

**Clermont County Local Emergency Planning Committee**  
**Meeting Minutes**  
**July 12, 2012 9:30 – 11:30 am**

Members Present: Connie Dall, Carla Goodspeed, Bonna Bauer, Rick Ginn, Pam Broughton, Paul Braasch, Rob Perry, Bob Welch, Eugene Langschwager, Kevin Riley, Ed Humphrey and Karen Blades.

Guests: Laurie Schlueter, Keven Clouse and Jim Whitworth.

|   | <b>Topic</b>                                     | <b>Discussion</b>   | <b>Action Items</b>  |
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| 1 | <b>Call to Order</b>                             | Meeting began at 9:46 with the Pledge of Allegiance.  |  |
| 2 | <b>Tabletop Exercise After Action Conference</b> | <ul style="list-style-type: none"> <li>• Lee Foster, Senior Consultant, at Armada led the After Action Conference. The Improvement Plan was drafted and Corrective Actions were identified.</li> <li>• The LEPC was asked to review the After Action Report and send any corrections/additions to Pam Broughton to forward to Lee Foster.</li> </ul>  | <ul style="list-style-type: none"> <li>○ A copy of the updated AAR will be provided to the group.</li> <li>○ LEPC Members will send any corrections/additions to Pam Broughton for inclusion into the final report by Friday June 20, 2012.</li> <li>○ LEPC will implement corrective actions.</li> </ul>  |
| 3 | <b>Approval of the Minutes</b>                   | A motion was made by Rick Ginn and seconded by Eugene Langschwager.<br><b><i>The LEPC adopted the April 5, 2012 minutes.</i></b><br>The motion passed.  |  |
|   | <b>On-going Business</b>                         |   |  |
| 4 | Tier II Reports                                  | <ul style="list-style-type: none"> <li>• 80 facilities have reported; 22 Extremely Hazardous Substance (EHS) Facilities; 54 Hazardous Substance (HS); and 4 facilities have both EHS and HS.</li> </ul>   |  |
| 5 | Spill Reports                                    | 2 spills were reported from April 5, 2012 to July 12, 2012. <ul style="list-style-type: none"> <li>• UC Clermont; non-reportable ammonia leak caused when a boiler line was cut; Leak was contained by local FD; GCHMU and OEPA responded.</li> <li>• Stonelick Township; oil leak when a truck overturned.</li> </ul>  |  |
| 6 | HazMat Plan                                      | <ul style="list-style-type: none"> <li>• EHS site assessment surveys are due back to EMA by August 3<sup>rd</sup>. This information will be incorporated into the 2012 HazMat Plan.</li> <li>• The HazMat Plan is due to OEMA by October 17, 2012. The LEPC will have a period to review the Plan. The Plan will be adopted by the LEPC at the September 6<sup>th</sup> meeting. The major update will be the 2011 reporting EHS facilities hazard vulnerability analysis.</li> </ul> | <ul style="list-style-type: none"> <li>○ EMA will send reminder to the fire departments about EHS Site Assessments.</li> <li>○ The local fire departments will submit the EHS Site Assessment by August 3, 2012.</li> <li>○ EMA will send the 2011 HazMat Plan to LEPC to the LEPC for review. Comments, corrections, and/or additions will be due back to EMA by August 23<sup>rd</sup>.</li> </ul> |

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|    |                                  |   | <ul style="list-style-type: none"> <li>○ The LEPC will adopt the updated HazMat Plan at September 6<sup>th</sup> meeting.</li> </ul>  |
| 7  | 2013 Full Scale Exercise         | <ul style="list-style-type: none"> <li>● The LEPC will conduct a full scale exercise next year, completing the current 4 year exercise cycle. A full scale exercise requires at least 8 objectives to be tested. Two objectives remain to be tested in this cycle; Objective 7-Response Personnel Safety and Objective 8-Population Protective Actions. The Exercise Committee will select the 6 remaining objectives to be tested.</li> <li>● The exercise will be conducted in Miami Township. Chief Whitworth will be participating and unable to continue on the Exercise Committee.</li> <li>● Bob Welch will co-chair the Exercise Committee with EMA.</li> <li>● Any LEPC member interested in the joining the Exercise Committee should let Pam Broughton know.</li> <li>● Pam Broughton asked the LEPC if a contractor should be hired to aid in the full scale exercise. The estimated cost is \$10,000.00.</li> </ul> <p>A motion was made by Kevin Riley and seconded by Bonna Bauer.<br/> <b>Authorize EMA to research and hire contractor to provide support for the full scale exercise in an amount not to exceed \$10,000.00.</b><br/> <b>A motion was made to raise the not to exceed amount up to \$12,000.00.</b><br/> The motion was made by Kevin Riley and seconded by Paul Braasch.<br/> The motion passed.</p> | <ul style="list-style-type: none"> <li>○ Reconvene the Exercise Committee.</li> <li>○ Identify and include a member from the Fire Chiefs' Alliance on the Exercise Committee.</li> <li>○ EMA will research and hire a contractor to support the full scale exercise.</li> </ul> |
|    | <b>Administration and Budget</b> |   |   |
| 8  | 2012 Budget                      | <ul style="list-style-type: none"> <li>● Laurie Schlueter reported to the LEPC on the budget status. She explained that salary and benefits costs have risen, and more EMA time is spent on LEPC activities resulting in more funds being expended.</li> <li>● We still have funds allocated for compressed gas cylinder training. If needed, arrangements need to be made to schedule the training.</li> </ul>   |   |
| 9  | SERC Reporting                   | <ul style="list-style-type: none"> <li>● SERC Fiscal Report is complete and will be submitted by the end of the month. The SERC Compliance Report is due October 1, 2012.</li> </ul>  | <ul style="list-style-type: none"> <li>○ EMA to complete SERC Compliance Report.</li> </ul>   |
|    | <b>New Business</b>              |   |   |
| 10 |                                  | <ul style="list-style-type: none"> <li>● Keven Riley asked if a WebEOC user group could be established. A multi-discipline group will assure WebEOC will become a more useful tool.</li> </ul>  | <ul style="list-style-type: none"> <li>○ EMA will establish a WebEOC user group once a WebEOC Administrator is hired.</li> </ul>  |

