

**Darke County LEPC Minutes
March 15, 2011**

This meeting of the Board Members of the Darke County LEPC was called to order at the office of Darke County Office of Homeland Security & Emergency Management at 10:00 am by Chairman Mike Rhoades. Mindy Saylor took roll call. The minutes of December 21, 2010 meeting were presented for review Pam Garland made a motion to accept the minutes, Tim Gade 2nd the motion, all in favor, motion passed, minutes accepted.

Treasurer's report:

- Mindy Saylor presented this report in the absence of Treasurer, Mark Wolf. Balance as of February 28, 2011 was \$47,203.24. Each member was given a detailed print out of the LEPC fund. It was noted that the \$3,622.40 was received from the HMEP 17th year Planning Supplement and \$1,440.00 from the 17th year Inspection Grant Program. Tim Gade made a motion to accept the treasurer's report, Mark Dotson 2nd that motion, all in favor, motion passed, and Treasurer's report accepted.

Coordinator's report: Rick Lee

- HazMat training attached
- The HazMat inventory is complete. Team has been divided into 3 squads that are responsible for monthly equipment checks. The MOU has been updated with departments and Team will be applying to be a Type III in October.

Melody's Report:

- **SARAH/SERC Filing:** In January conducted a mass mailing reminding reporting facilities of Annual filing requirements. Also, as required by law, a reminder/public notification was placed in the news paper regarding the filing requirements. Starting in January, 2011 SERC Reports for FY 2010 started coming in. Filing deadline is March 1, 2011. Following the deadline the reports will be review for completeness and entered into the CAMEO database. Should report deficiencies exist, the Facilities will be contacted with corrective actions. **Note: as of this report date we have received a total of (91) reports. Cameo contains (99) EHS/HC Facilities, and (78) Neg/Exempt facilities.**
- **HMEP Inspections/Special Grant:** There has been a change in the Hazardous Materials Emergency Planning Grant(s). There will no-longer be HMEP Inspections/Special Grant funding for facility inspection. In the future, funding for inspections will be provided under the HMEP Planning and Training Funds as a "project" within the Grant. In order to for a project to be eligible, you must submit a list of projects with an estimated cost for each project. The original project list submitted by EMA on September 23, 2010 (due November 8, 2010), did not include an "Inspection Project" After the initial project due date, awards will be issued on a first come; first serve basis until planning and training is expended. A project should be written for HMEP Inspection and submitted for inclusion in the allocation of funds. Reimbursements for 17th year HMEP Special Grant Inspection Project was received in Feb 7, 2011 (\$1,440, less the billed @ \$1,546.54).
- **HEMP Grant (General- Not Special):** A project should be written for HMEP Inspection and submitted for inclusion in the allocation of funds.
- **County Plan:** The process of reviewing and revising Annex O – Hazardous Materials Contingency Plan continues. In process of reviewing and implementing the requirement as outlined in NRT Hazard Analysis protocol, including ID and Evaluation of pipelines within the County. Once Annex O is completed, it will be presented to the LEPC for approval. Following approval a revised Resolution/Promulgation will be developed and signed. Once signed, the plan will be forwarded to SERC for review and approval/concurrence.
- **Training Conducted/Sponsored:** A Respiratory Protection, Train the Trainer has been schedule for March 14, 2011. The purpose of the training is to provide Greenville PD and Darke County SO the skills and resources needed to develop and maintain an independent and effective Respiratory Protection Program. On February 24, 2011, hosted and presented a NIMS 700a/100b class here at the EMA. On February 16 and 17th, EMA/LEPC/CC partnered with the American Red Cross in the delivery of a First Aid/CPR class.
- **Shelter In-Place:** LEPC and EMA are in the process of developing of a Shelter In-Place video/CD. An outline has been developed of the video/CD content. The script has been partially developed and a "host" family has been selected. Shoot date was scheduled February 21, but was cancelled due to weather; Rescheduled for March 10, 2011.
- **EMA/LEPC Training & Exercise Committees:**
Exercise: A Functional Exercise had been scheduled for April 16, 2011. The Exercise Committee was scheduled to meet on 2/28/2011, but had to reschedule the meeting for March 7, at 1:00 PM. Additionally, open items still exists from the May 22, 2010 Table Top that need to be addressed. Agencies with open items include DC Fire Chiefs Association, DC Haz Mat Coordinator, DC 911 Dispatch, and DC EMA. The open items need to be revisited and closure plans implemented.

