

Clermont County Local Emergency Planning Committee

Meeting Minutes July 18, 2013

Attendees: Karen Alsip, Bonna Bauer, Pam Broughton, Ben Chew, Keven Clouse, Connie Dall, Dan Deborde, David Doyle, Carla Goodspeed, Brooke Matzen, Thomas Patt, Melinda Payne, Rob Perry, Tom Peterson, Kevin Riley, Laurie Schlueter and John Thebout.

Topic	Discussion	Action Items
Call to Order	The meeting began at 1:37 pm with the Pledge of Allegiance.	
Approval of the Minutes	A motion was made by Rob Perry and seconded by Connie Dall to adopt the minutes from the January 17, 2013 meeting and the unofficial notes from the April 18, 2013 meeting. The motion passed.	
Ongoing Business		
Spills	<p>One fuel spill occurred in Union Township with non-reportable quantity.</p> <p>Brooke Matzen reported that a spill occurred in the median of I-275 in Union Township last week on 07/08/13 around midnight involving a small spill from a 55 gallon drum, contents unknown.</p>	<ul style="list-style-type: none"> • Greater Cincinnati HazMat Unit will send a spill report to the LEPC for the spill in Union Township.
Information Requests	EMA received one information request since January 17, 2013 relative to reporting requirements for above ground storage tanks at agricultural facilities. EMA reached out to the Ohio EPA, the Building Department, and the Ohio Fire Marshall's Office to gather information on reporting requirements. Farms are exempt from reporting on above ground storage tanks if the capacity is less than 11,000 gallons. If over 11,000 gallons, farms should report to the Ohio Fire Marshall. Discussion was held as to whether the LEPC should work on getting farms to report and it was agreed that the LEPC would like to refer them to the correct agency for reporting purposes.	<ul style="list-style-type: none"> • Tom Patt to supply OEPA contact that may be able to offer some assistance • EMA with follow up with the Department of Agriculture to close this issue
Tier II Reports	<ul style="list-style-type: none"> • 89 Tier II reports have been received to-date. • 6 first time filers • 31 EHS • 57 Non-EHS • 1 Government <p>It was stated that there was an article relative to reporting flaws in the Tier II reporting nationwide. Some facilities are not accurately reporting. If a chemical is stored, used, or manufactured in a facility for more than a 24 hour period during a calendar year, it is to be reported to the LEPC.</p>	<ul style="list-style-type: none"> • EMA is in the process of entering data received for Tier II reporting.
2013 Full-Scale Exercise	The Full-Scale Exercise was held on May 22, 2013 in Miami Township with great success. The exercise included AirGas Great Lakes, Miami Township Police Department, Miami Township Fire and EMS Department, Mercy Hospital Clermont, Greater Cincinnati HazMat Unit, and numerous support agencies.	

The Exercise tested the following eight (8) objectives:

- Incident Assessment
- Incident Command
- Communications
- Response Personnel Safety
- Population Protective Actions
- Emergency Public Information
- Traffic and Access Control
- Emergency Medical Services

Bonna Bauer reported that they found both positives and negatives at Mercy Hospital Clermont. They have been working with Chief Riley relative to improvements and will be following up with additional training.

The After Action Conference was held the morning of July 18th. Clermont County will receive concurrence from the SERC on all eight (8) objectives. Most of the identified areas for improvement were minor resulting in recommendations for training. It was also noted that additional MCI training would be required. Another area addressed was public information relative to getting the information out to citizens during an incident. Traffic and access control was highly praised.

Keven Clouse, Ohio EMA, will be drafting a letter recommending concurrence from SERC.

Discussion was held about getting pipeline exercises included in LEPC exercise requirements. It was noted that pipelines are not covered under SERC and would fall under purview of the U.S. Department of Transportation.

Kevin Riley stated that the fire chiefs are supporting the change for one (1) LEPC exercise every four years. Participation in the annual LEPC exercise generally falls to the same jurisdictions, as the smaller jurisdictions do not have the staff to allow for participation. EMA supported the idea of developing more flexible exercise options including offering evening and weekend exercises in order to engage other jurisdictions.

The SERC's has been evaluating changing the LEPC exercise requirements. The proposed change would require that the LEPC test their HazMat Response Plan once every four years. This would

