

Warren County LEPC Meeting Minutes 02/10/2022

LEPC members in Attendance: Melissa Bour, Sydney Renner, Lesli Holt, Larry Sims, Paul Kindell, Gary Estes, Brooke Matzen, Molly Conley, Kay Vonderschmidt, Bill Romaine, Crystal Paul

<p>Welcome and Introductions</p>	<p>DISCUSSION/CONCLUSION: Sydney Renner introduced herself and welcomed those in attendance. Because there were more members than non-members present a quorum was reached.</p>	<p>RECOMMENDATION/ACTION: None</p>
<p>Review of Previous Meeting Minutes</p>	<p>DISCUSSION/CONCLUSION: Sydney Renner reported that the previous meeting minutes were sent out to the LEPC members for review via email. Motion to approve previous meeting minutes as written was made by Brooke Matzen, Seconded by Paul Kindell. Motion passed.</p>	<p>RECOMMENDATION/ACTION: None</p>
<p>Reports:</p>	<p>DISCUSSION/CONCLUSION: <u>LEPC Coordinator Update:</u> Sydney Renner mentioned the updated SERC handbook was sent out to LEPC members. There were some major updates since the last one hadn't been published since 2002. Ms. Renner also said the annual LEPC grant application was submitted before its due date on February 1.</p> <p>The LEPC Tabletop Exercise planning meetings are underway with a tentative exercise date of April 20. The chemical involved has been chosen, the location and incident type have been chosen, and the objectives for the exercise have been chosen.</p> <p>Facilities are filing their Tier 2 submissions, which are due by March 1.</p> <p><u>EMA Update:</u> Lesli Holt reported that Emily Reynolds has resigned as the Planning Assistant to pursue her nursing degree. The position is posted on the county website and Lesli encourages everyone to share it or encourage interested parties to apply. The remaining EMA staff are still working on updating all plans for EOC operations with the hope to host training courses in the fall.</p> <p>Lesli mentioned the county will be hosting TEEX's MGT-465 course, Recovering from Cybersecurity Incidents on November 15-16, 2022. If you need a copy of the flyer, please let her know and she can send it electronically. Registration information is contained in the flyer.</p> <p><u>SERC:</u> No report for this meeting/not present</p> <p><u>Ohio EPA:</u> Not present.</p>	<p>RECOMMENDATION/ACTION: None</p>

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Greater Cincinnati Hazmat: Brooke Matzen reported:
One spill reported yesterday (2/9) – semi truck with oil leak in Turtlecreek Twp. GC Hazmat was consulted. There is an increase in rail traffic (about 200% increase) so cities with rail lines may notice this.

Warren County Health District:
Not present.

New Business:

Hazardous materials spills and events for Warren County

DISCUSSION/CONCLUSION: Lesli Holt reported on spills and occurrences during 4th qtr 2021 and 1st qtr 2022.

The 4th qtr 2021, 1st qtr 2022 Hazmat Stats reported to the EMA are as follows:

Gas Leak breakdown:

By Jurisdiction		
11	Carlisle	2
19/20	Franklin Twp	5
21	Clearcreek/Springboro	27
28	Massie Twp	0
31	Turtlecreek	2
46	South Lebanon	4
51	Mason	10
56	Deerfield Twp	21
71	Salem/ Morrow	1
76	Hamilton Twp	10
81	Harlan Twp	0
91	Waynesville	1
Total		83

By Type	
Gas Line Strikes	12
Odor outside	16
Odor Inside	26
Unknown	27
Propane leak	2

Other Calls:

- Gasoline running down the street in Mason (handled by Fire Dept)
- Fuel smell inside hallways and elevator at 5253 Beach Blvd.
- Sulfur Smell at 7587 Central Parke Blvd (nothing found)

*Don't have Franklin or Lebanon

Calls of note since last meeting:

- 12/18 – Semi accident into the trees at the bottom of Alexander's Hill (St Rt 123 on the way to I71). Leaked 50-70 gallons of fuel into ditch line near a creek. EPA notified and followed up. (Another accident at this site a couple weeks later).

