

Clermont County Local Emergency Planning Committee
Meeting Minutes
January 5, 2012 9:30 – 11:30 am

Members Present: Kevin Riley, Jason Oyer, Pam Broughton, David Doyle, Connie Dall, Rick Ginn, Paul Braasch, Rob Perry, Eugene Langschwager, Warren Walker, Karen Blades

Guests: Bob Welch, Keven Clouse and Laurie Schlueter

	Topic	Discussion	Action Items
1	Call to Order	Meeting began at 9:40 with the Pledge of Allegiance and introductions.	
2	Approval of the Minutes September 29, 2011	A motion was made by Rob Perry and seconded by David Doyle. <i>The LEPC will adopt the September 29, 2011 minutes with clarification to the exercise schedule.</i> The motion passed.	<input type="checkbox"/> Item 8 from the September 29, 2011 Minutes will be modified to state: "The LEPC decided to conduct a tabletop exercise for the current grant year (July 1, 2011 to June 30, 2012) and a full scale in the following grant year (July 1, 2012 to June 30, 2013)."
3	Tier II Reports	Pam Broughton briefly discussed the Tier II filings for 2010; 31 EHS and 56 HS facilities filed. During 2011 fire departments conducted site visits for all of the EHS facilities. Only 26 of these facilities had EHS chemicals on the premises at the time of visit. It is unclear if the additional 5 facilities no longer store, manufacture or use EHS chemicals or if the EHS chemicals were not on site at the time of the visit. Tier II reports for 2011 are due to the LEPC by March 1, 2012 and the status of the filings will be reported to the LEPC at the next meeting.	<input type="checkbox"/> Provide an update to the LEPC on Tier II filings at next meeting.
4	Spill Reports	No spills were reported for the 4 th quarter of 2011. Three (3) information requests were processed in 2011.	
5	HazMat Plan Status	Pam Broughton explained that a minor change was required for OEMA approval of HazMat Plan submitted last October. A specific person/position had to be designated as the Emergency Coordinator. The Following was added to the HazMat Plan: page 10-14 Assignment of Responsibilities (DPSS): EMA and 9-1-1 a. The EMA Director or designee will serve as the LEPC Community Emergency Coordinator for hazardous materials incidents and fulfill the responsibilities as outline in the Plan. b. The senior Emergency Management official notified will, based on the response level and the Incident Commander's input, initiate EOC activation, see ESF-5 Emergency Management.	<input type="checkbox"/> Modify the Assessment Form and provide to fire departments for site visits in 2012 <input type="checkbox"/> Include OEMA's suggestions in the 2012 HazMat Plan Update <input type="checkbox"/> Acquire a copy of the Northern Kentucky commodity flow study <input type="checkbox"/> Update the LEPC on the regional LEPC meeting.

