

## Warren County LEPC Special Meeting 10/4/2017

**LEPC members in Attendance:** David Wood, Brooke Matzen, Lesli Holt, Bill Romaine, Shawn Riley, Dennis Waldbillig, John Franks, Dan Silbersack, Shawn Riley, Mark Messer, Duane Stansbury, A. J. Lambes, Dale Farmer, Amanda Browne, Bill Lohner, Regan Noble, Paul Kindell

Call to order	The Warren County LEPC meeting was called to order at 10:30 a.m.	
Welcome and introductions	<b>DISCUSSION/CONCLUSION:</b>	<b>RECOMMENDATIONS/ACTIONS:</b> Lesli will adjust the EMA update section of the 6/29/17 LEPC meeting minutes to reflect the change noted in discussion.
Reports:	<p><b>DISCUSSION/CONCLUSION:</b></p> <p><u>LEPC Coordinator Update:</u> Lesli Holt reported that David Wood has sent the LEPC Compliance Report to the state (which is due on October 1). David reported that the Hazmat Plan is due to the state by October 17, and it will be discussed at today's meeting.</p> <p><u>Warren County EMA:</u> Lesli Holt reported for Warren County EMA. She reported that EMA held a Training and Exercise Planning Workshop on Sept 6 which was well attended. Out of the workshop, it was decided that for 2018 Warren County EMA will be focusing their trainings on planning and response. Due to after action reports and comments, all Brown Bag monthly educational sessions will be courses on EOC operations and training people to work in the county EOC, and other state based trainings will revolve around planning and operations. As far as exercises go, after listening to the exercise components of multiple agencies and in fulfilling a request to test the evacuation of Warren County Career Center and Family Reunification at Urbancrest Church, we would like to recommend to the LEPC Exercise Planning Team that we hold a functional drill in 2018 including a pipeline incident at 122/hart Road that affects the evacuation of WCCC to Urbancrest where they will functionally test their new Family Reunification Process. There will be more details to come on this, and Lesli stated it's up to the LEPC Exercise Planning Team to ultimately decide what their exercise will include, but this would assist with multiple agencies' exercise requirements for 2018.</p> <p>2019 WC EMA trainings are scheduled to be focused on Recovery training. The Jail had asked for some evacuation and re-entry training and possibly an exercise so the EMA would love to partner with them on that.</p>	<p><b>RECOMMENDATIONS/ACTIONS:</b></p> <ul style="list-style-type: none"> <li>- Lesli will send out training flyers and TEPW information to LEPC members.</li> <li>- <b>All LEPC members are encouraged to attend the Oct 4 Brown Bag session on LEPC Overview taught by Shawn Riley with Ohio EMA.</b></li> <li>- David will send out the Emergency Evaluation Manuals for committee members to review and provide comments that can be sent back to the SERC (related to updating the manuals)</li> </ul>

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Lesli said that as soon as she compiles all the notes from the workshop she will send them out to all Warren County Stakeholders as well as post it on the EMA website so everyone can see the proposed training and exercise schedule moving forward.

Some changes to exercises and trainings this year include:

- Ohio schools are now required to have an emergency operations plan and to exercise that plan annually using the building block approach (so that means they need to perform a tabletop, functional, and full scale exercise within a three year cycle.) this is a requirement for all schools so they should be reaching out to their community partners within the next few years to collaborate on this effort.
- CMS (The Centers for Medicaid and Medicare Services) also produced an emergency planning and exercise regulation tied to facilities that receive CMS funding. There are 17 categories of regulated agencies including hospitals, nursing homes, long term care facilities, home health care agencies, etc. that now have to create emergency operations plans and exercise annually.
- Lesli stated that with the number of new agencies who wish to collaborate on exercises, Warren County EMA would like for the LEPC exercises to be as encompassing of these agencies as we can, while not limiting the LEPC components that we need to receive credit on.

