

## Clermont County Local Emergency Planning Committee

### Meeting Minutes July 16, 2015

Attendees: Karen Alsip, Mark Baird, Bonna Bauer, Greg Elfers, Dale Farmer, Lisa Gatwood, Pam Haverkos, Ed Humphrey, B.J. Jetter, Paul Kamphaus, John Kiskaden, Brooke Matzen, David McCune, Melinda Payne, Kevin Riley, Laurie Schlueter, Karl Schultz, Bob Welch and Kathleen Williams.

Topic	Discussion	Action Items
<b>Call to Order</b>	The meeting began at 1:42 p.m. with the Pledge of Allegiance.	
<b>Approval of the Minutes</b>	A motion was made by Brooke Matzen and seconded by Karl Schultz to adopt the minutes from the April 23, 2015 meeting. The motion passed.	
<b>Ongoing Business</b>		
Spills	<p>Three (3) spills were reported from April 23, 2015 through July 16, 2015:</p> <ul style="list-style-type: none"> <li>• June 22, 2015: 5 gallons of oil spilled into pond reported by Duke Energy.</li> <li>• July 1, 2015: Unknown amount of mineral oil spilled into stream/creek reported by Duke Energy.</li> <li>• July 8, 2015: Reported as a 150 gallons fuel spill at Louiso Trucking in Jackson Township. Spill impacted a stream that led to a pond that fed into the East Fork of the Little Miami River.</li> </ul>	
Information Requests	<p>EMA received four (4) information requests since April 23, 2015.</p> <ul style="list-style-type: none"> <li>• Parcel of land located at 697 State Route 28, Milford, Ohio (Fortress Self Storage).</li> <li>• Parcel Nos. 290111.145, 290111.147 and 290111.134, 3500 Huntsman Trace in Amelia, Ohio.</li> <li>• Parcel of land located 317 Main Street in Milford, Ohio (Milford Printers).</li> <li>• Parcel of land located at 18 Locust Street in Milford, Ohio (Milford Printers – Robert Milton Heichel, Jr.).</li> </ul> <p>There was nothing to report on the above locations.</p> <p>A 5<sup>th</sup> information request was received from an environmental company hired by Greater Cincinnati Waterworks relative to their Source Water Protection Plan. They submitted a blanket request for all Tier II Reports. The group discussed the options in responding to this request. EMA will follow up to obtain more detailed information and report on this request at the next meeting.</p>	
Tier II Reports	<p>Tier II Reports were due by March 1, 2015.</p> <ul style="list-style-type: none"> <li>• 33 EHS filers (includes one (1) first time filer and one (1) government agency)</li> <li>• 48 HS filers</li> <li>• Total filers to date: 81 (Note: Five (5) EHS facilities are now below the threshold for reporting requirements and one (1) facility moved from an EHS facility to a HS facility.)</li> </ul>	

