



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

DO YOU WANT COPIES? Yes, printed copies (default if none are checked)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (may request copies later)

Do you want **certified copies**? Yes (may be subject to additional costs) No
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

**Luzerne County
Local Emergency Planning Committee
December 13, 2019
Meeting Minutes**

LEPC Member Attendees: Ron Smith, Lucy Morgan, Dave Elmore, Thomas McGroarty, Stan Davis, Charlie Krommes, Gregory Freitas, Chuck Pahler and Katie Polachek.

Additional attendees included: Seth Hoch of the American Red Cross.

Steve Masten from Dober attended as a representative of a SARA facility. There were no members of the general public in attendance.

The meeting was called to order by Chairman Ron Smith at 1100 hours, with a quorum in attendance.

The Chairman called for any public input, there was none.

The minutes of the September 13, 2019 meeting were read by Secretary McGroarty. The meeting minutes were accepted on a motion by Stan Davis and seconded by Katie Polachek; and passed by unanimous vote of the committee.

The financial report was presented by Lucy Morgan. The report was accepted on a motion by Charles Krommes and seconded by Dave Elmore and passed by unanimous vote of the committee. The balance are as follows:

Checking account: \$219,349.99
STAM (CD) account: \$ 169,451.86
Total: \$ 388,801.85

Tier Two reporting fees collected in 2018: \$64,550.00
2018-2019 HRMF Grant: \$30,888.46
FFY 2018 HMEP Grant 80% Federal Award: 11,584.00

Interest: \$54.58
CD Interest: \$ 2,644.24

OLD BUSINESS:

Lucy Morgan presented to the LEPC eight (8) Off-Site Response Plans for **final** review and approval by the committee:

- Cardinal Glass, Mountaintop, PA
- CCL Tube, Hazleton, PA
- Chewy AVP, Hanover Township, PA

- PFNonwovens,
- Pittston TJ Max Distribution Center, Pittston Township, PA
- Prime, Pittston, PA
- TC Transcontinental, Hazleton, PA
- United Rental Branch 589, Hanover Township, PA

These plans were **finally** approved unanimously by the LEPC on a motion of Stan Davis and seconded by Katie Polachek. Chairman Smith signed these official plans as approved by the Luzerne County Local Emergency Planning Committee (LEPC).

NEW BUSINESS:

Dave Elmore gave an update on the 2019 training completed and planned 2020 training. All agreed this training has been valuable and well received by all stakeholders.

Dave Elmore made a motion for the LEPC in 2020 to sponsor a Bucks County Community College Bronze membership at a cost of \$ 1,200-. Motioned was seconded by Charlie Krommes and passed unanimously.

Lucy Morgan gave an update on all due diligence being completed by the EMA staff to make sure everything is correct with the potential UAS resource procurement. A great deal of work has been done and this will be a work in progress well into 2020.

Lucy Morgan gave an update on the potential changes and improvements, since Luzerne and Wyoming Counties have moved to the Northeast Task Force (NETF).

With no other business, the Chairman called for an adjournment. The meeting was adjourned by motion of Katie Polachek and seconded by Stan Davis at 12:15 hours.

Respectfully submitted,
Thomas McGroarty
December 13, 2019

**Luzerne County
Local Emergency Planning Committee
June 7, 2019
Meeting Minutes**

LEPC Member Attendees: Ron Smith, Lucy Morgan, Dave Elmore, Thomas McGroarty, Stan Davis, Charlie Krommes, Gregory Freitas, and Katie Polachek.

Additional attendees included: Seth Hoch from the American Red Cross, as well as Daniel Hughes and Barney Dobinick from the Luzerne County Coroner's Office.

There were no members of the public or representatives of any SARA facilities in attendance.

The meeting was called to order by Chairman Ron Smith at 1100 hours, with a quorum in attendance.

The Chairman called for any public input, there was none.

Lucy Morgan recognized Chairman Smith for his many years of dedicated, professional and exemplary service to the citizens in his many capacities including forty years in law enforcement, three decades in the US Army and PA Army National Guard and finally being a founding member of the Luzerne County LEPC. Chief Smith recently retired from the Wilkes Barre Township Police Department and was very humbled by the presentation. All in attendance enjoyed Chief Smith's very modest statements about his service to our community, our county, our state and our nation.

The minutes of the March 8, 2019 meeting were read by Secretary McGroarty. The meeting minutes with corrections were accepted on a motion by Katie Polachek and seconded by David Elmore; and passed by unanimous vote of the committee.

