

Warren County LEPC Meeting Minutes 12/14/2016

LEPC Members in attendance: Steve Agenbroad, Brooke Matzen, Lesli Holt, Mike Bunner, Bill Romaine, David Wood

Others in attendance: Ryan Burke, Kay Vonderschmidt

<p>Welcome and Introductions</p>	<p>DISCUSSION/CONCLUSION: David Wood welcomed the members in attendance. David explained that this special LEPC meeting was called in order to approve LEPC bylaws and revise the LEPC members list. With there not being a quorum for this meeting, there will be no voting on bylaws or other official business.</p>	<p>RECOMMENDATION/ACTION: None</p>
<p>Review of Previous Meeting Minutes</p>	<p>DISCUSSION/CONCLUSION: Members in attendance reviewed the 10/25/2016 LEPC Meeting Minutes. Approval of minutes could not be voted on due to not having a quorum. Minutes will be reviewed again at the next meeting.</p>	<p>RECOMMENDATION/ACTION: None</p>
<p>Voting on Bylaws</p>	<p>DISCUSSION/CONCLUSION: David Wood reported on some comments he received regarding recommended revisions to the bylaws. Comments included:</p> <ul style="list-style-type: none"> - concern about the public being members of the LEPC and having a vote on LEPC matters. David mentioned that the public, unless named on the approved LEPC members list, cannot vote on LEPC matters (they would be ad hoc members like others who attend meetings). The LEPC is required by law to publish LEPC meeting dates/times so there may be public attending future meetings. Members present agreed that no further editing of the bylaws was needed related to this comment. - concern about members being deemed inactive after missing two LEPC meetings in a row. David commented that there are only 4 meetings per year, and the bylaws state that having two unexcused absences will deem a member inactive. If a member declines the meeting or sends an alternate in his/her place, the absence is not considered unexcused (so this should not be an issue). Members present agreed not to revise the bylaws related to this comment. 	<p>RECOMMENDATION/ACTION:</p> <ul style="list-style-type: none"> - David Wood will revise the member section of the proposed LEPC bylaws to include language stating that alternate members (who appear in the absence of the listed LEPC member and who are identified to the LEPC before the meeting) can count towards a quorum for business transactions for the LEPC and may vote on behalf of the absent member on LEPC business matters. - David will email the LEPC Application for membership to members and interested parties who attended LEPC meetings in the past year. - Once applications are received David will send them to the County Commissioners to be signed. - Once the signed applications have been received, David will send copies to SERC. - David will draft a county Resolution for the County Commissioners to update the LEPC roster (that will be effective for two years from the Resolution date)

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	<p>David also reported that the LEPC membership roster needs to be updated to reflect the most current people in positions representing the 16 categories listed in the bylaws. Lesli mentioned that due to quorum issues in the past, only one member per category should be listed as an official member of the LEPC (for example only one hospital representative, one EPA representative, etc). Other representatives are welcome to attend the LEPC meetings; and can be listed as an alternate for the member in his/her absence. This may assist with quorum issues in the future. All LEPC members present at the meeting discussed whether an identified alternate could vote for a standing member at meetings (and would they count for the quorum). Members present agreed that alternates (if identified before the absence) should count toward a quorum and should vote in the listed members absence. David Wood will add this language to the proposed bylaws and will send to members to review before the January meeting and vote.</p> <p>All members present filled out the LEPC application for membership. David will send out the application to all members (and interested parties) who have attended meetings in the past year and will send to the County Commissioners to review/sign. Once all applications are signed, they will be turned into SERC and a Resolution will be drafted for the County Commissioners to update the LEPC membership roster.</p>	
<p>Voting on Executive Board</p>	<p>DISCUSSION/CONCLUSION: The LEPC Executive Board could not be voted on at this meeting due to not having a quorum. David Wood will add the vote to future LEPC meeting agenda.</p>	<p>RECOMMENDATION/ACTION: David Wood will add voting on LEPC Executive Board to a future LEPC meeting agenda.</p>
<p>Discussion on LEPC Subcommittees</p>	<p>DISCUSSION/CONCLUSION: David Wood mentioned that the following LEPC subcommittees were proposed at the 10/25/2016 LEPC meeting: - Planning Committee</p>	<p>RECOMMENDATION/ACTION: David Wood will add Kay Vonderschmidt to the LEPC Training and Exercise subcommittee roster.</p>

