planning information

The process was developed after Washington County consulted with Carroll County, which uses the same CAD platform.

Katie explained that earlier efforts to provide the information through CBRN did not function as intended, particularly regarding exports and responder access. The CAD integration remains in the testing and validation stage. Katie is continuing to evaluate and provide an update at the next meeting. The initiative had not yet been formally presented to the County fire chiefs at the time of the meeting.

7. Hazard Mitigation Plan Update

Katie advised members that planning has begun for the next update of the Washington County Hazard Mitigation Plan. The current plan was updated in 2023. The next update is due in 2028 as part of the five-year planning cycle.

The Hazard Mitigation Plan evaluates hazards affecting the County and identifies actions that may reduce future damage, disruption, and community risk.

LEPC members and regulated facilities may be asked to provide information regarding:

- Changes in facility operations
- Changes in chemical storage or quantities
- New or expanded hazards
- Facility expansions
- Infrastructure improvements
- Potential mitigation projects

- Other operational changes that may affect County risk

Katie will provide additional information as the planning process progresses.

8. Adoption of LEPC Bylaws

The proposed LEPC bylaws had previously been reviewed and approved by the County Attorney. The bylaws were distributed to members before the meeting, and printed copies were available.

Russ Grim made a motion to adopt the bylaws as presented and approved by the County Attorney. Dale Fishack seconded the motion.

The motion passed by unanimous voice vote.

9. RAVE Alert System

Members were reminded of the County's RAVE public-alerting system.

Individuals may register to receive notifications concerning:

- Severe weather watches and warnings
- Heat-related alerts
- Significant traffic incidents
- Extended interstate closures
- Other emergencies or public-safety information
- Weather alerts are received directly from the National Weather Service.

Katie recommended that supervisors from each facility and shift register for the alerts. Members were also encouraged to distribute registration information to their employees.

Katie will redistribute RAVE registration information.

10. Preparedness Expo

The Washington County Preparedness Expo has been rescheduled from September 26 to Saturday, October 10, 2026. The event will be held at the Public Safety Training Center.

The free, family-oriented event is expected to include emergency preparedness displays, training opportunities, vendors, public-safety demonstrations, and family activities. Katie will distribute an updated flyer that members may post or share with employees and their families.

11. Next Meeting

The next LEPC meeting was confirmed for: Thursday, October 29, 2026 at the Public Safety Training Center. There will be a virtual option, however, in person participation. The primary program will be the EPA inspection experience panel.

12. Adjournment

A motion to adjourn was requested by the newly elected co-chair and the motion was made by Adam Hopkins.