

Des Moines County Local Emergency Planning Committee (LEPC)
Meeting Minutes
May 31, 2019, 10:00 AM
Des Moines County Emergency Management Agency
512 Main Street, Suite 1, Burlington, IA

I. Opening Protocol

A. *Welcome and Call to Order.*

Welcome and call to order at 10:00 AM.

B. *Introductions.*

Introductions were made and roster signed.

C. *Approval of Agenda.*

Motion made for approval of the agenda by Scott and seconded by Tammy.
Motion passed.

II. Approval of Previous Meeting Minutes – June 11, 2018.

Comments made by Gina regarding the grant requirement of holding two meetings a year.

Motion made for approval of the minutes of last meeting by Scott and seconded by Tammy.

III. Old Business

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

1) 2019 Grant – Tentative Award (\$3,908.55)

Comments made by Gina that we are under the 2019 Grant year, and we are required to perform exercises and training related to transportation of hazardous materials. This year we are sending three individuals from Des Moines County to the International hazardous materials conference in Baltimore. Previous year's attendees brought back good information. This year's attendees will be two from the Burlington Fire Department and Jim Whitaker. Comments made by Gina regarding the 2020 Grant should be opened in the near future, and she will be looking for ideas for the Grant request. She commented that we are looking for equipment to perform an optional waterway exercise in a creek using the 2020 Grant. Gina also made comments we are looking for a facility to perform the exercise.

IV. New Business

A. *Reports Submitted and given to the committee for review*

- 1) Industrial Connection and Solutions, LLC (formally GE) Response Plan Update. Introduction of new representative Adrian. Adrian gave comments about the name changes and willingness to learn. Also commented only minor changes for the committee reporting requirements.
- 2) Iowa Fertilizer Emergency Response Plan. Comments made by Gina plant is close to Weaver, but they have a storage facility in Burlington/West Burlington line area.
- 3) HawkeyePedershaab Emergency Action Plan Program Comments made by Greg about their plans having been updated.
- 4) Discussion by the committee about white powder incident planning.

B. Exercises/Training.

- 1) BNSF Training/Exercise – August 24, 25, and 26. Comments made by Gina regarding BNSF training/exercise. Exercise date changed because of flooding issues with the facility where the exercise will be conducted. Gina made comments about the exercise dates have been changed to August 24, 25, and 26th, so all three shifts at the Burlington Fire Department could attend. Saturday and Sunday was included so volunteer departments could attend by dividing their personnel between the two weekend days. Training will be conducted in the morning with BNSF and an exercise conducted in the afternoon. On Saturday afternoon, patients will be transported to Great River Medical Center so GRMC can get credit for their required exercises. On Monday, the training will be for hazardous materials technicians' level personnel.
- 2) Exercise Schedule – suggestions needed. Gina asked if the industry members have any training opportunities that they would like the committee to participate. This would include training and/or tours. Gina also advised them that the area fire departments and County Firefighter's Association are also looking for facilities to tour as part of their training.

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

- 1) 2019 Review of ESF – 10
Gina made comments about the support functions of the Multi-Hazard Plans need reviewed on a periodical basis. The Committee is required to review ESF-10 every year. Gina described the ESF development, plan contents, roles, responsibilities, and annexes during the review. Ken updates the hazardous material plot maps. Ken made comments about the software he uses to produce the maps, and maps will not change from last year. Ken made comments about the chemicals in the database. He also advised the facilities to review his maps for correctness. Ray gave comments on why he thought "medical monitoring" should be added to "monitoring" under the Emergency Medical section to clarify what Emergency Medical Services personnel will be monitoring. It was decided by the Committee to make the

wording change. Question was asked of Scott, if there is a Des Moines County Dispatch Center (DESCOM) special box alarm call card for a hazardous materials incident. Scott advised DESCOM doesn't have a special card for a hazardous materials incident, but they can send communications to members of the Burlington Fire Department Hazardous Materials team. Gina described how the maps produced by Ken can be used for the evacuation section procedures. Gina made comments that a hazardous materials exercise is required every five years, but they are conducted more often than the required five year intervals. No comments, concerns, or additions were made except for the previous mentioned addition. Gina finally advised she would get the plan submitted to the State before the required deadline.

D. *Other.*

1) 2019 Region 7 LEPC Emergency Planning & Response Conference, August 8-10, 2019. Gina made comments that Ken has attended the Conference in the past, and will attend it in 2019. Gina added that there will be changes to the Tier II reporting system, and Ken can bring back an update on the new reporting requirements.

2) 2019 Iowa Hazmat Symposium, October 31, 2019.

Gina made comments that the Symposium may be in conjunction with the Iowa Homeland Security Conference. No information yet about the IHSC.

V. Adjournment Protocol

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

1) November, 2019.

Gina made comments about election of officers will be conducted at the November meeting, and the Committee will be looking for volunteers for the positions.

B. *Adjournment.*

A motion for adjournment was made by Scott and seconded by Tammy. Motion passed at 10:45 AM.