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	<p>- Training and Exercise Committee</p> <p>David said the meetings for these committees would be combined and he asked members present if anyone would be interested in participating on one of these LEPC subcommittees. Kay Vonderschmidt volunteered to participate on the Training and Exercise Committee.</p>	
<p>Reports:</p>	<p>DISCUSSION/CONCLUSION:</p> <p><u>LEPC Coordinator Update:</u> David Wood reported that he sent E-Plan access codes to all Tier 2 filing facilities in Warren County. Out of the 146 filing facilities, all but 5 received their access codes. David reported that those 5 companies had a change in staff and he was able to make contact with one of those companies, but the other companies were either closed or he has not been able make contact with anyone representing that company yet. David also reported that 20-30 companies attended the webinar on the E-Plan system. He will not know how engaged the filing facilities are with the E-Plan system until they begin filing in January 2017.</p> <p>David said that Matt (who administers E-Plan is willing to come do a live training with end users of the system (first responders, agencies, etc.) David will reach out to Allison Lyons in Telecom to e-mail the fire departments in the county to gauge the level of interest for a live training on E-Plan. Director Bunner also mentioned that he is looking into whether E-Plan system can be integrated into the existing CAD System.</p> <p><u>EMA Update:</u> Lesli Holt reported that the first quarter training calendar for EMA has been published. She has begun sending the calendar and link to course registrations out to county stakeholders. Lesli mentioned she will send that out to LEPC members as well with the minutes from this meeting.</p> <p>Director Bunner mentioned that there are some proposed legislation changes to ORC 3750 that will require EMA be notified of releases related to fracking. The Director</p>	<p>RECOMMENDATION/ACTION:</p>

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	<p>mentioned there is already a one call system in place for notification, but there is proposed legislation to also notify the EMA's, which may bound them to take action. Director Bunner said that SERC has sent a response back asking for further clarification on this proposed legislation and EMAO is watching the legislation and has been keeping the counties informed, so he will let the LEPC know if there are any changes.</p> <p><u>SERC:</u> No update for this meeting.</p> <p><u>Greater Cincinnati Hazmat:</u> Brooke Matzen reported that the summary of events for each county has been compiled and she will begin sending those out. She mentioned that there is a radio cache now available on Command 400 and it can be requested. The cache of radios has a specialty template to cover the region and she can send that template out if requested.</p> <p>Ms. Matzen mentioned that there are multiple training opportunities through GC Hazmat including a Hazmat Safety Officer Course that are coming up in 2017. She also reported that the PUCO grant was awarded, so hazmat trainings through Cincinnati State would be free of charge again in 2017. To access those trainings, go to the workplace development tab, then hazmat on the Cincinnati State Website.</p> <p><u>Warren County Health District –</u> No update for this meeting. -</p>	
New Business:		
Potential E-Plan Class	DISCUSSION/CONCLUSION: Discussed during EMA update.	RECOMMENDATION/ACTION:
4th Quarter Hazardous Materials Spills and Events for Warren County	DISCUSSION/CONCLUSION: Updated Since meeting: <ul style="list-style-type: none"> - 10/1 – green algae Bloom in creek near Stubbs Mill - 10/16 – Plane Crash near Camp Kern - 10/20 – 200 Gallons of fuel oil leaked in a residence in Carlisle 	RECOMMENDATION/ACTION: No recommended action at this time.

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	<ul style="list-style-type: none"> - 10/26 – Report of 5 gallons of a chemical leaking from a roof into the 3rd floor of a business. 15 people reported feeling sick. - 10/29 - Construction crew notified dispatch of cleanup of waterway at Primrose and Davis in Deerfield Twp. (reported limeshale from digging migrated into waterway) - 11/2 – Strong odor of natural gas. Upon investigation found unintentional mercaptain release related to maintenance being performed on Hart Road. - 11/3 – EPA was contacted related to a vehicle crash involving a semi truck with diesel fuel leaking into a waterway in the area of Alexanders Hill (due to an accident with live wires down the leak could not be contained for a certain amount of time). - 12/15 – Semi driver reported a leak in the saddle tank – 30 gallons of diesel fuel leaked at rest area on I71NB - 12/21 – Reported CO poisoning at a business on Kingsview. Approximately 3 patients were taken to local hospitals. 	
<p>Roundtable Discussion:</p>	<p>DISCUSSION/CONCLUSION:</p> <p><u>Hospitals:</u></p> <ul style="list-style-type: none"> - Tri-Health has hired a corporate Emergency Manager (Kay Vonderschmidt). She will be working on updating all the emergency plans and would like to host a drill that will stress their system sometime in 2017 (possibly during the October Great Shake out state exercise). - Tri Health has their own talkgroup on MARCS radio system. EMA can tap into the talkgroup if needed. - CMS has adopted new rules for emergency management. Hospitals have until November 2017 to comply with the rules. <p><u>L3 Communications:</u></p> <ul style="list-style-type: none"> - No update for this meeting. <p><u>Fire/EMS:</u></p> <ul style="list-style-type: none"> - No update for this meeting. 	<p>RECOMMENDATION/ACTION:</p> <p>None</p>