*Additional upcoming trainings:*

- Oct 4 Shawn Riley will be teaching a LEPC overview training in the WC EOC. Shawn reported that this training will cover what an LEPC is, how it interacts with the state, what the Tier filings are and how fire departments should use those, and answer any general questions related to LEPC's. Lesli strongly encouraged every member of the Warren County LEPC to attend not only to show a strong presence and have other people in Warren County meet the LEPC members, but also to learn a little more about your role in the LEPC and why it is important to the county. She also said that once the flyers are complete she will send them out to the LEPC members and the Training and Exercise Email distribution list so watch email for that information coming soon.
- Role of Local Officials in Disasters course: October 18. Flyers have been sent via email to 186 elected officials in Warren County as well as were emailed to their business address.
- Regional Safety Summit: November 3, 2017. Last year the Southwest Ohio

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region decided to host a Safety Summit that was LEPC focused. The summit was successful so they decided to host it again this year. The original intent was to hold a two day summit with the first day focusing on first responders and businesses and day two on personal preparedness. Unfortunately due to the recent hurricanes, the day two presenters, keynote speaker, and most of the participants have to back out so they could run recovery operations in both Texas and Florida. So the Summit will be one day, Friday, November 3 and some of the topics include: A National Weather Service presentation on weather related damages, public information lessons learned from the Madison school shooting, two courses on Drones from University of Cincinnati with one course focusing on the rules and regulations of using drones and their second course will talk about best practices for using drones for scene size up and Incident Command, and two courses from Ohio Christian University on Continuity of Operations and Compassion Fatigue with the Heroin Epidemic. The Pipeline Coalition will be hosting a tabletop exercise and Duke Energy will be providing their gas demonstration that they did last year. As of yet the keynote speaker has not been confirmed (due to his state being hit by Hurricane Irma) but the planning team will hopefully have that nailed down early next month.

Along with trainings and updating the Hazmat Plan, Lesli stated that the EMA is also working on updating the Emergency Operations Base Plan and once completed they will hold public meetings for comment so watch your emails for those meetings.

### SERC:

Shawn Riley reported for SERC:

- LEPC Conference is coming up Oct 11 at the Ohio Fire Academy in Reynoldsburg. This piggybacks off the Ohio EMA Directors Conference on Oct 12. Some presenters include the Fire Chief of the Ohio Turnpike Commission and a speaker on hazards related to meth labs. There will also be an LEPC 101 course for those who are new to the LEPC role or who need a refresher.
- The SERC is seeking feedback on the Exercise Evaluation Guides. The former EMAO (Emergency Management Association of Ohio) appointee to the SERC Ops and Issues Committee has resigned his position with Crawford County EMA which leaves that spot open at the state level. The last initiative Tim was working on included reviewing the Exercise Evaluation Manuals for LEPC exercises. The committee is going to form a committee to review and revise

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the EEMs for LEPCs. They should be talking about this more at the LEPC conference and then they should be soliciting feedback from the counties on recommended changes to the manuals. Lesli said she will ask David to send out a copy of the Exercise Evaluation Manuals for everyone to review and provide comments that David can send to Shawn to give to the SERC committee.

- Shawn asked if Warren County Received their LEPC grant yet (which should have come out). Lesli said she will check with David.
- Brown County will be hosting their full scale exercise on December 9 in Aberdeen and will include the Ohio River. Butler County is hosting an LEPC exercise on December 5. They may be asking for evaluators and controllers so if anyone is interested please let Lesli know.

Ohio EPA

They have hired a new OSC. Amanda Brown is the new Southwest Rep for OSC operations within EPA.

GC Hazmat:

Brooke Matzen reported that GC Hazmat did not respond to any runs in Warren County since the last LEPC meeting, just had some administrative consultations Brooke said that monthly training was moved to this Saturday. They did train today and it was well attended.

Command 400 is at USAR training today (09/14) and tomorrow (09/15) and their monthly training is next Thursday at 6:00 p.m. at the GCHMU offices.

Ohio Hazmat Team conference is November 3 and 4<sup>th</sup> and Brooke will send Lesli the information to post on the WCMEA website.

