

Clermont County Local Emergency Planning Committee

Meeting Minutes September 19, 2013

Attendees: Karen Alsip, Paul Braasch, Pam Broughton, Keven Clouse, Melissa Crain, Mark Day, Dan Deborde, David Doyle, Dale Farmer, Lisa Gatwood, Tim Kelly, John Kiskaden, Eugene Langschwager, Brooke Matzen, David McCune, Jason Oyer, Thomas Patt, Melinda Payne, Tom Peterson, Samuel Salyer, Laurie Schlueter and Karl Schultz.

| Topic | Discussion | Action Items |
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| Call to Order | The meeting began at 1:38 pm with the Pledge of Allegiance. | |
| Approval of the Minutes | A motion was made by Paul Braasch and seconded by Brooke Matzen to adopt the minutes from the July 18, 2013 meeting. The motion passed. | |
| Ongoing Business | | |
| Spills | <p>Two hazmat spills were reported between July 18th and September 18th, 2013.</p> <ul style="list-style-type: none"> • August 8, 2013 – a tanker truck carrying aviation fuel and fungicides overturned on Garrison Spurling Road in Wayne Township. Approximately 200 gallons of aviation fuel spilled into an adjacent cornfield. Wayne Township Fire and Rescue, Greater Cincinnati HazMat Unit and the Ohio EPA responded to contain the situation. Environmental Enterprises, Inc. (EEI) was brought in for site clean-up. • September 1, 2013 - home fuel oil spill (less than 30 gallons) leaked from a previously discarded fuel oil tank on private property in Union Township. | |
| Information Requests | EMA received two information requests since July 18, 2013. Both requests were for spill history involving parcels of land located at 822 Eastgate North Drive and 4440 Glen Este-Withamsville Road in Union Township. | |
| Tier II Reports | <ul style="list-style-type: none"> • 87 Tier II reports have been received to-date. • 5 first time filers • 30 EHS • 55 Non-EHS • 1 Government • 1 Exempt <p>The totals, compared to last year, remain about the same. It was stated that we may see a reduction in the number of reporting facilities in the future, because many of the Cell Towers are moving away from using the batteries with sulfuric acid.</p> | |
| Greater Cincinnati HazMat Unit Contract | The contract with the Greater Cincinnati HazMat Unit is up for renewal on January 1 st , 2014. The amount of the contract is approximately \$25,000 per year. Funding in the past has been split between SERC Funds and the County General Fund. The Greater Cincinnati HazMat Unit Contract includes provisions for hazardous materials planning, training, exercise support, as well as the | <ul style="list-style-type: none"> • EMA will proceed with the submittal of the contract for approval by the Board of County Commissioners. |

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| | <p>hazardous materials response support.</p> <p>The group discussed other options available, such as creating our own hazmat team, being billed on a per incident basis, or a mutual aid contract with another hazmat team in our region. The cost to create our own hazmat team would not be feasible due to the expense of personnel, training, equipment and time. Billing per incident may create budgeting challenges since the cost of each run could vary and exceed the original contract amount. Our region has two additional Type I hazmat teams, Cincinnati Fire Department and Butler County HazMat. Response times and resource availability could be an issue.</p> <p>A motion was made by Paul Braasch and seconded by John Kiskaden to approve the submittal of the contract to the Board of County Commissioners for approval and to authorize the spending of funds. The motion passed.</p> | |
| HazMat Plan Update/Change | <p>The “Record of Changes” was provided for the group to review. The content of the plan was unchanged. The following items were updated to reflect the 2013 information.</p> <ul style="list-style-type: none"> • Table of Contents, • 2013 LEPC Resolution • Tab A: EHS Hazard Vulnerability Analysis - four (4) new EHS filers were added (Cincinnati Bell Telephone – LVLDOHU2006, Cincinnati Bell Telephone – Newtonsville Central Office, L-3 Communications – L-3 Fuzing & Ordnance Systems and Melink Corporation) • Tab E: 2013 Spill History • Tab F: 2013-2015 Membership Roster. <p>A motion was made by Brooke Matzen and seconded by Paul Braasch to adopt Resolution #01-13 relative to the 2013 Clermont County Hazardous Materials Plan, with the changes listed in the “Record of Changes” as provided. The motion passed.</p> | <ul style="list-style-type: none"> • EMA will submit the <i>2013 Hazmat Plan</i> to the SERC before October 17, 2013. |
| 2013 Budget | <p>A copy of the budget is attached to the minutes. Due to the amount of personnel time spent on the May 2013 Full-Scale Exercise there is an increase in salary and benefits expenses. Funds will be moved to accommodate the slight increases.</p> | |
| FY14 State Emergency Response Commission Grant | <p>The FY14 SERC Grant funds were received in August in the amount of \$21,595.00. This was an increase from last year’s amount of \$18,546.</p> | |
| Hazardous Material Emergency | <p>The 20th Year HMEP Grant will close on September 30, 2013. Out of the three planning projects that were approved, the Hazmat Plan and Commodity Flow Study were under budget by about</p> | <ul style="list-style-type: none"> • If supplemental HMEP funds become available, |