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Educational Review	DISCUSSION/CONCLUSION: There was no educational review for this meeting.	RECOMMENDATION/ACTION:
Open Discussion	DISCUSSION/CONCLUSION: David Wood asked members present for recommendations for 2017 LEPC meeting dates and times. Director Bunner suggested David send out a survey asking LEPC members which day of the week and time works best (due to the number of absences at this meeting). David said he would send a survey via email and asked all members present to reply to the email survey.	RECOMMENDATION/ACTION: David Wood will send out a survey via email on possible LEPC meeting dates/times for 2017.
Adjourn	Motion to adjourn was made by Lesli Holt. Seconded by Ryan Burke.	

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Attachment A to 10/25/2016 LEPC Meeting Minutes

Article III: Mission Statement	<p>DISCUSSION/CONCLUSION:</p> <ul style="list-style-type: none"> - Recommendation was made to change the first bullet point to "...Hazardous Materials Annex of the Warren County Emergency Operations Plan..." - Recommendation was made to strike the last bullet point – as this section is covered by EMA staff in daily operations 	<p>RECOMMENDATION/ACTION:</p> <p>Changes made per recommendations</p>
Article V: minimum required membership	<p>DISCUSSION/CONCLUSION:</p> <p>Question was raised as to whether there should be a maximum number of members. Ms. Holt recommended there be no maximum, that the LEPC remain inclusive to any who wish to attend meetings (and keeping in mind that the public can also attend these meetings). Ms. Matzen brought up that without a maximum, the quorum might be affected. Ms. Holt recommended that any attendees past the approved LEPC list that is sent to the county commissioners be added as ad hoc members, and apply wording that ad hoc members do not affect the quorum to conduct LEPC meetings.</p>	<p>RECOMMENDATION/ACTION:</p> <p>Lesli to add to article V Section E: <i>"Ad hoc members are free to attend any scheduled LEPC meeting, however the membership of ad hoc participants are not approved through the County Commissioners, therefore they do not represent votes on official LEPC business and do not affect the quorum to hold LEPC meetings."</i></p>
Article V Section B: appointment of members	<p>DISCUSSION/CONCLUSION:</p> <p>Questions was raised: do the appointed nominee need to be confirmed by the county commissioners?</p> <p>Ms. Holt said Yes, the appointed LEPC members need to be approved through the county commissioners for a term of two years. Once approved by the County Commissioners, the list of appointed members will be sent to SERC (the State Emergency Response Commission). Ms. Holt said she would add in language to reflect this.</p>	<p>RECOMMENDATION/ACTION:</p> <p>New language added to Section V Article B</p>
Article V Section D: Member alternates	<p>DISCUSSION/CONCLUSION:</p> <p>Recommendation was made to have member alternates pre-identified instead of allowing on meeting-by-meeting basis. All agreed. Lesli will</p>	<p>RECOMMENDATION/ACTION:</p> <p>Under article V Section D change language to "Alternates must be named before attendance at an LEPC meeting. "</p>

