

Warren County LEPC Meeting Minutes 03/02/2017

LEPC members in Attendance: Mike Bunner, Steve Agenbroad, Brooke Matzen, Dustin Ratliff, Lesli Holt, David Wood, Bill Romaine, Shawn Riley, Kay Vonderschmidt, Duane Stansbury, Bill Lohner, Dan Silbersack, Martin Russell, Larry Simms, Susanne Mason, Dale Farmer, Mark Messer, Dennis Waldbillig

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| <p>Welcome and Introductions</p> | <p>DISCUSSION/CONCLUSION: David Wood called the meeting to order at 1:32 p.m. David welcomed the members in attendance.</p> | <p>RECOMMENDATION/ACTION: None</p> |
| <p>Review of Previous Meeting Minutes</p> | <p>DISCUSSION/CONCLUSION: Members in attendance reviewed the 01/11/2017 Meeting Notes. Director Bunner explained that since there was no quorum at the last meeting then the notes taken could not be considered “minutes” and therefore could not be subject to committee approval.</p> | <p>RECOMMENDATION/ACTION: None.</p> |
| <p>Review of Bylaws</p> | <p>DISCUSSION/CONCLUSION: David Wood reported that the By-laws were sent to the committee members for review and approval. David explained that there were a few items that were up for discussion at the previous meeting:</p> <p><u>Article V Section A: Minimum Required Membership:</u> David explained that there was some discussion at the previous LEPC meeting about the minimum required membership categories and how members need to be differentiated for each category. David sent out two options for the LEPC members to look at when he emailed the bylaws for review and he opened the meeting to discussion on this section:</p> <ul style="list-style-type: none"> - A question was raised about the difference between the “health representative” versus the “hospital representative”. A recommendation was made to change “Health Representative” to “Public Health Representative”. Change was live edited into the bylaws. - David asked the committee members present if the generalized membership requirements were preferable over listing specific persons or departments for each membership category for the bylaws. No discussion points were raised in favor of either option. Mark Messer motioned for the generalized language in | <p>RECOMMENDATION/ACTION: David Wood will send a copy of the Warren County LEPC approved bylaws to the State Emergency Response Commission (SERC)</p> |

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Article 5 Section A. Mike Bunner Seconded. Motion passed.

Article V Section C: Member alternates

Discussion at the previous meeting was whether alternate members should be named in the LEPC approved member list or whether that alternate could be named to the Chairman previous to the next scheduled meeting. David explained that some representatives reported that their position with their home agency may not allow for an alternate to be pre-named (this alternate would have to be named on a meeting-by-meeting basis).

- A question was raised regarding the number of alternates outweighing the number of actual LEPC members at a meeting. Concern was raised that a large number of alternates could be voting on LEPC matters without actual members being present to hear the information. Discussion among members concluded that an LEPC alternate must be named prior to a meeting and the alternate has full voting rights (with the assumption that the actual LEPC member briefs the alternate on all LEPC matters and votes prior to the meeting).
- A recommendation was made to add language to this section: *"In the event member and alternate appear at the same meeting, members has vote and will count towards quorum"*. (this would eliminate dual votes per membership category)

Mike Bunner motioned to approve Article V Section C as written with the additional language that David added during the meeting (See added language above). Duane Stansbury seconded. Motion passed.

Mike Bunner motioned to approve the LEPC bylaws as they are submitted during this meeting. Bill Romaine seconded. Motion passed.

David will send a copy of the approved by-laws to the SERC.

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| <p>Voting on Executive Board</p> | <p>DISCUSSION/CONCLUSION: David Wood explained that at the October LEPC meeting Executive Board members were voted on, however there was not a quorum present so the vote could not be considered official. David reported the following positions on the LEPC Board were open to nomination and vote at this meeting:</p> <ul style="list-style-type: none"> - Chair: David Wood <i>(nominated and approved at this meeting)</i> - Vice Chair: Lesli Holt <i>(nominated and approved at this meeting)</i> - Secretary: Lesli Holt <i>(nominated and approved at this meeting)</i> - Information Coordinator: David Wood <i>(nominated and approved at this meeting)</i> - Emergency Coordinator: Mike Bunner <i>(named in the by-laws; does not need committee vote)</i> <p>Mike Bunner motioned for David Wood to be Chair and Information Coordinator of the Warren County LEPC. Mark Messer seconded. Motion passed.</p> <p>Mike Bunner motioned to approve Lesli Holt as Secretary and Vice Chair of the Warren County LEPC. Steve Agenbroad seconded. Question was raised on having three EMA members on the Executive Board and voting rules. David explained that there would only be one EMA vote per meeting. Motion passed committee.</p> <p>David Wood will update the LEPC member list and send to the Warren County Board of Commissioners for approval. Once the list has been approved, a copy will be sent to the State Emergency Response Commission (SERC)</p> | <p>RECOMMENDATION/ACTION: David Wood will update the LEPC member list and send to the Warren County Board of Commissioners for approval. Once the list has been approved, a copy will be sent to the State Emergency Response Commission (SERC)</p> |
| <p>Reports:</p> | <p>DISCUSSION/CONCLUSION: <u>LEPC Coordinator Update:</u> David Wood reported that the Tier 2 submission deadline was March 1. There have been 116 companies report via the new e-file system. There are about 30 companies who still filed via email or regular post office mail. There are still approximately 23 companies who have not yet filed their Tier 2 reports yet, and David is following up with those companies.</p> | <p>RECOMMENDATION/ACTION: Lesli to attach the Safer Ohio Business information to the meeting minutes.</p> |

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EMA Update: Lesli Holt reported on upcoming trainings for Warren County including:

- G402: ICS for Executives and Senior Officials – March 29, 6-8 pm in the EOC
- ICS 300/400: April 17-20 @ EOC
- April Brown Bag Session: Topic TBD – 1st Wednesday in April

Mike Bunner reported:

Risk Management Program update: The RMP program updates have been put on hold at this time. The RMP is a system requiring facilities maintaining/storing explosive chemicals to have additional plans and exercises. Their exercise requirement would significantly impact the EMA since the companies are recommended to work with the EMA and first responders on planning and exercising at least annually with a full scale exercise required on a routine basis. Director Bunner reported there are currently 9 companies in Warren County that would fall under this new requirement. He reported that if this RMP program is initiated, he would recommend to SERC to allow doing county-wide exercises with these facilities, rather than engage in separate planning and exercise sessions with each company individually.