	If any agency uses CAMEO and would like the information EMA has entered into CAMEO, please contact us at 732-7661 or <a href="mailto:clermontema@clermontcountyohio.gov">clermontema@clermontcountyohio.gov</a> to obtain a cd with the files.																																																																																										
Hazardous Material Response Plan Update (ESF 10)	<p>The annual Hazardous Material Plan Update is due on or before 10/17/15. A brief overview of the plan will be provided later in the meeting.</p> <p>The updated Plan will be submitted for adoption at the September 17<sup>th</sup>, 2015 LEPC quarterly meeting.</p>	<ul style="list-style-type: none"> <li>EMA will send out the Hazardous Material Response Plan Update (ESF 10) for review and comments.</li> </ul>																																																																																									
Annual Exercise	<p>The 2016 LEPC Functional Exercise will test the Emergency Operation Center.</p> <table border="1" data-bbox="466 495 1444 1015"> <thead> <tr> <th rowspan="2">Year</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> <tr> <th>07/01/13 - 06/30/14</th> <th>07/01/14 - 06/30/15</th> <th>07/01/15 - 06/30/16</th> <th>07/01/16 - 06/30/17</th> </tr> </thead> <tbody> <tr> <td>Exercise Type</td> <td>Real Incident Full-Scale Credit</td> <td>Real Incident Functional Credit</td> <td>Functional</td> <td></td> </tr> <tr> <td>Event Synopsis</td> <td>Tank Truck Roll-over; 200 gallons of Aviation Fuel Spill (August 8, 2013 in Wayne Township)</td> <td>Duke Energy - Beckjord Station - Ohio River Diesel Spill (August 18-23, 2014 in Pierce Township)</td> <td></td> <td></td> </tr> <tr> <td colspan="5"><b>Objectives Tested</b></td> </tr> <tr> <td>1 - Notification</td> <td>X</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>2 - Incident Assessment</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 - Incident Command</td> <td>X</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>4 - EOC</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5 - Resource Management</td> <td>X</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>6 - Communications</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7 - Response Personnel Safety</td> <td>X</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>8 - Population Protective Actions</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9 - Emergency Public Information</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>10 - Traffic and Access Control</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11 - Shelter Management</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12 - Emergency Medical Services</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>13 - Hospital Services</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Dale Farmer of the Ohio Environmental Protection Agency (EPA) has agreed to chair the 2016 Functional Exercise. EMA will supply a list of volunteers to participate on the Exercise Planning Team. Representation is needed from Fire, Law Enforcement, HazMat, Hospital, Public Health, EPA and Red Cross.</p> <p>EMA received a signed contract today from Armada for exercise support. The contract will be sent to the Board of County Commissions for approval.</p>	Year	2014	2015	2016	2017	07/01/13 - 06/30/14	07/01/14 - 06/30/15	07/01/15 - 06/30/16	07/01/16 - 06/30/17	Exercise Type	Real Incident Full-Scale Credit	Real Incident Functional Credit	Functional		Event Synopsis	Tank Truck Roll-over; 200 gallons of Aviation Fuel Spill (August 8, 2013 in Wayne Township)	Duke Energy - Beckjord Station - Ohio River Diesel Spill (August 18-23, 2014 in Pierce Township)			<b>Objectives Tested</b>					1 - Notification	X	X			2 - Incident Assessment	X				3 - Incident Command	X	X			4 - EOC					5 - Resource Management	X	X			6 - Communications	X				7 - Response Personnel Safety	X	X			8 - Population Protective Actions					9 - Emergency Public Information		X			10 - Traffic and Access Control	X				11 - Shelter Management					12 - Emergency Medical Services	X				13 - Hospital Services					
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<b>Budget</b>	A copy of the budget is attached to the minutes.																																																																																										
Hazardous Material Emergency Preparedness	The 22 <sup>nd</sup> Year Grant has a performance period of October 1, 2014 through September 30, 2015. EMA did not apply due to changes in eligible activities and the short performance period. The grant can no longer pay for LEPC staff time to update the HazMat Plan. The grant allows for hiring																																																																																										

(HMEP) Grant	<p>contract support to update plans and coordinate exercises.</p> <p>EMA will look at the requirements for the grant period of October 1, 2015 through September 30, 2016. If there are no changes in the requirements, training may be our only option. Due to the short response period to submit an application, please let us know if anyone has an interest in eligible training.</p>	
FY16 State Emergency Response Commission Grant	<p>The FY16 SERC Grant application was approved by the Board of Commissioners on January 28, 2015 for the period of July 1, 2015 through June 30, 2016. EMA has been awarded \$18,533.00, which is a slight reduction from last year. This funding is due to be received in August 2015.</p>	
FY13 State Homeland Security Program (SHSP)	<p>Our region received funding for two (2) regional projects.</p> <ul style="list-style-type: none"> <li>• Sustainment of the Type I HazMat teams – Administered by Hamilton County EMA</li> <li>• Sustainment of Dive Team (Task Force 1) – Administered by Butler County EMA</li> </ul> <p>The grant performance period ends June 30, 2015.</p>	
FY14 Homeland Security Grant Program (HSGP)	<p><b>FY14 Homeland Security Grant Program</b></p> <p>The Southwest Ohio regional partners received funding for two (2) projects:</p> <ul style="list-style-type: none"> <li>• Incident Management Teams (includes Butler County and Southwest Ohio Teams)</li> <li>• Task Force 1 Dive Team (Clermont, Hamilton and Butler County)</li> </ul> <p>The grant performance period ends June 30, 2016.</p>	
FY15 Homeland Security Grant Program	<p>Ohio was awarded \$7,698,000.00 in the State Homeland Security Grant Program. Legislation requires that 25% of the funds be dedicated to law enforcement terrorism prevention activities. The state may retain 20% of the funds for state operations. The State has not yet released the local guidance and application kit outlining the state’s funding priorities. The performance period for FY15 has been changed from 24 months to 36 months. The program remains competitive, regional (2 or more counties), deployable assets and heavily focused on sustainment.</p> <p>There are currently six (6) funding categories being considered for the use of these funds:</p> <ul style="list-style-type: none"> <li>• Regional training and exercise</li> <li>• Public information and outdoor warning sirens</li> <li>• Typed HazMat Teams</li> <li>• FBI accredited bomb squads</li> <li>• USAR Teams</li> <li>• Other</li> </ul> <p>The Southwest Ohio EMA partners will meet the first week in August to determine which County</p>	