Lucy Morgan welcomed new members to the LEPC, who have been approved by PEMA:

Charles Krommes
Charles Pahler
Gregory Freitas
Joseph Herbert

The financial report was presented by Lucy Morgan. The report was accepted on a motion by Charles Krommes and seconded by Stan Davis and passed by unanimous vote of the committee. The balance are as follows:

Checking account: \$243, 204.23
STAM (CD) account: \$ 167,867.77
Total: \$ 411, 072.00

Tier Two reporting fees collected in 2018: \$61,800
2018-2019 HRMF Grant: \$30,888.46
FFY 2018 HMEP Grant 80% Federal Award: 11,584.00

Interest: \$80.45
CD Interest: \$ 1,198.65

William Hillanbrand of Emergency Management Consulting presented the 2019 Luzerne County LEPC Commodity Flow Study. In addition to presenting the study he gave a power point presentation of the study that could be shared with municipal EMCs. The study also has separate tabs for each community, that can be a resource for emergency planning in each respective community. Many LEPC members pointed out that this study was much more comprehensive than previous versions.

Thomas McGroarty gave a presentation of the TRANSCAER Table Top / Functional Exercise sponsored by the LEPC held at Geisinger South Wilkes Barre on May 7, 2019. The training was well received by the 47 first responders in attendance from many diverse Emergency Support Function (ESF) disciplines. At the September 13, 2019 LEPC, the After-Action Report (AAR) will be presented with strengths, weaknesses, opportunities, and threats that will need to be included in an Improvement Plan (IP). This will include potential solutions for the Coroner's Offices in the East Central Task Force to improve record keeping and documentation in any future Mass Fatality event. Lucy Morgan thanked Thomas McGroarty for his work in organizing the training.

Daniel Hughes and Barney Dobinick spoke about potential challenges during a Mass Fatality event, as well as some potential solutions.

David Elmore reminded the LEPC about upcoming trainings that is open to all first responders:

June 12, 2019 – G 272: Warning Coordination (1083863)
June 29 & 30, 2019 – G 386: Mass Fatalities Incident Response Course (1067302)

Old Business:

Thomas McGroarty reported that there has been no official response from PEMA on the proposed purchase of a high-quality drone for hazardous material incidences for the safety of first responders and the public. Thomas McGroarty said he would reach out again to PEMA for a definitive answer on this important project of the LEPC.

Chairman Smith discussed some potential avenues to update the Hazardous Material Response trailers that the LEPC has strategically located throughout the county. Ron Smith will work with Lucy Morgan on some options and a plan.

Lucy Morgan presented to the LEPC four (4) Off-Site Response Plans for final review and approval by the committee:

- XPO Logistics, 325 Centerpoint Blvd, Pittston, PA
- Graphic Packaging International, LLC, Pittston, PA
- Leggett and Platt, 514 Salem Blvd., Berwick, PA
- Prime, Inc., Pittston, PA

These plans were approved unanimously by the LEPC on a motion of David Elmore and seconded by Katie Polachek.

New Business:

Lucy Morgan discussed six (6) Off Site Response Plans for initial review which will be considered for final review on September 13, 2019.

Thomas McGroarty provided the LEPC an update on the 2019 Luzerne County Mass Distribution of Medical Counter Measures (MDMC) plan, as well as discussing the partnership with schools, hospitals and other preparedness professionals.

With no other business, the Chairman called for an adjournment. The meeting was adjourned by motion of Katie Polachek and seconded by Stan Davis at 12:31 hours.

The next meeting of the LEPC will be on September 13, 2019 held at the Luzerne County EMA starting at 1100 hours.

Respectfully submitted,
Thomas McGroarty
June 10, 2019

**Luzerne County
Local Emergency Planning Committee
March 8, 2019
Meeting Minutes**

LEPC Member Attendees: Ron Smith, Bill Sharksnas, Dave Elmore, Thomas McGroarty, and Katie Polachek.

Additional attendees included: Eddie O'Neill (Luzerne County), Chuck Pahler (Wilkes Barre City Health Department) and Seth Hoch (American Red Cross).

There were no members of the public or representatives of any SARA facilities in attendance.

The meeting was called to order by Chairman Ron Smith at 1100 hours, with a quorum in attendance.

The Chairman called for any public input, there was none.

The minutes of the December 7, 2018 meeting were read by Secretary McGroarty. The meeting minutes with corrections were accepted on a motion by Katie Polachek and seconded by David Elmore; and passed by unanimous vote of the committee.