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| <p>Preparedness (HMEP) Grant</p> | <p>\$1,500, while the Full-Scale Exercise expenses were over budget by about \$2,800. In previous year's grants, supplemental funding was made available. If additional funds are available for the 20th Year Grant, then EMA will apply to cover the overages in exercise expenses.</p> <p>Training grant funds had been approved for the Managing Gas Emergencies for 1st Responders course in the amount of \$3,600.00 with a local match of \$900.00. This course was unable to be scheduled. We plan to request funding for this training within the 21st Year HMEP.</p> | <p>EMA will request the additional funds for the Exercise Project.</p> |
| <p>State Homeland Security Program (SHSP)</p> | <p>FY11 SHSP – Awarded to Clermont County EMA A copy of the FY11 State Homeland Security Program Grant budget is attached. There are two projects that are remaining: The Emergency Notification System and the Administrative Funds. The grant performance period ends April 30, 2014.</p> <p>EMA has been researching emergency notifications systems. While funding is available for the initial purchase, the concern is the annual expense. Funding is not currently in place for the annual fee that would be required to continue the system. For this reason, the funding set aside for the notification system needs to be reallocated. The group discussed alternatives for these funds: 1) EOC Audio/Video and Teleconferencing Equipment; 2) Sheriff's Special Response Team (purchase of tactical vests for SWAT medics; and 3) EOC laptops.</p> <p>A motion was made by Mark Day and seconded by Karl Schultz to purchase the ballistic vests for the SWAT Medics first and any remaining funds would then be allocated for EOC technology equipment. The motion passed.</p> <p>FY12 SHSP – Awarded to Hamilton County EMA and Butler County EMA on behalf of the region Warren County and Brown County received funds to purchase EOC To-Go-Kits (administered by Hamilton County EMA). Butler County was awarded funds for the sustainment of regional Incident Management Teams. The grant performance period ends August 31, 2014</p> <p>FY13 SHSP The FY13 SHSP is a competitive program that will be awarded on a regional basis. The application is due by September 16, 2013. Brown, Butler, Clermont, Hamilton and Warren County Emergency Management Agencies selected the following projects to be included in the regional application:</p> <ul style="list-style-type: none"> • Sustainment of the Regional Training Program • Sustainment of RAVEN 911 | |

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| | <ul style="list-style-type: none"> • Sustainment of the Type I HazMat teams • Sustainment of Dive Team (Task Force 1) • Sustainment of Incident Management Teams <p>The grant performance period ends on August 31, 2015.</p> | |
| New Business | | |
| Wayne Township HazMat Spill – 2014 LEPC Exercise Credit | <p>EMA met with response agencies and state officials to discuss the Wayne Township Hazardous Material Spill that occurred on August 8, 2013 to determine if it qualified for exercise credit. It was determined that the eight (8) objectives were met, which satisfies the requirements for a full-scale exercise:</p> <ul style="list-style-type: none"> • Initial Notification • Incident Assessment • Incident Command • Resource Management • Communications • Response Personnel Safety • Traffic and Access Control • Emergency Medical Services | <ul style="list-style-type: none"> • Ohio EMA will submit the recommendation to the State for approval as a full scale exercise. |
| 2014 LEPC Exercise | <p>Ohio Revised Code 3750 requires the LEPC to perform one (1) exercise each year. Within the 4 year exercise cycle, the LEPC may conduct a tabletop, functional, and one (1) full scale exercise. T</p> <ul style="list-style-type: none"> • Tabletop Exercise – tests 3-5 objectives • Functional Exercise – tests four 4-7 objectives • Full-Scale Exercises – tests 8 or more objectives <p>All 13 objectives must be tested at some point during the 4 year exercise cycle. Since the Wayne Township hazmat spill has been submitted for full-scale exercise credit, this provides us a reprieve for the annual exercise requirement.</p> | |
| WebEOC Training | <p>WebEOC Training was provided this week. Four (4) additional classes will be offered on the following dates and times:</p> <p>Wednesday, October 2 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. Tuesday, October 22 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.</p> | |