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| 11 |                              | <ul style="list-style-type: none"> <li>HMEP 20<sup>th</sup> Year Grant Application is due out soon. The grant period is October 1, 2012 thru September 30, 2013. We will apply for both planning and training funds. These funds will be used to update the Plan, support the full scale exercise, sponsor a SOFEMS class, and provide a Hazmat IQ class and possibly Blue Card Training.</li> </ul> <p>A motion was made by Rob Perry and seconded by Eugene Langschwager.<br/> <b>Allow EMA on the behalf of the LEPC to apply for the SERC 20<sup>th</sup> year grant.</b><br/> The motion passed.</p>  | <ul style="list-style-type: none"> <li>EMA to complete application and submit SERC 20<sup>th</sup> Year Grant on behalf of the LEPC.</li> </ul>                              |
| 12 | SERC/LEPC Conference         | <ul style="list-style-type: none"> <li>Keven Clouse reported the SERC/LEPC Conference will August 8<sup>th</sup> and 9<sup>th</sup> at the Fire Marshall's Office in Columbus. Notices have not gone out yet but will be shared when they do. Our tabletop exercise will gain concurrence at this SERC meeting.</li> </ul>   | <ul style="list-style-type: none"> <li>EMA will notify to LEPC members when LEPC Conference information is shared.</li> </ul>  |
|    | <b>Other Business</b>        |  |  |
| 13 | LEPC Charter Revision        | <ul style="list-style-type: none"> <li>Pam Broughton and Tom Peterson are still working on the revisions. The Charter will be updated and submitted at the same time new membership applications are sent to SERC for the 2013 membership period.</li> </ul>   | <ul style="list-style-type: none"> <li>Draft Charter revisions to present to LEPC.</li> <li>EMA will acquire and process membership applications for next period.</li> </ul> |
| 14 | Regional LEPC                | <ul style="list-style-type: none"> <li>The Regional LEPC workgroup consists of the following counties; Brown, Butler, Clermont, Hamilton, and Warren.</li> <li>A regional Commodity Flow Study including rail, truck, pipelines and possibly river traffic is being funded with HMEP funds and a PUCO grant. Preliminary research has estimated the cost to be between \$60,000.00 and \$90,000.00 for this study. The workgroup is drafting scope of services and the request for proposal. The group discussed ways to reduce cost such as using volunteers and gathering data from the Louisville District of the Army Corps of Engineers (river traffic).</li> </ul> | <ul style="list-style-type: none"> <li>EMA will send LEPC/Fire Chief's Alliance a copy of the draft Commodity Flow Study.</li> </ul>   |
| 15 | All Hazards Mitigation Plan  | <ul style="list-style-type: none"> <li>The County All Hazard Mitigation Plan is being updated. The Plan must be adopted every 5 years to ensure eligibility for pre/post disaster mitigation funds.</li> <li>The kick-off meeting is scheduled July 20, 2012. An invitation has been sent to the LEPC and members are encouraged to attend.</li> </ul>   |  |
| 16 | Long Term Recovery Committee | <ul style="list-style-type: none"> <li>The Long Term Recovery Committee continues to meet every Wednesday. So far 55 cases have been presented. In addition to</li> </ul>  |  |

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|    |                     | <p>serving families impacted by the spring tornado, the committee has helped families impacted by the June 29<sup>th</sup> storms and the Brown County Flash Flood.</p> <ul style="list-style-type: none"> <li>• The Long Term Recovery Committee will be publishing a Newsletter in August detailing status of the recovery effort.</li> </ul> |  |
| 17 | <b>Next Meeting</b> | The next LEPC meeting is: September 6, 2012 at 9:30 am to 11:30 am in the EOC Annex, 2279 Clermont Center Drive, Batavia, Ohio 45103.   |  |
| 18 | <b>Adjournment</b>  | <p>A motion was made by Bonna Bauer and seconded by Pam Broughton.</p> <p><b><i>Adjournment of the meeting.</i></b></p> <p>The motion passed and the meeting adjourned at 12:05 pm.</p>   |  |