<p>The revised HazMat Plan was resubmitted to OEMA on December 19, 2011 and has been recommended for concurrence at the February SERC meeting.</p> <p>The next update to the plan will include a vulnerability assessment of all EHS facilities filing for 2011. This information will be based on data collected during the local fire department site visits. The Hazardous Substance (HS) facilities filing for 2011 may be included in the vulnerability assessment.</p> <p>Pam Broughton addressed the need to modify the Assessment Form used during the site visits. Due to the discrepancy in the number of EHS facilities filing for 2010 and our site visit data, EMA would like to include a section to determine if the facility no longer stores, manufactures or uses EHS chemical or if the EHS chemicals are on-site during the calendar year, but were not on the premises at the time of the site visit. This information will improve the hazmat plan as well as increase the awareness of the local responders. It will also assist EMA with ensuring all EHS facilities are properly reporting.</p> <p>Keven Clouse of OEMA requested that the 2012 HazMat Hazard Analysis focus on the transportation routes of EHS chemicals into and out of EHS facilities. There is a clear benefit to identifying key routes regionally for both planning and response purposes. He also requested that we identify critical locations which may be in the vulnerability zones.</p> <p>Gene Langschwager mentioned Northern Kentucky has finished a commodity flow study and we could get a copy of the plan. He noted the findings revealed that large quantities of hydrogen are transported in Northern Kentucky. These are routed primarily from the south to north. (Hydrogen is a hazardous substance)</p> <p>Bob Welch brought up a real problem in transportation practices. Carriers are not required to report to fire departments/county when EHS substances are being transported. There needs to be a mechanism in place to notify first responders when these compounds are being shipped through their jurisdiction.</p> <p>Keven Clouse reported that gaps identified in the current hazard analysis will be addressed through regional collaboration. The first meeting of this collaborative effort is scheduled for February 14, 2012 in Warren County.</p>	
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6	Membership: Approve appointment	<p>A motion was made by Paul Braasch and seconded by Rick Ginn. The LEPC moves to recommend appointment of Pam Broughton, Clermont County EMA Director, to be Chairperson and the Emergency Coordinator of the Clermont County LEPC. Official Paperwork will be submitted to the Board of Commissioners to request approval of the nomination and recommend concurrence by the SERC. The motion passed.</p>	<input type="checkbox"/> EMA will the submit the appropriate paperwork to the BCC and then to SERC
7	Budget Report	<p>Laurie Schlueter reported on the LEPC budget. She discussed the FY13 State Emergency Response Commission (SERC) Grant and the 19th Year Hazardous Material Emergency Preparedness (HMEP) Grant Program. EMA can maintain a carry-over from the SERC grant, not to exceed two times the annual award. Additional information was requested on what is eligible under each of these grant programs.</p> <p>Pam Broughton stated she would like to use some of the carry-over to hire a contractor to facilitate the table-top exercise. She estimates this would cost no more than \$5,000.00. This contractor would provide administrative support such as the development of the Exercise Plan, Evaluator and Controller Manuals, and the After-Action Report. (see line 9 last entry for motion)</p> <p>Pam Broughton asked the LEPC to authorize EMA to submit the FY13 SERC and the 19th Year HMEP grant applications by February 2nd, 2012 (SERC) and January 31st (HMEP) application deadlines.</p> <p>Laurie Schlueter asked the LEPC if we should ask for training monies in the 19th Year HMEP grant application. She stated we haven't spent it as it is very difficult to find qualifying activities. There are many free training opportunities used by the first responders. The LEPC directed EMA to apply for the training monies in the HMEP grant application.</p> <p>A motion was made by Rick Ginn and seconded by Connie Dall. The LEPC authorizes the EMA to apply for both the FY13 SERC and 19th Year HMEP grants. The motion passed.</p>	<input type="checkbox"/> Update LEPC on eligible SERC and HMEP expenses <input type="checkbox"/> EMA will process the FY13 SERC and the 19 th Year HMEP grant applications
8	Fuel Tank Committee	<p>Rob Perry reported on the progress of the video. It is moving forward at a slow speed with no completion date set. Marketing was briefly discussed. Rob</p>	

		reported it will be on YouTube as well as other markets.	
9	Exercise	<p>The LEPC is scheduled to have a tabletop exercise in 2012 and a full scale exercise in 2013. Within any 4 year cycle all 13 exercise objectives must be tested and demonstrated. We are in the third year of the 4 year cycle and so far we have met 8 objectives from the two previous exercises. The remaining objectives need to be tested are: 1. Incident Command; 7. Response Personnel Safety; 8. Population Protective Actions; 12. Emergency Medical Services; and 13. Hospital Services.</p> <p>A tabletop exercise should test between 3 and 5 objectives. A full scale exercise should test 8 or more objectives.</p> <p>Volunteers were requested for the LEPC Exercise Planning Team. The exercise planning team will be comprised of the following: Bob Welch – Greater Cincinnati HazMat Unit, Jason Oyer – American Red Cross, Bonna Bauer – Mercy Clermont Hospital, Connie Dall - CECOS, Jim Whitworth – Miami Township Fire & EMS Department, David Doyle – Clermont County Sheriff’s Office, Pam Broughton – Clermont County EMA, and Keven Clouse – Ohio EMA.</p> <p>The exercise planning team will recruit jurisdictions to participate and will identify the scenario, objectives to be tested, and the date of the exercise. The LEPC determined that the tabletop exercise should occur sometime either at the end of May or the end of June. June 9th should not be selected as the GCHMU will be participating in a drill/exercise on that date.</p> <p>Keven Clouse reported on the status of the pipeline scenario as an eligible LEPC exercises scenario. As of yet it has not been approved by the SERC and would not be an eligible scenario. It may be approved at the February SERC meeting. If we would like to use this scenario, he recommends we wait until it is approved by the SERC. Clermont County LEPC initiated the change because of national incidents and the existence of pipelines in the county.</p> <p>Gene Langschwager stated he would like to see a consolidation of exercise guidance across multiple programs which would simplify exercises locally. Keven Clouse said it was being looked into at OEMA. Gene also proposed we dedicate</p>	<ul style="list-style-type: none"> <input type="checkbox"/> EMA will schedule the Exercise Planning Committee meeting. EMA will reach out to Bonna Bauer and Jim Whitworth to participate on the Exercise Planning Team. The Team will identify and engage willing jurisdiction(s). The Committee will select an exercise date, objectives to be tested, and develop the exercise scenario. <input type="checkbox"/> LEPC will consider an pipeline incident for the next exercise cycle (SFY14-SFY17) which begins July 1, 2013 and runs through June 30, 2017 <input type="checkbox"/> EMA will develop the RFB for exercise contract support with assistance from the exercise planning team. EMA will secure contract support using LEPC funds.