Training: There has been no further activity in the development/implementation of the Training and Education Committee.

- Partnering & Public Outreach: Continued to assist Greenville PD, and SO in the respiratory protection process. Partnering with HazMat Advisory Committee in reviewing the status of the HazMat Team, specific to team typing. Includes review of past inventory and comparing to State TAC typing Equipment List.
- Meetings: Attended monthly Safety Council Meetings. Many informal meetings with industry regarding SERC Reporting.

Old Business:

- Rick Lee requested volunteers to service on the Bylaws & Training Committee – Mike Rhoades, Cheryl Batten and Heather Garbig volunteered. A meeting is scheduled for 4/4/11 at 10:00 am.
- No additional committees have been formed at this time. (Educational)
- Narrowbanding – From last meeting – the National Weather Service is not required to narrowband so the weather radios will not be affected.

New Business:

- 18th Year HMEP Award is \$8,672 for Training and \$6,800 for Planning. An additional work plan must be submitted for the Inspection program.
- The 2011 Functional Exercise has been scheduled for 4/16/11 @ BASF. All attendees must register.

Citizen Corps - Melody Lucas

- CERT members have not been able to meet yet this year, but beginning March 17, we schedule to be back on track with the meeting schedule and plan to meet monthly.
- In process of procuring equipment for CERT Team to be paid out of CC Grant. The 2008 Grant period ends March 31. All invoices must be in at least one week prior to the end of the month.
- Since OEMA has taken over the administration of Citizen Corp Programs a lot of reorganization has occurred, including database management. All volunteers are required to review their information in the database and update training information including 3 year refresher requirements.
- On the Federal level, all councils and CCPs had to re-register their programs. On February 3, 2011, that process was completed for CCC and CERT.
- FY 2009 Grant Application has been completed and submitted to OEMA. The maximum allowable under the grant is \$7,000.00. The deadline for submittal was March 2, 2011. According to the Grant Guidance, we should know the amount awarded by April 1, 2011.
- One of the CERT Volunteers compiled a tracking sheet to better facilitate training recordkeeping. In light of the new training/tracking requirements this has already proved to be helpful.
- Several CERT members attended the First Aid/CPR Training held on February 16 & 17.

MRC – Dennis Wein (absent)

- Melody stated that she had been trying to reach out to Dennis in regards to changes in the Citizen Corps volunteer database which must be updated by 4/1/11.

Members Comments:

- Justin Petrosino, OSU Extension – Training has been done in Pesticide Application & Livestock
- Dr. Holman – Health Dept will be offering a drive-thru vaccination on 4/9/11 from 8 am – 1pm for 7th Grade immunizations at the Fairgrounds.
- Heather Garbig, The Anderson's had a record day with 461 trucks processed. The CO2 Plant is expected to tie-in around 4/15 with official opening in June.
- Leroy Murphy – Whirlpool is adding on to the paint line in May.
- Jeff Whitestone – ODOT has spent over 1 million dollars this winter. As of 12/1 \$222,000 in Labor, \$400,000 for salt and \$267,000 on equipment which is an increase of about 29%. They will not be purchasing salt this summer.
- Cheryl Batten, BASF continues training efforts in confined space, incident command and work place violence. Planning for summer shut down activities including planned power outages, water system testing (every 5 years) and draining the fire water tank.
- Pam Garland – GTS has an increase in riders by 17% and last year's increase was 23%. The cuts in funding where monies never actually received.
- Mindy Saylor, EMA – Spring Severe Weather Awareness week is March 20 – 25, 2011.
- Mike Rhoades, Court House bathrooms will open soon. Where scheduled to open today but there was an issue with the fire alarm.

Meeting adjourned.