RECOMMENDATION/ACTION:

None

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Annual Breakdown for 2021:

By Type	
Gas Line Strikes	43
Odor outside	129
Odor Inside	92
Unknown	27
Propane leak	4
Fuel Spills	12

**There might be some slight overlap in calls between 3/4th quarter*

Calls of Note for 2021:

- chemical reaction in back of garbage truck
- propane tank exploded
- oil spilled on the road
- 50 gallons non PCB oil spilled
- 75-100 gallons spilled from accident in ditch line in Clearcreek Twp
- 90 gallons diesel spilled from accident
- semi accident on fire leaking fuel on I 75
- complaint about dumping materials at business in Franklin
- hydraulic fluid leaked from truck into storm drain
- landscaping truck overturned and spilled 10 gallons of fuel into water source
- accident in Franklin with battery acid spilled on roadway
- mineral oil spill from electric transformer
- skid loader on fire leaking fuel into ditch line
- semi on fire leaking fuel
- semi accident into trees leaking diesel fuel into ditch line

**Roundtable
Discussion:
Partner Updates**

DISCUSSION/CONCLUSION:

Telecom: Paul Kindell reported the 911 system was upgraded yesterday. Lot of moving parts but ended up going well. This upgrade replaced all back-end servers and operating systems. They also installed some additional cybersecurity components to help protect the system. This tech refresh should be good for five years. Gary Estes also reported that a CAD upgrade happened the day before, on Tuesday.

RECOMMENDATION/ACTION:

None.

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	<p>Business: No report for this meeting.</p> <p>Sheriff's Office: No updates for this meeting.</p> <p>Commissioner's Office: Not present.</p> <p>Hospitals: Kay Vonderschmidt reported COVID numbers are going down. Exercises and new Joint Commission requirements are the new focus for hospitals. Crystal Paul reported they are working with staffing issues and double occupancy reduction on their COVID units. Both members stated they are looking forward to partnering with agencies on their exercises.</p> <p>Kay Vonderschmidt and Kevin Hardwick have volunteered to serve as exercise evaluators for the LEPC tabletop exercise.</p> <p>USEPA: Not Present.</p> <p>Fire: Not Present.</p> <p>Weather Service: Not Present.</p> <p>Red Cross: Not present.</p>	
<p>2022 Bylaws updates</p>	<p>DISCUSSION/CONCLUSION: Sydney Renner reported that there were some changes made to the Warren County LEPC bylaws to be more consistent with updates in the State Emergency Response Commission's updated guidance. Those changes were sent out to LEPC members for review on January 18th and again on February 7th. She received one comment back on membership to the LEPC, recommending a first aid representative along with Fire (since the current Fire rep does not represent and EMS / First Aid Department). Ms. Renner replied to the request stating it would be brought up at the meeting but there are a couple points to consider:</p> <ol style="list-style-type: none"> 1. In the membership required list: The membership wording has changed in the SERC from "Shall be comprised of" to "should be comprised of" the 12 categories of members, therefore if the LEPC votes to change this in our bylaws it is not required to have a first aid member on the LEPC. 2. The LEPC could consider the Fire representative (along with hospitals) to cover the First Aid membership category if the Warren County Fire Chief's Association and/or the LEPC thought the Fire Representative could sufficiently speak to First Aid measures in a hazardous materials 	<p>RECOMMENDATION/ACTION: Sydney Renner will ask Dennis Waldbillig if he is ok representing EMS and Hazmat on the Warren County LEPC.</p>