Brooke mentioned that they do not receive Mercury (per a call they received earlier this month). Lesli reported that a fire department in the county received a call from a citizen that she found a 5lb jar of mercury in her deceased husband's lunchbox and she didn't know what to do with it. The fire dept didn't want to bother the EMA on a holiday (Labor Day) so they took possession of the Mercury and called later that week to find out what to do with it. EMA consulted with the Warren County Solid Waste District and the Ohio EPA and it was disposed of. Lesli stressed that EMA is a 24/7 department and there is always someone on call (even on holidays) so anyone who has questions or needs consultation needs to

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	<p>call dispatch and have EMA paged.</p> <p><u>Public Health</u> Duane Stansbury reported they have a new Emergency Preparedness part time person named Ben Ginter. They did have a TB (Tuberculosis) patient in Warren County recently who was exposed to a large number of children through a daycare-type facility so they have been and will continue testing for the next month. Duane also stated that this flu season is expected to be bad (because that's what they are seeing in other countries which is an indicator) so he encouraged everyone to get a flu shot. The department is also reviewing a lot of their preparedness plans and will continue to do so through June of next year.</p>	
<b>New Business</b>		
<p>Hazmat Plan Review and Update</p>	<p><b>DISCUSSION/CONCLUSION:</b> Lesli reported that David had sent this plan out for review earlier this month and Lesli had sent it out again before the meeting. She said they did get some grammar recommendations from the Warren County Health District which included:</p> <ul style="list-style-type: none"> <li>- Change name "Warren County Health Dept." to "Warren County Health District"</li> <li>- Correct grammatical mistakes</li> <li>- Possibly add wording to hospital decontamination section about Free-standing Emergency Departments (ED's) having decon capability (which is on Page 18 of the plan). Lesli said she knows that the Free-standing ED's which are part of The Health Collaborative do have decon capability because tents were purchased for them, but she is unsure whether Kettering ED or Dayton Children's in Springboro have this capability so her proposed wording for this edit would be "Hospitals and most free-standing Emergency Departments that reside and/or receive patients by EMS units within Warren County have the ability to handle contaminated patients."</li> <li>- Page 21 of the hazmat plan references a "Tab 4" but there is no Tab 4. This is talking about activation procedures for the Emergency Alert System. Committee recommended not including as a Tab, but referencing the policy for this which is maintained by Warren County EMA.</li> </ul> <p>Other recommended edits to the plan from discussion at this meeting include:</p> <ul style="list-style-type: none"> <li>- Correct issues with Tabs (don't match up between the Table of Contents,</li> </ul>	<p><b>RECOMMENDATIONS/ACTIONS:</b></p> <ul style="list-style-type: none"> <li>- Change WC Health Dept to Warren County Health District throughout</li> <li>- Correct grammatical mistakes</li> <li>- P 18: Correct Hosptial Decon section to include Free-standing ED's</li> <li>- P9: Correct Railroad names and number of RR's in county</li> <li>- P 10: P. 10: change <i>"Aid within the county and surrounding counties has been developed for use during an incident involving EHS(s) or other hazardous materials. Standard fire, law and EMS agreements exist for use of personnel and equipment in incidents not involving EHS(s). to "Mutual Aid will be provided through Intrastate Mutual Aid Compacts (IMAC) and through statewide mutual aid agreements as outlined in the Ohio Fire Chief's Association response plan."</i></li> <li>- P. 11: P. 11: under training: Reference NFPA</li> </ul>