	<p>EMA will apply for the proposed projects.</p> <p>If you have a regional project, please work with your regional counterparts to begin refining the project as we anticipate a short turnaround time once the guidance is received.</p>	
<b>New Business</b>		
2015 – 2017 Membership	<p>The applications for LEPC membership are due to the State Emergency Response Commission by August 15, 2015 with the term beginning August 15, 2015 and running through August 14, 2017.</p> <p>A list of individuals who submitted SERC applications for membership was presented to the group for review. The group decided to remove Darrell Hawkins, Clermont County Coroner, and Carla Goodspeed, Clermont County Senior Services, Inc., due to lack of attendance at meetings. The group opted to add Dale Farmer, Ohio EPA to the roster. An application was received for Steve Renninger, US EPA. The group opted not to add Steve to the roster, but to add Steve to our partner’s list so that he will receive all of the LEPC meeting announcements, notes, etc. The group discussed that Chief Mark Planck, representing the Clermont County Sheriff and Police Chiefs’ Association, did not submit an application, so he was removed from the official roster.</p> <p>A motion was made by Ed Humphrey and seconded by Kevin Riley to accept the applications for membership to the LEPC as modified on the attached list. The motion was approved.</p> <p>Discussion was held relative to appointing officers for the LEPC for the term of August 15, 2015 through August 14, 2017.</p> <p>A motion was made by Paul Kamphaus and seconded by Ed Humphrey to appoint Pam Haverkos as Emergency Coordinator. The motion passed.</p> <p>A motion was made by Ed Humphrey and seconded by Brooke Matzen to appoint Ed Humphrey as Chairperson. The motion passed.</p> <p>A motion was made by Ed Humphrey and seconded by Pam Haverkos to appoint Pam Haverkos as Vice Chairperson. The motion passed.</p> <p>A motion was made by Pam Haverkos and seconded by Brooke Matzen to appoint Laurie Schlueter as Information Coordinator/Secretary. The motion passed.</p>	<ul style="list-style-type: none"> <li>○ EMA will prepare the paperwork for submittal of the applications to the BCC for their approval.</li> </ul>
<b>Presentations</b>		