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	<p>incident and would report back any LEPC-related items to his counterparts in the Warren County Fire Chief's Association. Hospital representatives could also represent the First Aid category as well.</p> <p>3. Brooke Matzen mentioned that we could move Dennis Waldbillig from Hazmat to EMS/First Aid if needed. Sydney will ask Dennis if he is ok with representing the First Aid Category as well as Hazmat.</p> <p>Paul Kindell mentioned that Telecom has been a partner for as long as he can remember, but their category isn't listed in the bylaws. He also thought Solid Waste had been a member in the past. Sydney added Telecommunications to the Additional Members Section of the bylaws and expressed any other county departments could become members, but don't necessarily need to be added into the bylaws to become members of the LEPC.</p> <p><i>The remaining recommended changes to the bylaws are attached to these minutes.</i></p> <p>Paul Kindell motioned to approve the LEPC bylaws changes proposed by Sydney Renner as well as add Telecom to the Additional Members section of the bylaws. Brooke Matzen seconded. Motion passed.</p>	
Next LEPC Meeting	Next meeting is September 15, 2022, from 1:30 – 2:30 p.m. Details will be sent out at a later date.	
Adjourn	Motion to adjourn was made by Brooke Matzen. Seconded by Melissa Bour. Meeting Adjourned at 14:05.	

Recommended changes to the Warren County LEPC bylaws up for vote at this meeting (as published by Sydney Renner to the LEPC prior to the 2/10 meeting):

1. Throughout the document there were a variety of formatting styles, including different fonts, the style of headings in each section, punctuation, spaces between paragraphs, and style of writing numbers. The recommendation is to update the formatting within the by-laws to create consistency within the text.
2. In Article V: Committee Representation, Section A: it states that "The LEPC shall be comprised of at least one individual from each of the 12 categories." The SERC has updated the LEPC handbook to state "Membership should include at least one representative from the following categories". The recommendation is to change the line from Section A by replacing the word "shall" with the word "should" to be concurrent with the SERC.
3. In Article V: Committee Representation, Section A: it states that "The LEPC shall be comprised of at least one individual from each of the 12 categories", a list of 11 categories then follows. Reviewing the LEPC handbook published by the SERC, the category that is not in the by-laws is "First Aid". The recommendation is to update the list of categories to include "EMS / First Aid" to be concurrent with the SERC.
4. In Article V: Committee Representation, Section C: the by-laws originally stated that membership nominations would take place at the first quarterly meeting of the odd year. Due to only meet twice a year, quarterly meetings are not scheduled. The recommendation is to change the process of nominating members to include the following text "nominations for LEPC members will be received via email to the Chairman before the first (1st) meeting of the odd year" and nominations are "subject to majority vote of members present at the first (1st) odd-year LEPC meeting" to allow the change in regularly scheduled meetings.
5. In Article VIII: Officers, Section B: the by-laws originally stated that the election of officers would take place at the first quarterly meeting of the odd year. Due to only meeting twice a year, there are no quarterly meetings scheduled. The recommendation is to change the process

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of nominating officers to the Chairman receiving nominations prior to the first meeting and voting to take place during the first meeting of odd number years.

6. In Article XI: Administrative Services: the by-laws have the phone number 513-925-2525 listed for the WC Dept. of Emergency Services (WCDES). WCDES has transitioned from promoting the 513-925-2525 phone number to only promoting the use of 513-695-2525. The recommendation is to update the listed phone number for Warren County Dispatch to the 513-695-2525 number to be consistent with WCDES.
7. In Article XIV: Meetings, Section A: With the change to only having two scheduled meetings per year, when regular business meetings are scheduled, needs updated. The recommendation is to include the wording "the LEPC shall hold regular business meetings at least during the first (1st) and second (2nd) quarter."
8. In Article XIV: Meetings, Section B: the by-laws state that according to ORC, LEPC meetings must be open to the public and occur face-to-face. To address situations in which meeting face-to-face is deemed unsafe to public health, such as in the case of COVID, there should be a statement about hosting virtual meetings and voting. The recommendation is to include the following text "Special or regular business, including official vote, may be completed via a virtual platform if an Executive Order is issued to temporarily suspend public gatherings to protect public health and safety".
9. In Article XIV: Meetings, Section F: the by-laws state meeting minutes will be reviewed and approved at the quarterly meetings. With the transition to only meeting twice a year, there are not quarterly meeting to review and approve meeting minutes. The recommendation is to change the wording from "approve at each quarterly meeting" to state "approve at each scheduled meeting" to address not meeting quarterly.
10. Adding Telecommunications representative as an additional member to the LEPC. (Added during the meeting)