	<p>open the types of scenarios that Counties could exercise. However, it would not eliminate the annual exercise requirement.</p> <p>The State is revisiting how the change would be implemented including what types of scenarios would need to be tested, what exercise evaluation criteria would be utilized for non-LEPC exercises and the funding sources to support non-LEPC exercises.</p>	
<p>Greater Cincinnati HazMat Unit Contract</p>	<p>The contract with the Greater Cincinnati HazMat Unit was executed by the Board of County Commissioners in April and will be up for renewal in January of 2014.</p>	
<p>Membership Applications for 2013-2015</p>	<p>The applications for LEPC memberships are due to the SERC by August 15, 2013 with the term beginning August 15, 2013 and running through August 14, 2015. With the decrease in Homeland Security funding, it has become advantageous to merge the Terrorism Advisory Team with the LEPC. Many members currently serve on both the LEPC and TAT and the merge of the two committees will assist with moving towards an all-hazards planning committee. The LEPC is hoping that the merge will also aid with attendance at the meetings in order to ensure a quorum of the committee is present for voting requirements.</p> <p>Discussion was held relative to the submitted SERC applications for membership (Term: August 15, 2013 through August 14, 2015).</p> <p>A motion was made by Kevin Riley and seconded by Brooke Matzen to accept the applications for membership to the LEPC for Tom Peterson (Community), Edwin Humphrey (Elected Official), Karl Schultz (Elected Official), John Thebout (Elected Official), Pam Broughton (EMA), Karen Alsip (EMA) and Laurie Schlueter (EMA). The motion passed.</p> <p>A motion was made by Brooke Matzen and seconded by Tom Patt to accept the applications for membership to the LEPC for Paul Braasch (Environmental), Dwight Culbertson (Environmental) and Mark Day (Environmental). The motion passed.</p> <p>A motion was made by Rob Perry and seconded by Brooke Matzen to accept the applications for membership to the LEPC for Jason Oyer (Other-First Aid) and Tim Kelly (Health). The motion passed.</p>	<ul style="list-style-type: none"> • The applications will be forwarded to the Board of County Commissioners for their approval of the nominations and then mailed to SERC for final approval

	<p>A motion was made by David Doyle and seconded by Pam Broughton to accept the application for membership to the LEPC for Bonna Bauer (Hospital). The motion passed.</p> <p>A motion was made by Connie Dall and seconded by Bonna Bauer to accept the applications for membership to the LEPC for Kevin Riley (Fire), Otto Huber (Fire), Dan Deborde (Industry) and Thomas Patt (Industry). The motion passed.</p> <p>A motion was made by Pam Broughton and seconded by Brooke Matzen to accept the applications for membership to the LEPC for David Doyle (Law Enforcement), Mark Planck (Law Enforcement) and Tony Adams (Media). The motion passed.</p> <p>A motion was made by Connie Dall and seconded by David Doyle to accept the applications for membership to the LEPC for Rob Alfieri (Other-Public Works), Darrell Hawkins (Other-Coroner), John Kiskaden (Other-Communications), Brooke Matzen (Other-HazMat) and David McCune (Other-Prosecutor). The motion passed.</p> <p>A motion was made by David Doyle and seconded by Kevin Riley to accept the applications for membership to the LEPC for Lisa Gatwood (Transportation) and Carla Goodspeed (Transportation). The motion passed.</p> <p>Discussion was held relative to appointing officers for the LEPC for the term of August 15, 2013 through August 14, 2015.</p> <p>A motion was made by Kevin Riley and seconded by Tom Patt to appoint Pam Broughton as Chairperson. The motion passed.</p> <p>A motion was made by Kevin Riley and seconded by Brooke Matzen to appoint Otto Huber as Vice Chairperson. The motion passed.</p> <p>A motion was made by Pam Broughton and seconded by Connie Dall to appoint Karen Alsip as Information Coordinator/Secretary. The motion passed.</p>	
<p>LEPC Charter/By-Laws Revision</p>	<p>A revised draft of the LEPC By-Laws was sent out on June 20, 2013 for review.</p> <p>A motion was made by Bonna Bauer and seconded by Tom Patt to adopt the revised LEPC Charter/By-Laws. The motion passed.</p>	<ul style="list-style-type: none"> • The LEPC Charter/By-Laws will be forwarded to the Board of County Commissioners for

		approval of the adoption.
HazMat Plan Update/Change	The plan is due to the SERC by October 17, 2013. There are six (6) new filers and it was recommended to update Tab A: EHS Hazard Vulnerability Analysis to include the first time EHS filers. The plan will be updated and reviewed at the September meeting.	<ul style="list-style-type: none"> • Tab A of the Plan will be updated to include the new EHS filers and will be presented to the LEPC at the September 19, 2013 meeting.
2013 Budget	<p>A copy of the budget is attached to the minutes.</p> <p>Laurie Schlueter reported that \$22,438.52 has been spent as of this date, which included the 2013 Greater Cincinnati HazMat Unit Contract payment.</p>	
Hazardous Material Emergency Preparedness (HMEP) Grant and FY14 SERC Grant	<p>Approval was been received for the 20th Year HMEP Grant, which began on October 1, 2012 and will run through September 30, 2013. The LEPC will receive \$12,400.00 with a local match of \$3,600.00 for the planning portion which includes the following projects:</p> <ul style="list-style-type: none"> • Full-Scale Exercise \$13,000 • Commodity Flow Study \$2,000 • HazMat Plan Update \$500 <p>The costs for the Full-Scale Exercise have exceeded the budgeted cost. If the funding for the other projects is not expended in full, we will ask for a change from the Ohio EMA to receive the full reimbursement. If all projects are expended, then we will ask for additional HMEP monies at the end of the grant cycle.</p> <p>Training grant funds were approved for the Managing Gas Emergencies for 1st Responders course in the amount of \$3,100.00 with a local match of \$900.00. This course was requested approximately two years ago by Assistant Chief Auffart of Union Township Fire & EMS. Funding was not approved until this grant cycle.</p> <p>The local match for both Planning and Training Projects will be provided from the General Fund with a small amount coming from funds not expended during the previous year.</p> <p>The FY14 SERC Grant funds have not been received. The LEPC requested \$18,500.00 which is about the same as the amount received last year.</p>	<ul style="list-style-type: none"> • EMA will request the additional funds for the Exercise Project. • EMA will work with Union Township FD to schedule the approved training.
New Business		
E-Plan – Electronic	The State of Ohio has rolled out the E-Plan Reporting System in 2013. This system was developed	<ul style="list-style-type: none"> • EMA to submit letter to