<p>Emergency Operation Plan – Base Plan</p>	<p>Pam Haverkos provided a brief overview of the Emergency Operation Plan – Base Plan. A copy of the presentation is attached. Once approved by the LEPC, it will be submitted to the Board of County Commissioners for approval.</p> <p>A motion was made by Kevin Riley and seconded by Brooke Matzen to approve the Emergency Operation Plan – Base Plan as presented and to submit the Plan to the Board of Commissioners for approval. The motion passed.</p>	
<p>Hazardous Material Response Plan Update (ESF 10)</p>	<p>Pam Haverkos provided a brief overview of the HazMat Plan Update. A copy of the presentation is attached. The primary changes will be in Tab A through Tab L. Tab A: EHS Hazard Vulnerability Analysis will be updated to include one (1) new EHS facility and other changes as required. Tab B is new and will identify all HS facilities in Clermont County. Updates will be made, where necessary, throughout Tab C through Tab L.</p> <p>Any recommended changes should be forwarded to <a href="mailto:clermontema@clermontcountyohio.gov">clermontema@clermontcountyohio.gov</a>.</p>	<ul style="list-style-type: none"> <li>• EMA will make the appropriate changes and updates, then forward to the LEPC members for review and comments.</li> </ul>
<p><b>Department Reports</b></p>		
<p>EMA Report</p>	<p>The following training events are available in our area:</p> <ul style="list-style-type: none"> <li>• “Public Information in an All-Hazards Incident – MGT-318” sponsored by Cincinnati-Hamilton County Homeland Security and the Cincinnati Police Department, August 4-5, 2015, 8:00 am–5:00 pm, at Cincinnati Police Academy, 800 Evans Street, Cincinnati, Ohio 45204. Deadline to register is July 31, 2015. Questions may be directed to Barry Webb, Training Coordinator, Cincinnati-Hamilton County Homeland Security at 513-263-8059. Register online at <a href="http://goo.gl/forms/rgqsH3un8y">http://goo.gl/forms/rgqsH3un8y</a>.</li> <li>• “FBI Active Shooter Awareness Conference” sponsored by Clermont County Emergency Management Agency and Cincinnati-Hamilton County Homeland Security, August 18-19, 2015, Day 1: 8:30 am–5:00 pm and Day 2: 8:30am–11:30am, at University of Cincinnati – Clermont College, 4200 Clermont College Drive, Batavia, Ohio 45103. Deadline to register is August 14, 2015. Questions may be directed to Barry Webb, Training Coordinator, Cincinnati-Hamilton County Homeland Security at 513-263-8059. Register online at <a href="http://goo.gl/forms/Lw3OC4v9tp">http://goo.gl/forms/Lw3OC4v9tp</a>.</li> <li>• “EOC Operations &amp; Planning for All-Hazards” sponsored by Cincinnati-Hamilton County Homeland Security, August 25-27, 2015, 8:00 am-5:00pm, at the Cincinnati-Hamilton County Regional Operations Center, 2000 Radcliff Drive, Cincinnati, Ohio 45204. Deadline to register is July 31, 2015. Questions may be directed to Barry Webb, Training Coordinator, Cincinnati-Hamilton County Homeland Security at 513-263-8059. Register</li> </ul>	

	<p>online at <a href="http://goo.gl/forms/vFyuvzZCaA">http://goo.gl/forms/vFyuvzZCaA</a>.</p> <p>The group was advised that the following individuals are also working on updates to annexes of the Emergency Operation Plan:</p> <ul style="list-style-type: none"> <li>• Pam Haverkos: Damage Assessment Support Annex</li> <li>• Melinda Payne: ESF 5: Emergency Management and the Emergency Operation Center (EOC) standard operating guidelines.</li> <li>• Laurie Schlueter: Financial Management Support Annex</li> <li>• Karen Alsip: Emergency Action Plan</li> </ul> <p>Melinda also informed the group that she will be scheduling WebEOC training for October, 2016.</p> <p>EMA received funds from the FY 2014 Emergency Management Performance Special Projects Program in the amount of \$10,000.00 with a local match of \$10,000.00, for a total amount of \$20,000.00. Two (2) new projectors, a SmartBoard and a new media center remote for the EOC have been purchased.</p>	
Office of Public Information	Kathleen Williams reported that she is currently updating ESF 15: Public Information. Updates will include social media information.	
Greater Cincinnati HazMat Unit	<p>Cincinnati State offers 8 hour refresher classes and 40 hour technical classes free of charge. Online registration is available through their Workforce Development Center. Dates are available through March, 2016.</p> <p>Trainings that will be available in the future:</p> <ul style="list-style-type: none"> <li>• Safety Data Sheet (SDS) training – Instructor will review changes from the Material Safety Data Sheet (MSDS) to the Safety Data Sheet (SDS). Dates to be determined.</li> <li>• HazMat Officer/HazMat Safety Officer training – Required for typed HazMat teams. This training will be a 3 day course (1 day for 3 months – October, November and December). Dates to be determined.</li> </ul>	
Next Meeting	The next meeting will be September 17, 2015 at 1:30 p.m. in the Emergency Operation Center.	
Adjournment	A motion was made by Pam Haverkos and seconded by Bonna Bauer to adjourn the meeting. The motion passed and the meeting was adjourned at 3:18 p.m.	