Shawn Riley reported that this RMP Program has been in place for awhile but was put on hold by the new Presidential administration. Mr. Riley explained that this is a USEPA initiative and would encourage company participation on the LEPCs and with exercises in the future. The hold placed on the program was listed to end Mid-March so there may be more information forthcoming on this program soon.

My Safer Ohio Clearinghouse:

Director Bunner reported that the state of Ohio has launched a new initiative called “Safer Ohio Business”. The purpose is to connect businesses with public safety organizations to build better relationships and “to provide *Ohio businesses with resources, safety tools, and*

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information in order to aid their development of emergency plans, training, communication and collaboration.” Director Bunner said he will forward the information to Lesli so she can attach a copy with the LEPC minutes for the meeting.

SERC: Shawn Riley reported that the executive committee for SERC is reviewing the quantity of reportable leakage for diesel and gasoline spills. The current reportable quantity is 25 gallons and SERC is asking for comment on whether this quantity is appropriate. This topic will be added to the April SERC meeting, and agencies are encouraged to come to the meeting to participate in discussion about this.

Mr. Riley also reported that there are a number of exercises scheduled for this region in the next few months.

- March 15 – Shelby County Tabletop Exercise
- April 12 – Mercer County Full Scale Exercise
- April 29 – Brown County Tabletop Exercise
- May 2 – Hamilton County EOC Functional Exercise
- May 5 – Clermont County Tabletop Exercise
- May 16 – Montgomery/Greene County Functional Exercise
- June 10 – Preble County Full Scale Exercise

Ohio EPA: Dale Farmer reported that the Kasich administration is focusing on communications with EPA calls. The directive has been set that for any calls where an EPA rep is reporting to the site for investigation, the Rep has to submit a “red e-mail” with details to the state watch desk. A new step has now been added to the process where the state watch desk will then send a notification with details from the “red e-mail” to the local EMA office so they can have situational awareness on an issue in their county. This initiative started March 1, so the EMA should begin receiving these emails for any future calls. Dale mentioned that personnel in his office typically call the local EMA office when they are responding to a call in their jurisdiction and the relationship his office has with Warren County over the years has been very collaborative, so this will just be an additional tool that will help each agency with

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| | <p>situational awareness and communication on an event.</p> <p><u>Greater Cincinnati Hazmat:</u> Brooke Matzen stated Greater Cincinnati Hazmat ran the following calls in Warren County during January and February 2017: Jan 9 – Mercury Run in Turtlecreek Jan 31 – Ham twp – unknown white powder Feb 13 – Mercury run in Franklin</p> <p><u>Warren County Health District –</u> Dustin Ratliff reported that there haven't been any emergency response calls lately for their office. They are updating points of dispensing for the county.</p> | |
| New Business: | | |
| LEPC TTX Exercise | <p>DISCUSSION/CONCLUSION: David Wood reported that the LEPC is required to hold an exercise by June 30. David reported that the LEPC has met all the requirements for this round of exercises so the 2017 exercise will be a tabletop. The first planning meeting will be held on March 9 at 1:30 p.m. and the tentative exercise will be scheduled for the second or fourth week of June. Any LEPC member or citizen is able to attend the exercise planning meetings.</p> | <p>RECOMMENDATION/ACTION: LEPC Planning team will meet on March 9 at 1:30 p.m. to discuss details on the next LEPC exercise.</p> |
| 4th Quarter Hazardous Materials Spills and Events for Warren County | <p>DISCUSSION/CONCLUSION: Lesli Holt reported on the Jan/Feb EPA reported spills. There were 5 reported spills or releases in Warren County for Jan/Feb 2017.</p> <ul style="list-style-type: none"> - Transformer Oil spill due to high winds/transformer pole fall - Mercury release from a thermometer in a private residence - Water main break – with boil advisory in Loveland area - Diesel fuel spill (10-15 gallons) on the roadway due to an accident. - Mercury spill in Franklin- US EPA called in to assist with Cleanup. <p>Lesli also stated that a pipeline company reported they were doing a controlled release on March 1 (details on</p> | <p>RECOMMENDATION/ACTION: No recommended action at this time.</p> |

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| | release were given to Director Bunner). Director Bunner reported that the controlled release was due to an issue with the pipeline in Zanesville, not due to any issue in Warren county. | |
| Roundtable Discussion: | DISCUSSION/CONCLUSION: No additional topic of discussion were brought up for this meeting. | RECOMMENDATION/ACTION: None |
| Educational Review | DISCUSSION/CONCLUSION: David Wood presented information on the E-Plan Tier 2 filing system that Warren County implemented earlier this year. | RECOMMENDATION/ACTION: None |
| Adjourn | Motion to adjourn was made by Mike Bunner. Seconded by Dennis Waldbillig. Meeting was adjourned. | |