

Des Moines County Local Emergency Planning Committee (LEPC)

Minutes- Final

June 10, 2021, 2:00 PM

EMA Office or Zoom

I. Opening Protocol

- A. *Welcome and Call to Order*. The meeting was called to order at 2:02 PM by Chair Gina Hardin.
- B. *Introductions*. See the sign-in sheet for those in attendance (9 in-person and 6 virtual).
 - 1) New members complete “Nomination” form – 3 new forms completed
- C. *Approval of the Agenda*. Christa Poggemiller moved to approve the agenda. The motion was seconded by Captain Brandon Howard. The motion carried unanimously.

II. Approval of previous meeting minutes – November 9, 2020. Hardin noted that we only meet twice per year. Jim Whitaker moved to approve the minutes as distributed. Jim Spence seconded the motion and it carried unanimously.

III. Old Business

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

1) 2020 Grant – Award 2 (\$5,950, local match \$3,600)

a. Air Monitoring Course held 1/26/2021

Captain Howard noted that the course was a good one and provided the team training on several of their meters, which they got to use shortly there-after for an incident.

2) 2021 Grant – Award (\$11,900, local match \$3,383)

a. Propane IQ Course held 5/14-15/2021

Course was held and was presented by an instructor from Federal Resources. They had hands on training at the airport/Station 2 in addition to the classroom portion. The training was well received by the hazmat team. Comments by Captain Howard on future hazardous materials equipment requests.

3) 2022 Grant – Application for CAMEO (Computer-Aided Management of Emergency Operations) courses

a. CAMEO Awareness/Refresher for Hazmat Techs (8 hrs) – 3 sessions

b. CAMEO Operations to Conduct Facility Hazard Analysis (8 hrs) – 1 session

c. Courses taught by Tom Bergman, Certified CAMEO Instructor

d. Courses to be held 10/01/2021 to 9/30/2022

Hardin noted that the LEPC will receive notice of the amount awarded early fall (probably September/October). Ken Morris explained what was involved in the courses and what the CAMEO includes. Hardin thought that over the winter would be a good time for to hold these courses and those in attendance agreed. She will notify everyone when the grant it is received and work with the instructor to make arrangements for holding the classes.

IV. New Business

A. *Reports Submitted* –

1) Tier II

Hardin and Morris noted that there a couple of companies who have not submitted reports this year that normally do submit. Hardin will be contacting them about the status of their reports. Comments by Captain Howard on using the Tier II information during incidents and the hazmat team's computer needs replaced.

B. Exercises

1) Exercise Schedule

a. BNSF / Hazmat – September 18, 19, and 20, 2021

This exercise date has been changed various times. The goal is to have the Burlington Fire Department (BFD) on-duty shift and half of each of the county's volunteer departments attend on Saturday and Sunday. Monday will be focused on the BFD hazmat team. We would look to have a drill with victims on Saturday if any department needs it. A planning committee meeting will be held in the near future. Hardin will get a date set up and send out a meeting notice.

D. Emergency Support Function 10 (ESF-10) – Review/Comments

This is an annual requirement to have the LEPC review and update this ESF. Hardin sent out the current draft for consideration. There are a couple of attachments that need to be updated yet – contacts and any changes from the companies that have not yet submitted their Tier II reports. Jim Whitaker moved to approve the ESF as distributed. Captain Howard seconded the motion and it carried unanimously.

E. Other

- 1) Christa Poggemiller shared a COVID-19 update and noted that doses of vaccine are still available. The response to this monumental event has gone well. Also, data is being collected for future response planning.
- 2) Hardin noted that she had nominated Vice Chair Ken Morris for the 2020 Mayor's Volunteer Award. The 2020 in-person ceremony was canceled due to COVID and no ceremony was planned for 2021, so she provided him with his certificate of recognition and thanked him for his service to the LEPC and her office, in general.
- 3) Morris noted that for industry when completing their Tier II reports, if they could include the amount of product in their largest tank (there is an empty box on the form where this could be included), it is helpful for our planning purposes.
- 4) Morris also noted that if something changes at a facility and the LEPC needs to meet for planning purposes, we are more than willing to do that. We do not need to meet just two times a year, this is a minimum amount.

V. Adjournment Protocol

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

- 1) November, 2021
 - i. Officer Elections
- 2) May, 2022

A motion was made by Jim Whitaker to adjourn the meeting. The motion was seconded by Captain Howard and the meeting adjourned at 2:35 pm.