		<p>the next exercise cycle to a pipeline rupture scenario and develop it throughout the 4 year cycle from tabletop, functional and into a full scale exercise.</p> <p>Keven Clouse reported he liked having the exercise's after-action meeting at the next regularly scheduled LEPC meeting. It is a good way to educate the members on what happened during the exercise. This approach was started in Clermont County and has been adopted by many LEPCs in his region.</p> <p>A motion was made by Rick Ginn and seconded by Dave Doyle. <i>The LEPC authorizes EMA to hire a contractor for the tabletop exercise with a cost up \$5,000.00.</i> The motion passed.</p>	
10	CAMEO Update	<p>Pam Broughton reported there is an update available for the CAMEO software (Handout provided). She reported EMA has entered the EHS, HS and special locations into CAMEO and they are being linked into MARPLOT. Once complete CDs will be offered to any interested response agency.</p> <p>Keven Clouse stated Introduction to CAMEOfm and Advanced CAMEOfm can be provided locally. The courses can be tailored to our specific community(s) needs, interests, and target audience. He suggested contacting Alan Finklestein as a potential training provider. CAMEOfm would make a good backup solution in the event of internet connectivity issues.</p> <p>Pam Broughton briefly spoke about other mapping programs; the county has a GIS program and regionally there is ROGREMS 2.0. ROGREMS 2.0 training is available every Wednesday at 1 pm in the Hamilton County-City of Cincinnati Regional Operation Center (ROC).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assess interest in having CAMEO training <input type="checkbox"/> Invite Kelly Perry and Joshua Hamaker to the next meeting to demo the county's GIS capability.
11	EMA website	<p>Pam Broughton reported on the County EMA webpage. The website has not been updated in some time. The approved LEPC minutes will continue to be published there and LEPC items of interest will added.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Update EMA page and add the current LEPC minutes. <input type="checkbox"/> Add fuel oil article to website.
12	WebEOC	<p>Pam Broughton reported on WebEOC Resource Manager module. Becky Ober is the primary contact for WebEOC. A working group will be formed to identify how the Resource Manager module will be used, what information will be included, and how the information will be updated to ensure that information is current. An update will be provided at the next meeting.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Request Becky Ober attend next LEPC meeting to provide overview of Resource Manager capability. Establish a WebEOC Resource Manager work group. Provide an update at next LEPC meeting.

13	New Business	<p>Pam Broughton reported the LEPC Charter was adopted in 2000. Since there has been a change in EMA Director and the LEPC Emergency Coordinator it would be a good opportunity to update the charter. Minor changes include incorporating the use of current technology to notify the LEPC of upcoming meetings.</p> <p>A motion was made by Gene Langschwager and seconded by Dave Doyle. EMA Director will edit the charter to reflect changes and provide revisions to the LEPC for review. The motion passed.</p>	<input type="checkbox"/> EMA will update the Charter and provide a draft at the next LEPC meeting.
14	Other Business	<p>Clermont County is hosting a Weather Spotter training February 8, 2012 from 6:30 pm to 8:30 pm at the Miami Township Civic Center.</p>	
15	Round Table	<p>Gene Langschwager inquired if any other counties are looking into conducting a commodity flow study. Keven Clouse said there was regional interest in this project. Gene recommended in the application for the HMEP grant we include the commodity flow study project.</p> <p>Bob Welch reported GCHMU will participate in a 2 part drill/exercise. Part I is on June 9, 2012 with the communication structure being tested. Command 400, I-MAT and the regional PIO group (T3C) will be used in this drill/exercise. Part 2 of the series hasn't been scheduled yet.</p> <p>Rick Ginn remarked his company is seeing an uptick in business. Projects are moving forward indicating that companies are expanding. This is indeed good news.</p>	
16	2012 Meetings Schedule	<p>The following is the meeting 2012 schedule for the LEPC:</p> <ul style="list-style-type: none"> • April 5, 2012 • July 12, 2012 • September 6, 2012 	
17	Next Meeting	<p>The next meeting of the LEPC is: April 5, 2012 at 9:30 am to 11:30 am in the EOC Annex, at the Communications Building, 2279 Clermont Center Drive, Batavia, Ohio 45103</p>	
18	Adjournment	<p>A motion was made by Pam Broughton and seconded by Paul Braasch. Adjournment of the meeting. The motion passed and the meeting adjourned at 11:30 am.</p>	