

**Des Moines County Local Emergency Planning Committee (LEPC)**  
**November 9, 2023, 3:00 PM**  
**EMA Office/Zoom**

I. Opening Protocol

A. *Welcome and Call to Order*

Chair Gina Hardin called the meeting to order at 1501.

B. *Introductions*

Introductions were performed. Present were as follows: Gina Hardin, Brandon Howard, Jim Mehaffy, Ken Morris, Shannon Prado, Wayne Thomson, Lon Warnecke, and Ray Wilson. Representatives from State Emergency Management – Joe Ascherl and Salvation Army – Lt. Nathan Welch also attended via Zoom.

1) New members complete “Nomination” form

C. *Approval of the Agenda*

A motion was made by Brandon to approve the agenda and seconded by Ken. Motion passed.

II. Consideration of previous meeting minutes – May 4, 2023

A motion was made to approve May 4 minutes by Brandon and seconded by Ken. Motion passed. Comment made by Jim to add attendance to the minutes.

III. Old Business

A. *Hazardous Materials Emergency Preparedness (HMEP) Grants Report*

1) 2022 HMEP Grant –

i. Training - Comments made by Gina regarding that 2 hazmat technicians were sent to the 2023 International Hazardous Materials Symposium from the Burlington Hazardous Materials Team. Comments by Brandon that the training focused on transportation-related classes. One of the big benefits of the symposium is the networking opportunities. Documentation was sent to the State and approved.

2) 2023 HMEP Grant –

i. Applied for completion of Commodity Flow Survey and attendance to Cold Zone Conference. Comments made by Gina as follows:

1. Awarded - \$4,035.76, local match \$1,652.20 (for training, no match for planning)

2. Estimate for survey \$3,000. We need 2 quotes/bids per procurement policy. The last survey was performed in 2012. Comment made by Gina of one contact to perform the survey. Comments made by Lon that he knows of another contact and will send the information to Gina and Shannon.

3. \$1000.00 awarded for Cold Zone Conference May 8-10, 2024, Minneapolis, MN. The discussion that the committee may only be able to send 1 attendee.

3) 2024 HMEP Grant –

i. NOI Due 11/30/2023, Application Due 1/19/2024.

Comments made by Gina regarding that training request must be transportation related and can include equipment. Comments by Gina also that grants are statewide and grant awards are getting smaller. Comments made by Brandon he is looking at equipment including a drone. Comments made by Wayne that the Burlington Police Department is also looking at funding for a drone. Discussion consisted of departments working together on funding, mutual use of drones, and licensing requirements. Comments made by Ken on foam training during county exercises. Comments made by Brandon and Gina on a needed airport exercise in the future. Comments by Ken on future exercise including the K Line for foam training and the need to use environmental friendly foams to meet DNR regulations. Comments by Brandon it would be good training for area departments during the exercise. Comment by Ken that the Ethanol Plant may be a resource for foam funding. Comments by Wayne to include a railroad exercise because of the large amounts of hazardous materials being transported by rail in our area, and the railroads may also be a resource of funding for the exercise. Comments by Brandon that he will get back with Gina and Shannon on cost estimates for the foam concentrate.

B. *Des Moines County Spill Response Ordinance Report*

Comments made by Gina this was brought up and assigned to Brandon and Ray at the November 2023 meeting to review/update ordinance. Comments made by Brandon, Gina, and Ray that there are only minor changes that will have to be made to the updated ordinance. Comments made by Brandon that he has a rough draft prepared for review.

IV. New Business

A. *Election of Officers for 2024* Chair, Vice Chair and Secretary – 1-year terms

Election of officers was performed. Motion by Brandon and seconded by Wayne to elect Chair – Shannon, Vice Chair – Ken, and Secretary – Ray. Motion passed.

B. *Reports Submitted - Review*

- 1) Diamond Vogel – Emergency Action Plan Quick Reference Guide, Submitted May 24, 2023 (electronic version)

The plan was reviewed by the committee. Comments made that their recommended drills have been performed and Burlington Fire Department has performed a walkthrough. Comments made by Gina and Ken regarding that they have had very few problems. Comments made by Gina and Wayne that some of the contacts need to be updated. Comments made regarding chemical hazards are mostly solvents.

- 2) Borghi USA Inc – Contingency Plan, Submitted September 14, 2023 (electronic version)

The plan was reviewed by the committee. Comments made regarding that Borghi has submitted Tier II and other required reporting. Comments made by Brandon that they make internal engine components. Comments made by Gina regarding chemical hazards stored and used by the facility are acids.

Discussion covered by Brandon, Lon, and Ken on Tier II report formats.

C. *Incidents Reported* <https://programs.iowadnr.gov/hazardousspills/Introductory.aspx>  
The following reported incidents to the Iowa DNR were reviewed and discussed.

- 1) September 2, 2023 / Alliant Energy – Mineral oil spill on property
- 2) September 19, 2023 / Alliant Energy – Diesel fuel from punctured underground boring operation
- 3) September 26, 2023 / ITC Midwest – Hydraulic fluid spilled due to hose failures  
Comments were made regarding these incidents were tied in with Alliant Energy.  
Comment made by Ken that the updated Spill Ordinance needs to be sent to area agencies as proper incident reporting is not being performed.

D. *Exercises*

1) Exercise Reports/Schedule

i. Mass Casualty/Amtrak Exercise Report

Report was given by Gina on the Amtrak exercise covering as follows:

The exercise was held on Saturday, September 16, 2023. National exercise for Amtrak. Improvements: review triage/mass casualty process (switch from START to SALT), equipment available, review current plan, on-scene accountability of personnel and equipment.

E. *Other*

Comments made by Joe Ascherl, State Emergency Management regarding a state regional tabletop exercise will be performed in May. More information will be sent by State Emergency Management on the exercise. Comment made by Joe regarding a new LEPC questionnaire will be sent out in December. The new report will be used by the State to track LEPC activities. Discussion on local tabletop exercise in March - July 2024 time frame that will include an accountability piece that will be part of the exercise. The State will participate either virtually or onsite.

V. Adjournment Protocol

A. *Future Meetings* (minimum requirement of two meetings per federal fiscal year)

Comments made by Gina on the required meeting and topics to be discussed as follows:

- 1) May 2024
  - i. Review of ESF-10 and Tier II Reports
- 2) November 2024
  - i. Officer Elections

A motion was made by Brandon and seconded by Lon to adjourn the meeting. Motion was passed and meeting adjourned at 1611.