The financial report was presented by William Sharksnas. The report was accepted on a motion by David Elmore and seconded by Katie Polachek and passed by unanimous vote of the committee. The balance are as follows:

Checking account: \$290,431.99
STAM (CD) account: \$ 167,068.00
Total: \$ 457, 499.99

Tier Two reporting fees collected in 2018: \$32,325.00
2018-2019 HRMF Grant: \$30,888.46
FFY 2018 HMEP Grant 80% Federal Award: 11,584.00

The next meeting of the LEPC will be on June 7, 2019 held at the Luzerne County EMA starting at 1100 hours.

As part of the HMEP Grant the LEPC will be doing the following:

1. A new Commodity Flow Study of hazardous material transportation in Luzerne County.
2. Conducting a community based exercise with diverse partners at Geisinger South Wilkes Barre on May 7, 2019.

A report on each is expected at the next meeting on June 7, 2019.

Dave Elmore gave an update on a number of trainings that is being held at EMA for First Responders. Many of these trainings in the past required travel to locations outside the County.

Tom McGroarty reported that there has been no official response from PEMA on the proposed purchase of a high quality drone for hazardous material incidences for the safety of first responders and the public.

With no other business, the Chairman called for an adjournment. The meeting was adjourned by motion of Katie Polachek and seconded by Dave Elmore at 12:11 hours.

Respectfully submitted,
Thomas McGroarty
June 7, 2019

**Luzerne County
Local Emergency Planning Committee
March 13, 2020
Meeting Minutes**

LEPC Member Attendees: Ron Smith, Lucy Morgan, Dave Elmore, Thomas McGroarty, Stan Davis, Charlie Krommes, Gregory Freitas, William Sharksnas and Katie Polachek.

Additional attendees included: Seth Hoch of the American Red Cross.

The meeting was called to order by Chairman Ron Smith at 1100 hours, with a quorum in attendance.

The Chairman called for any public input, there was none.

The minutes of the December 13, 2019 meeting were read by Secretary McGroarty. The meeting minutes were accepted on a motion by Stan Davis and seconded by Katie Polachek; and passed by unanimous vote of the committee.

The financial report was presented by William Sharksnas. The report was accepted on a motion by Charles Krommes and seconded by Dave Elmore and passed by unanimous vote of the committee. The balance are as follows:

- Checking account: \$338,473.80
- STAM (CD) account: \$ 170,039.77
- Total: \$ 505,709.36

- Tier Two reporting fees collected in 2019: \$20,700.00
- 2019-2020 HRMF Grant: \$26,488.24

- Interest: \$14.02
- CD Interest: \$610.73

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS:

On a motion of Lucy Morgan, all current LEPC officers were nominated for another term in the same positions. Motion was seconded by Katie Polachek, and pass unanimously.

- Chairman: Ron Smith
- Treasurer: Bill Sharksnas
- Secretary: Tom McGroarty

The LEPC schedule for 2020 was accepted on a motion of Bill Sharksnas and seconded by Dave Elmore, and pass unanimously.

- June 12, 2020
- September 10, 2020
- December 11, 2020

Dave Elmore gave an update on the 2019 training completed and planned 2020 training. All agreed this training has been valuable and well received by all stakeholders.

Bill Sharksnas presented four Off Site Response Plan to the LEPC for the initial review.

- West Rock Hazleton Folding
- Lowes's Hazleton # 292
- Lowes's Regional Distribution Center # 1449
- Pride Mobility Exeter Facility

On a motion of Stan Davis and seconded by Ron Smith all four plans were approved unanimously for the initial review. These plans will be presented for final approval at the next LEPC meeting.

With no other business, the Chairman called for an adjournment. The meeting was adjourned by motion of Katie Polachek and seconded by Stan Davis at 12:15 hours.

Respectfully Submitted,
Thomas McGroarty
March 13, 2020

**Luzerne County
Local Emergency Planning Committee
September 11, 2020
Meeting Minutes**

LEPC Member Attendees: Ron Smith, Lucy Morgan, Dave Elmore, Thomas McGroarty, Ed O'Neil, Charlie Krommes, Chuck Pahler and William Sharksnas.

The meeting was called to order by Chairman Ron Smith at 1100 hours, with a quorum in attendance.

The Chairman requested a moment of silence for in remembrance of the 9-11 Attacks, as well as the 1-109th FA Troop Train accident which both occurred on September 11.

The Chairman noted that the June 12, 2020 LEPC meeting was cancelled due to the pandemic.

The Chairman called for any public input, there was none.

The minutes of the March 13, 2020 meeting were read by Secretary McGroarty. The meeting minutes were accepted on a motion by Charlie Krommes and seconded by Dave Elmore; and passed by unanimous vote of the committee.