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	<p>Section XI on Tabs, and the actual Tabs). Recommend having Tab A be EHS Facilities list and Tab B be acronyms</p> <ul style="list-style-type: none"> <li>- Page 9: references two Railroads but it says there is only 1 in the paragraph before it. The two railroads listed are Genesee-Wyoming and N/S (Norfolk Southern). Lesli said she knows CSX owns a rail line that runs through Carlisle and Dennis mentioned that I&amp;O operates out of Lebanon. Lesli will ask David to confirm the number and names of Railroads in the county and fix the plan accordingly.</li> <li>- P 13: Decontamination of civilians and/or responders. Dennis Waldbilling stated that responders who go into scenes will get contaminated and need to be decontaminated. This should not warrant a Level 3 emergency response. He suggested changing this to “mass decontamination of civilians”</li> <li>- P. 10: under mutual aid: Plan states, <i>“Aid within the county and surrounding counties has been developed for use during an incident involving EHS(s) or other hazardous materials. Standard fire, law and EMS agreements exist for use of personnel and equipment in incidents not involving EHS(s).”</i> recommend changing this to “Mutual Aid will be provided through Intrastate Mutual Aid Compacts (IMAC) and through statewide mutual aid agreements as outlined in the Ohio Fire Chief’s Association response plan.”</li> <li>- P. 11: under training: Reference NFPA standards 472, 473, and 1072. (add NFPA and 473 to existing wording).</li> <li>- Recommend looking at the hazard analysis in the old plan and adding it back in as a Tab.</li> <li>- P 17: Recommended enhancing this language to state “Decontamination procedures will be followed based on recommended reference material.”</li> <li>- P. 24: under EMA section: states EMA will enforce traffic control around the scene. Recommended striking this language.</li> <li>- Tab issues: committee members went through the Tabs listed in the TOC to the updated Hazmat Plan and decided the following: <ul style="list-style-type: none"> <li>o Tab A listed as “Hazardous Materials Incident Form” – Strike it per committee’s recommendation</li> <li>o Tab B listed as EHS Facilities – Make this new Tab A and include in Plan</li> <li>o Tab C listed as “Checklist” – Strike it per committee’s recommendation</li> <li>o Tab D listed as “ Decontamination Procedures” – strike it per committee’s recommendation</li> <li>o Tab E listed as “abbreviation, acronyms, and definitions” – make this Tab B in updated plan</li> </ul> </li> </ul>	<p>regulations 472, 473, and 1072. (add NFPA and 473 to existing wording).</p> <ul style="list-style-type: none"> <li>- P 13: Correct GCHMU name (left the “C” out)</li> <li>- P. 13: Change “decon of civilians and responders” to “Mass decontamination of civilians.”</li> <li>- P 17: Recommended enhancing decon section language to state “Decontamination procedures will be followed based on recommended reference material.”</li> <li>- P. 24: Strike language in EMA section Stating “EMA will enforce traffic control around the scene.”</li> <li>-</li> </ul>
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	<p>With changes that need to be made, Lesli said that the Hazmat Plan cannot be voted on for approval. She also stated that per the bylaws there cannot be an email vote. A recommendation was made to correct the recommended edits to the Hazmat Plan, send it out to committee members for review with their recommendation to approve or reject the plan, then David will schedule a special meeting (per LEPC bylaws) for the sole purpose of approving the Warren County Hazmat Plan (which hopefully can occur Oct 4 since LEPC members are encouraged to attend the LEPC Overview Brown Bag Educational session anyway).</p>	
Partner Reports:	<p><b>DISCUSSION/CONCLUSION:</b>            Fire – No update            WCSO – Not in Attendance            Hospital – Not in Attendance            WC Solid Waste – Not in Attendance            Private Industry – No update            NWS – No update.            Ohio EMA – No update            Pipelines – Pipeline Coalition will continue to meet on a quarterly basis and are revamping meeting format.            Telecom – No update.</p>	<p><b>RECOMMENDATIONS/ACTIONS:</b>            None</p>
Education	<p>Committee members present reviewed the Tier 2 facilities with EHS chemicals in the county. The presentation reviewed at this meeting revolved around the three most common chemicals present in the county which are: sulfuric acid, chlorine, and anhydrous ammonia.</p> <p>Lesli asked for additional topics for future LEPC meeting educational sessions.            Recommendations included:</p> <ul style="list-style-type: none"> <li>- Reviewing E-Plan and how first responders use it</li> <li>- Lessons learned from incidents in neighboring counties</li> <li>- GCHMU equipment review</li> </ul>	<p><b>RECOMMENDATIONS/ACTIONS:</b>            None</p>
Adjournment	2:42 p.m.	