Tier II Reporting	<p>by the University of Texas as a secure, web-based system that can be accessed directly by facilities to submit their annual chemical inventory reports. The LEPCs and local Fire Departments were given the choice of accepting the reports through E-Plan for 2013 or not. It was decided that Clermont County would not implement in 2013 but would plan on implementing in 2014.</p> <p>E-Plan has been funded through U.S. EPA and Federal Homeland Security Grant Programs. At this point, there is concern of how E-Plan will be funded in the future. Training on E-Plan would have to be made available as well. The LEPC will be kept informed and updated as more information is made available.</p>	State with intent to accept E-Plan for Tier II reporting.
2014 LEPC Exercise	This topic was tabled and will be discussed at a later date. The group discussed reaching out to local fire departments asking for their input on LEPC exercises.	
Other		
Commodity Flow Study	The first phase of the Regional Commodity Flow Study, which includes 5 counties (Clermont, Brown, Hamilton, Butler and Warren), began this week with the next phase to start in a couple of weeks. The next phase will concentrate on the I-275 belt. Once the study is complete, it will be presented to the group.	
Mass Notification System	EMA is continuing to look at options for a Mass Notification System.	
All-Hazard Mitigation Draft Plan	The All-Hazard Mitigation Draft Plan has been submitted to the State. Once the Ohio EMA approves the Plan, it will be sent to FEMA for approval.	
Department Reports	<p>The Clermont County Fair is next week and the EMA will share a booth at the fair with other county agencies.</p> <p>The County has been asked to participate in the U.S. Army, 91st Civil Affairs Battalion (CAB), pre-deployment exercise the week of July 22nd -26th. The 91st CAB teams will be assigned to Clermont, Butler, Hamilton, Warren, and Montgomery Counties in preparation for their deployment to Africa. While in Clermont County, the team will be assessing levels of preparedness for tornado/high wind events in mobile home communities as well as providing recommendations for improving disaster communication to high risk populations. Their exercise will not impact local responders. The Army has requested that the exercise not be advertised to the public.</p> <p>The FY13 State Homeland Security Program Grant has been released by the State and will be due September 16, 2013. The Grant allows for EMA's to apply by County, but will require support from other counties within the Region. Project suggestions can be submitted to the EMA for</p>	

	<p>review.</p> <p>Connie Dall, CECOS, announced her retirement. She introduced Dan Deborde who will be filling her vacancy on the LEPC. The group congratulated Connie and thanked her for service on the LEPC.</p> <p>The group also thanked Rob Perry, Clermont County General Health District, for his service on the LEPC. Rob is stepping down as the Health District representative on the LEPC. Tim Kelly, Assistant Health Commissioner/Emergency Preparedness Planner, will be filling the vacancy.</p> <p>Ben Chew, Director of Analytical Chemistry, Bioformix, offered information to the group about his company. The company, located on Wards Corner Road, develops sustainable polymer platforms. Their products polymerize with little to no energy at high speeds that can outperform current products. Their initial focus will be on high performance adhesives, sealants, inks and coatings. Production is planned to begin this year. The company did not have a reporting requirement in 2012, but will report in 2013.</p> <p>Brooke Matzen informed the group about the upcoming 2013 OKI Hazmat Conference which will be held at the Sharonville Convention Center on September 20-21, 2013.</p> <p>Pam Broughton introduced Melinda Payne and Karen Alsip to the group. Melinda Payne is the WebEOC Administrator and indicated that she will begin holding training classes in the near future.</p>	
Next Meeting	The next meeting of the LEPC is September 19 th , 2013 at 1:30 p.m. in the Emergency Operation Center.	
Adjournment	A motion was made by Tom Patt and seconded by Bonna Bauer to adjourn the meeting. The motion passed and the meeting was adjourned at 3:53 pm.	