The financial report was presented by William Sharksnas. The report was accepted on a motion by Dave Elmore and seconded by Chuck Pahler and passed by unanimous vote of the committee. The balance are as follows:

- Checking account: \$328,459.76
- STAM (CD) account: \$ 170,384.25
- Total: \$ 498,844.01

- Tier Two reporting fees collected in 2019: \$64,325.00
- 2020-2021 HMRF Grant: Delayed by FEMA
- Reimbursement for HMEP 2016-2019 Grant: \$11,584.00 (Received by 7/13/2020)
- Interest: \$28.25
- Interest on STAM: \$784.68

OLD BUSINESS:

Bill Sharksnas presented four Off Site Response Plan to the LEPC for the final review.

- West Rock Hazleton Folding
- Lowes's Hazleton # 292
- Lowes's Regional Distribution Center # 1449
- Pride Mobility Exeter Facility

On a motion of Chuck Pahler and seconded by Charlie Krommes all four plans were approved unanimously for the final review.

NEW BUSINESS:

Bill Sharknas gave an update that 72 Data Entry Sheets have been submitted to PEMA. On a motion of Charlie Krommes and seconded by Lucy Morgan the LEPC unanimously approved these submissions.

Lucy Morgan gave an update on Luzerne County becoming an active member in the Northeast Task Force.

Tom McGroarty gave an update on the current pandemic response operations.

Lucy Morgan proposed that the LEPC provide a cost share in the amount of \$100,000- towards a new All Hazard Mobile Command Post. This was seconded by Charlie Krommes and passed unanimously.

With no other business, the Chairman called for an adjournment. The meeting was adjourned by motion of Charlie Krommes and seconded by Dave Elmore at 1145 hours.

Respectfully Submitted,
Thomas McGroarty
September 11, 2020

**Luzerne County
Local Emergency Planning Committee
September 13, 2019
Meeting Minutes**

LEPC Member Attendees: Ron Smith, Lucy Morgan, Dave Elmore, Thomas McGroarty, Stan Davis, Charlie Krommes, Gregory Freitas, Bill Sharksnas, Sue Henry and Katie Polachek.

Additional attendees included: Kevin Augustine and Jonathan Ulanoski from PA DEP, along with Amy Szydlowski from the PA Department of Health.

There were no members of the public or representatives of any SARA facilities in attendance.

The meeting was called to order by Chairman Ron Smith at 1100 hours, with a quorum in attendance.

The Chairman called for any public input, there was none.

The minutes of the June 7, 2019 meeting were read by Secretary McGroarty. The meeting minutes with corrections were accepted on a motion by Katie Polachek and seconded by Stan Davis; and passed by unanimous vote of the committee.

The financial report was presented by Bill Sharksnas. The report was accepted on a motion by Charles Krommes and seconded by Dave Elmore and passed by unanimous vote of the committee. The balance are as follows:

Checking account: \$250,241.44
STAM (CD) account: \$ 168,706.59
Total: \$ 418,948.03

Tier Two reporting fees collected in 2018: \$64,550.00
2018-2019 HRMF Grant: \$30,888.46
FFY 2018 HMEP Grant 80% Federal Award: 11,584.00

Interest: \$57.07
CD Interest: \$ 2,142.19

OLD BUSINESS:

There was no outstanding old business to report on.

NEW BUSINESS:

Bill Sharksnas presented to the LEPC eight (8) Off-Site Response Plans for initial review and approval by the committee:

- Cardinal Glass, Mountaintop, PA
- CCL Tube, Hazleton, PA
- Chewy AVP, Hanover Township, PA
- PFNonwovens,
- Pittston TJ Max Distribution Center, Pittston Township, PA
- Prime, Pittston, PA
- TC Transcontinental, Hazleton, PA
- United Rental Branch 589, Hanover Township, PA

It should be noted that Mr. Davis upon reviewing of the Chewy AVP Off-Site Response Plan, questioned why Hanover Fire was listed as the Certified Haz Mat Team. Mr. Sharksnas spoke with Chewy's Facility Emergency Coordinator Jason Krumsky who requested that the plan reflect that the Certified Hazmat Team be changed to DATOM. The plan has been updated to show this change. Jason thanked us for reviewing his plan and finding the mistake.

These plans were initially approved unanimously by the LEPC on a motion of Dave Elmore and seconded by Katie Polachek.

With no other business, the Chairman called for an adjournment. The meeting was adjourned by motion of Katie Polachek and seconded by Stan Davis at 12:31 hours.

The next meeting of the LEPC will be on December 13, 2019 held at the Luzerne County EMA starting at 1100 hours.

Respectfully submitted,
Thomas McGroarty
September 30, 2019