

## **Des Moines County Local Emergency Planning Committee (LEPC)**

### **Minutes**

June 3, 2020, 1:00 PM  
Virtual meeting Via Zoom

#### I. Opening Protocol

##### *A. Welcome and Call to Order*

Welcome and call to order at 1304.

##### *B. Introductions*

Roll was taken. Introductions were passed over because of using Zoom meeting.

1) New members complete "Nomination" form. Gina will email forms to be completed.

##### *C. Approval of the Agenda*

Motion made for the approval of the agenda by Jim, with a second by Colin. Motion passed.

#### II. Approval of previous meeting minutes – November 18, 2019

Motion made for the approval of previous meeting minutes by Tammy, with a second by Ken. Motion passed.

#### III. Old Business

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

1) 2020 Grant – Award (\$1,850.00, local match \$462.50)

i. Purchase absorbent booms and pads for use in exercise

Comments made by Gina on the grant amount- the previous decision to purchase absorbent booms and pads for use in the water exercise. Additional comments made by Gina that because of the COVID-19 situation the exercise had to be canceled. Another date will have to be scheduled. An extension was requested, and an extension was granted with the stipulation the money is spent by September 30<sup>th</sup>.

ii. Extension granted until 9/30/2020

2) 2021 Grant – Application submitted for Propane IQ Course (cost is \$11,900)

Comment made by Gina the grant requested and approval pending. The grant obligation and amount is still pending on the grant website.

#### IV. New Business

##### *A. Reports Submitted – Available for Review*

Comments made by Gina that the following plans are available at her office or she can scan and can email them for review.

1) Industrial Connections & Solutions/ABB – Emergency Response Plan

2) Univar Solutions Continuity Plan

3) Riley Pain Company Contingency Plan/Hazardous Material Program

4) Riley Hazardous Material Management Contingency Plan

5) Silgan Containers Manufacturing Contingency Plan

6) Federal Mogul Emergency Preparedness & Response Plan

## *B. Exercises*

### 1) Exercise Schedule

#### i. BNSF / Hazmat – April 4, 5, and 6, 2020 Postponed

Comments made by Gina regarding the BNSF / Hazmat exercise had to be canceled again and the planning of the exercise has been going on for two years. Gina made additional comments on issues with locations and planning. BNSF contact is retiring and there hasn't been a notification of a replacement contact.

#### ii. Water spill exercise – April 30, May 1 and 2, 2020 Postponed

Comments made by Gina the water spill exercise was planned for three days and had to be postponed. Exercise will be rescheduled soon.

Comments made by Jim on rescheduling BNSF equipment. Comment made by Gina that the COVID-19 issue has taken up 90% of her time disrupting her time performing her normal duties. Comments made by Ken that BNSF may not be schedule activities at this time. Comments made by Gina that the Des Moines County Emergency Operations Center has been opened every day since mid-March except weekends until two weeks prior to the meeting. Also, commented that there is an expected resurgence of COVID-19 in the fall and there is current planning that event. Gina gave reasons for expected resurgence including people not following the COVID-19 guidelines. Comments made by Jim regarding concerns about rescheduling the training with other agencies trying to reschedule at the same time.

## *D. LEPC Procurement Policy – Action required*

### i. Approval to follow Des Moines County Emergency Management Agency Non-Federal Entity Procurement Plan

Comments made by Gina she received notification that the LEPC is required to have a Procurement Policy. Since the LEPC is under Des Moines County Emergency Management, we can adopt the Des Moines County Emergency Management Agency Non-Federal Entity Procurement Plan. Comment made by Ken to adopt the plan versus creating our own. Motion made by Ken and seconded by Jim. Motion passed.

Comment made by Gina that she received an email from Scott that BNSF has canceled exercises on 6/30/2020 through the summer and rescheduling next April may be the best option.

## *E. Emergency Support Function 10 (ESF-10) – Review/Comments*

Comments made by Gina that she had sent out a link to the updated Emergency Support Function 10 plan for review. There were no changes to the plan from last year, and Ken updated all the maps. There were no comments of changes from the participants. Andy made a motion to adopt the revised plan, seconded by Greg. Motion passed.

## *F. Other*

No other new business was presented.

## V. Adjournment Protocol

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

1) November, 2020

i. Officer Elections

2) May, 2021

Comments made by Gina next meeting will be in November with election of officers. Anyone wanting to be an officer should notify Gina.

A motion was made to adjourn the meeting by Jim, and seconded by Greg. Motion passed at 1322.