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| | <p>These are basic refresher courses. Advanced courses will be offered next year.</p> <p>If you are interested in registering for WebEOC training, please contact Melinda Payne at mpayne@clermontcountyohio.gov or (513) 735-8621.</p> | |
| E-Plan – Electronic Tier II Reporting | <p>E-Plan, a web-based Tier II Reporting System, will no longer be funded by the U.S. EPA and U.S. Department of Homeland Security (Homeland Security Grant Program). E-Plan allowed facilities to submit their annual chemical inventory reports electronically.</p> <p>Clermont County had not implemented E-Plan.</p> | |
| 2014 LEPC Meeting Schedule | <p>The LEPC will meet on the third Thursday of the month at 1:30 p.m. on the following dates:</p> <ul style="list-style-type: none"> ▪ January 16, 2014; ▪ April 17, 2014; ▪ July 17, 2014; ▪ September 18, 2014; <p>Additional meetings may be scheduled if needed.</p> | <ul style="list-style-type: none"> • EMA will send out meeting appointments to LEPC. • EMA will post the meeting schedule on the EMA webpage. |
| Other | | |
| Organizational Chart | <p>A revised organizational chart for the LEPC was provided to the group for their review. This chart has been updated by category and functions and also integrates functions of the former Terrorism Advisory Team.</p> <p>A motion was made by Karl Schultz and seconded by David Doyle to adopt the revised organizational chart. The motion passed.</p> | |
| Training Reports | <p>With the retirement of Chief Whitworth, a volunteer was requested to provide the training report. The Fire Chief’s Alliance has a training representative and it was suggested to ask Chief Riley to supply the recommended training report in the future.</p> <p>Barry Webb, Hamilton County Training Coordinator, is working with the educational facilities in the region to obtain continuity for training.</p> <p>It was discussed that Chief Whitworth had developed a training matrix. This matrix will need to be maintained.</p> | <ul style="list-style-type: none"> • EMA will contact Jim Whitworth to acquire his training matrix. |
| Home Fuel Oil Safety Video | <p>Pam Broughton advised the group that she did a presentation at the Chamber of Commerce Board of Directors’ Luncheon. She spoke with a representative from Lykins Oil Company and they are interested in promoting the Home Fuel Oil Safety video. The video is available for viewing on the</p> | <ul style="list-style-type: none"> • EMA will review and update letter to promote video and resubmit. |

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| | <p>county website and YouTube. A letter was originally drafted to promote the video and it was suggested to freshen up the letter and resubmit for distribution. The group discussed the possibilities of Lykins Oil Company inserting the letter with their oil bills to their customers and sending the letter to other fuel oil companies in the area.</p> | <ul style="list-style-type: none"> EMA will contact Annette Meagher, Director, Office of Public Information, to schedule the video for airing on public access channels. |
| Commodity Flow Study | <p>The Final Briefing on the Commodity Flow Study is scheduled for Thursday, September 26, 2013 from 1:30 pm through 4:30 pm at the Symmes Township Safety Center, 8871 Weekly Lane, Symmes Township, Ohio.</p> <p>The study included Brown, Butler, Clermont, Hamilton and Warren Counties and assessed the transportation of hazardous materials commodities through our region via river, rail, truck and pipeline.</p> <p>All are invited to attend. Reservations are recommended and can be made by contacting the Clermont County EMA at clermontema@clermontcountyohio.gov or 513-732-7661.</p> | |
| All-Hazard Mitigation Draft Plan | <p>The All-Hazard Mitigation Draft Plan has been reviewed by the Ohio EMA Mitigation Branch. The Ohio EMA Mitigation Branch has requested some additional changes to the Plan.</p> <p>The Contractor should have the Plan updated by September 20th, which will then be resubmitted to the State. Once the Ohio EMA approves the plan, it will be forwarded to FEMA for their approval. After FEMA approval is received, EMA will reach out to all the Cities, Townships and Villages for adoption of the Plan.</p> | |
| Department Reports | <p>September is National Preparedness Month. EMA has been out doing preparedness presentations on employee preparedness, emergency planning, and continuity of operations planning. EMA is working on Continuity of Operations Planning Guidance. Once complete it will be available to our partner agencies.</p> <p>The General Health District will be holding a Drive Thru Flu Clinic on Saturday, October 5, 2013 from 9:30 am through 11:00 am at the Medical Services Building, 2400 Clermont Center Drive, Batavia.</p> <p>With the lease of the Red Barn set to expire in August of 2014, the Health District is working with</p> | |

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| | <p>the Greater Cincinnati Health Council to find an alternate storage plan for the Alternative Care Center (ACC). Clermont County currently has two (2) wings, with the capacity of 30 beds per wing.</p> <p>EMA also reported that the Red Barn lease for the Weapons of Mass Destruction (WMD) trailers will expire in April of 2014. EMA is working with Fire/EMS to inventory the trailers and will be reaching out to the Fire Chiefs to seek alternative housing for the trailers.</p> <p>Urban Areas Security Initiative (UASI) equipment update. Clermont County will now house two (2) decontamination trailers and two mass casualty units.</p> <p>The Contingency Planners of Ohio will be holding the 2013 Business Survival & Recovery Conference on October 28-29, 2013 at The Conference Center at OCLC in Dublin, Ohio.</p> <p>The Business Emergency Planning Association (BEPA) is sponsoring a joint Planned Maintenance Training on Wednesday, November 6, 2013 from 8:00 am to 11:00 am at the American Red Cross, 2111 Dana Avenue, Cincinnati, Ohio, which will provide small businesses with information in maintaining business resiliency planning.</p> <p>The OKI Hazmat Conference will be Saturday, September 21st and Sunday September 22nd at the Sharonville Convention Center. Attendees can register for the HazMatIQ course, Above the Line / Below the Line.</p> <p>Jason Oyer, American Red Cross, reported that a new Emergency Services Director has been hired.</p> | |
| Next Meeting | The next meeting will be January 16 th , 2014 at 1:30 p.m. in the Emergency Operation Center. | |
| Adjournment | A motion was made by Pam Broughton and seconded by Karl Schultz to adjourn the meeting. The motion passed and the meeting was adjourned at 3:02 pm. | |