

**Des Moines County Local Emergency Planning Committee (LEPC)**  
**November 17, 2022, 2:00 PM**  
**EMA Office/Zoom**

**Meeting Minutes (11-09-2022)**

I. Opening Protocol

A. *Welcome and Call to Order*

Welcome and meeting called to order at 2:00 PM

B. *Introductions*

1) New members complete “Nomination” form

There were no new nominations for new members.

C. *Approval of the Agenda*

Motion was made by Ken to approve the agenda and seconded by Jim. Motion passed without any nays.

II. Approval of previous meeting minutes – June 17, 2022

Motion was made by Brandon for approval of previous meeting minutes, and seconded by Jim. Motion passed without any nays.

III. Old Business

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

1) 2021 Grant – Training, Equipment and Exercise

i. Propane Flare, Smart Decon Exercise held on 6/25 – Report, Captain Howard  
Comments made by Brandon regarding the equipment, training, and exercise. Included comments regarding Brandon traveling for the propane flare equipment train the trainer course using the equipment. He then presented training courses on using the equipment. He worked with Agriland FS Company for training and valves for anhydrous ammonia leak emergencies.

ii. Training for departments on smart decon – Report, Captain Howard  
Comments made by Brandon that he presented training at a Des Moines County Firefighter’s Association monthly meeting. He also made comments that he offered presenting the training at the county fire departments for their personnel. Question ask by Ken if the systems dry decontamination pads can be used on contaminated victims. Brandon advised the pads and decontamination solutions are not to be used on victims. Brandon advised the Smart Decon company is testing post fire decontamination of firefighter gear. Question asked by Ken if training could be performed with the CERT team members. Comment made by Cindy that the team would like to be trained on using the equipment. Comments made by Brandon on the resupplying the equipment as it is used. Question asked by Ken if county fire departments can be trained to assist with using the flaring equipment. Comments made by Brandon that the flaring training and use with anhydrous ammonia incidents could be included in future training.

- 2) 2023 (2022) Grant –
  - i. Training -3 techs to 2023 International Hazardous Materials Symposium  
Comments made by Gina regarding the 2023 Grant update, including approval of the grant is due date of meeting and provisions of the grant, including this is a “soft match” grant. Received \$6,035.04, our share \$1,508.76. Conference June 7-11, 2023 in Baltimore, MD. Group decided to accept sending the grant.
- 3) 2023 HMEP Grant –
  - i. NOI Due 11/18/2022, Application due 1/25/2023
  - ii. Ideas for the HMEP Grant include Commodity Flow Survey, Cold Zone Conference, Technician and/or Operations refresher, or other options. Comments also included the projects and dollar amounts to are needed to apply for the grant.  
Comments made by Gina that she needs ideas and decisions on the use of this grant money. Included comments on an individual who will perform the Commodity Flow Survey for three thousand dollars, but putting it out for bids may be able to find it at a lower price. Group decided to accept sending the grant.

B. *Des Moines County Spill Response Ordinance* – Report, Hardin  
Comments made by Gina regarding the Des Moines County Spill Response Ordinance. Comments included as follows: Ordinance approved 1-27-98  
Requires cleanup to start no later than 6 hours from spiller, cost paid by spiller. If spiller does not start cleanup, the jurisdictional Fire Chief sets deadline for cleanup and remediation. County covers cost and attempts to recover costs. Spiller is required to notify local fire department and state. LE has authority to evacuate and establish perimeter. Gina has a concern about LE having the authority to evacuate and establish the perimeter. Comment by Brandon he is working on a hazardous materials box card. Comments made by Ken and Jim regarding the difference between large and small spills. Comments made by Ken regarding the need to contact the Coast Guard for spills in a waterway. There were discussions on definitions included in the documents. Brandon and Ray will be working on reviewing the legal aspects of the document.

C. *Review of training requirements with County Fire Association* – Report, Hardin  
Comments made by Gina regarding that a review of the training requirements of the ordinance and other documents will be done at the Association meeting on November 28<sup>th</sup>. Comments made by Brandon on the training requirements of the Burlington hazardous materials team providing training to the county departments.

#### IV. New Business

##### A. *Election of Officers for 2023*

Currently Chair – Gina, Vice Chair – Ken, Secretary – Ray

Comments made by Gina on available seats. Brandon made motion to keep same officers and seconded by Alisha.

##### B. *Reports Submitted - Review*

- 1) None  
Comments made by Gina that no new reports were submitted.
- 2) *Incidents Reported* <https://programs.iowadnr.gov/hazardousspills/Introductory.aspx>
  - i. June 20, 2022 / Shearer Foods – Canola oil spill  
Comments made by the group on the canola oil spill.
  - ii. August 11, 2022 / Valleyview Lane – Tree on transformer with Non-PCB spill  
Comments made by the group on the non-PCB spill, and other PCB spill incidents.  
Comments made by Gina that DNR is supposed to give local contact information to personnel when they are called.

C. *Exercises*

- 1) Exercise Reports/Schedule
  - i. None scheduled.  
Comments by Gina no exercises are scheduled at this time.  
Comments by Brandon on the hazardous materials team training including training to the new NFPA 470 2022 standard, and team member requirements.  
Comments made by Gina the exercises are performed, and support functions are tested every five years.

D. *Resolution No. 2022-01 – A Resolution Adopting Des Moines County and Des Moines County Emergency Management Commission Policies and Noted Additions*

Comments made by Gina regarding the HEMP (and other) grants, we have to have certain policies and procedures. We have always had to have these, but they are asking for copies now and we have to certify that we have these individually. EMC has some, County has some. The Resolution picks up what they don't have. We also had to have a Unique Entity ID (UEI) number. This takes the place of the DUNS number we used previously for grants. Finally received a number for our LEPC. Without, we could not receive grant award.

Question by Ken on future grant availability, and comments made by Gina on future grant availability.

Motion by Brandon to approve the resolution, and seconded by Jim. Motion passed without any nays.

E. *Other*

- 1) \_\_\_\_\_

V. Adjournment Protocol

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

- 1) May 2023.
  - i. Review of ESF-10 and Tier II Reports  
Comments made by Gina on the agenda will include reviewing ESF-10 and Tier II reports. Decision was made to have the meeting the first week in May.
- 2) November 2023

i. Officer Elections

Comment was made Gina the agenda will include the election of officers.

Adjournment

Motion was made by Jim to adjourn the meeting and seconded by Brandon.

Motion passed at 03:11 PM without any nays.