



Local Emergency Planning Committee Meeting Minutes

Date and Time: Monday, January 29, 2026

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

Attendees:

In Person		
Tom Brown, MDEM	Brent Kline, Performance Pipe	Kalub Wilkerson, Great Southern Wood Preserve
Tom Vanderford, Pheonix Color	Jared Schnurr, City of Hagerstown	Kevin Hitt, Great Southern Wood Preserve
Celeste Ropp, Fil-Tec	Jenna Horner, Hagerstown Community College	Joe Pennock, Great Southern Wood Preserve
Danny Shirley, HGR	Richard Morrow, Tractor Supply Co.	John Fager, Dot Foods Inc.
Mark Pannell, Volvo	James Boschen, Fil-Tec	Jeff Williams, Pavestone
Anna Deavers, JLG	Terry Murray, Pavestone	Caitlin Weems, WCHD
Mikala Stephenson, WCHD	Taylor Pray, FedEx	Sam Graw, Pepsi Co.
David Rowe, Ewing Oil Co.	Tyler Puffenberger, City of Hagerstown	Brad Lulu, City of Hagerstown
Chuck Mills, City of Hagerstown	David Chisholm, DES	David Hays, DES
Chris Ashby, Malarky	Jeremiah Burke, Raven Rock	Drew Sloan, Southern Ionics
Online		
Patricia Williams	Paul Rudolph	Mike Pulk
James Fitz	Kimberly Wuenschel	Kevin Amber
Alva Branson		

Action Items

- Facilities complete the QR code survey to help with planning efforts of the LEPC
- WC OEM staff to create a flow sheet for providing plans to the local fire departments
- WC OEM staff provide information on the emergency alerting system, RAVE, and encourages attendees to subscribe. Click the link below to have employees subscribe.
 - [Smart911](#)

1. Call to Order and Welcome

Katie Rohrbaugh welcomed attendees to the meeting and reminded participants to sign in and complete the assessment survey using the QR code or hard copy. Housekeeping items were reviewed, including restroom and kitchen locations and evacuation procedures.

2. Introductions and Meeting Purpose

Alan Matheny, Director of Emergency Management for Washington County, discussed the goal of restarting and reestablishing the LEPC to strengthen community engagement. Alan introduced Brian Lowman as the Tier II Facilitator and Katie Rohrbaugh as the LEPC Program Manager. Attendees introduced themselves by name, agency, and title.

3. LEPC Background and Regulatory Overview

Katie provided a brief history of the LEPC, including references to the Bhopal disaster and the establishment of EPCRA and SARA. Brian Lowman reviewed regulatory requirements for Tier II hazardous chemical reporting.

4. Tier II Reporting Requirements

Brian explained reporting thresholds, facility requirements, and necessary report components including chemical names, classifications, storage locations, and emergency contacts. Katie emphasized the importance of this information for planning, training, and responder safety.

5. Common Issues and Best Practices

Brian highlighted common reporting issues such as incorrect chemical names and missing documentation. Best practices included clear chemical descriptions,

maintaining site plans, and ensuring response plans are available. Brian offered to distribute slides and reporting cheat sheets.

6. Questions and Discussion

Questions were addressed with support from Patricia Williams for online participants. Discussion included submission processes, coordination with fire departments, and preparation for an upcoming EPA visit.

7. Next Steps and Closing Remarks

Katie reminded attendees to complete the assessment survey. Alan emphasized community involvement. Brian offered continued assistance.

8. Next Meeting

April 30, 2026 at 8:30 a.m.

Washington County Public Safety Training Center