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	change in the by-laws	
Article VII, Section A: Governing Body	DISCUSSION/CONCLUSION: Question was asked if each member of the governing body gets one vote. Ms. Holt replied yes, and this language will be added to the section	RECOMMENDATION/ACTION: Added last sentence to Section A: <i>"Each members of the governing body will get one vote"</i>
Article VII, Section C: Governing Body	DISCUSSION/CONCLUSION: Question was asked whether the LEPC members need to approve an alternate member (in the case that an LEPC member is removed due to inactivity with the committee). Current language states that the Chairman can name an alternate... Recommendation was made to follow the same process for newly appointed members where they have to be nominated and approved by the committee, then names submitted to the County Commissioners for approval, then the final list with newly appointed members gets sent to SERC. A question was asked whether there was a "vetting" process for new LEPC members (or if there is a verification of employment process before allowing on the committee). Discussion was that the members have to be voted on and if anyone was uncomfortable with a nominate or wanted more information on a nominee it could be asked for before voting to be a full committee member of the LEPC.	RECOMMENDATION/ACTION: <u>Added language and moved this section to "Terms of Membership":</u> <i>" If not, or if no answer is received in 30 days, the Chairman will ask for nominations to recruit a replacement person for the same category of members (see Article V, Section A). If no nominations are given, the Chairman will attempt to recruit a nominee.</i> <u>Language added under Terms of membership:</u> <i>New members to the LEPC may be voted on during the quarterly LEPC meetings or via e-mail vote outside of the regularly scheduled meetings. Nominations will be called for by the Chairman and members will be given not less than 10 days to submit nominees for replacement members. The chairman will then submit all final nominations for a vote by LEPC voting members and once a majority has approved, the approved new members will be added to the LEPC roster, and a County Resolution will be sent to the Warren County Board of County Commissioners for final approval. "</i>
	DISCUSSION/CONCLUSION: Recommendation was made to add a section on email voting and teleconference meetings to the by-laws.	RECOMMENDATION/ACTION: Added to Article XV: <i>The LEPC shall hold regular business meetings at least quarterly. Meetings will be conducted in-person, unless a quorum is not reached to hold official LEPC business (See Section B below). The LEPC shall hold its organizational meeting during the 4th quarter business meeting of odd numbered years. The LEPC officers shall be elected at this organizational meeting, pursuant to Section VIII hereof.</i> Special Meetings <i>Special meetings of the LEPC may be required due to not reaching a quorum, urgent requests for information or action, emergency event or other special circumstances. These</i>

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<p>Article VIII: Officers Section B Election of Officers</p>	<p>DISCUSSION/CONCLUSION: Current language stated that the election of officers was to occur during the 3rd qtr meeting of the odd numbered year. Recommendation was to change it</p>	<p>RECOMMENDATION/ACTION: Language was changed to reflect officer election to occur during the 4th quarter meeting of the odd number year.</p>

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	to the 4 th qtr meeting in conjunction with the appointment of LEPC members.	
Article VIII: Officers Section E: Vacancies	<p>DISCUSSION/CONCLUSION: Question was raised: do vacancies go to the county commissioners for approval? Recommendation was to remove the approval by the county commissioners to fill the vacancy to the LEPC board. There is a statement contained in the vacancy section that explains vacancies on the LEPC board will be filled by an LEPC member in good standing. This person is already approved to be on the LEPC per county resolution, so an additional approval is not needed. Question was raised if this approval was necessary if the newly appointed executive board member was an ad hoc member or non-member of the LEPC. Ms. Holt said it does need County Commissioner approval for those instances and language will be added to reflect this.</p>	<p>RECOMMENDATION/ACTION: <u>Added language to Article VIII: Officers, Section E: Vacancies</u> <i>If the new Executive board member is already part of the LEPC Governing body, no further approvals are needed. If the newly appointed Executive member was an Ad Hoc or non-member on the official LEPC roster, a recommendation to add this person to the County LEPC needs to be submitted by County Resolution to the Warren County Board of Commissioners for approval. Once approved, a copy of the new Warren County LEPC roster will be submitted to SERC.</i></p>
Article IX – Executive Board, Section D:	<p>DISCUSSION/CONCLUSION: Stated any member of the executive board can run LEPC meetings in the absence of the chairman. A comment was made that earlier in the bylaws it stated that the Vice Chairman will run the LEPC meetings....</p>	<p>RECOMMENDATION/ACTION: <u>Language was changes in Article IX ,Section D</u> <i>The Vice Chairman may run LEPC meetings in absence of the LEPC Chairman. In the absence of the Vice Chairman, any member of the LEPC Executive Board many run the LEPC meeting</i></p>
Article XII – General, Section B	<p>DISCUSSION/CONCLUSION: References contacting the LEPC coordinator by telephone but does not provide telephone number.</p>	<p>RECOMMENDATION/ACTION: <u>Language added to Article XI</u> <i>The LEPC Emergency Coordinator can be reached by calling 513-695-1315 or during emergencies by contacting Warren County Dispatch at 513-925-2525 or 911.</i></p>
Article XV: Meetings, Section B –Special Meetings	<p>DISCUSSION/CONCLUSION: Question was raised whether special meetings required advanced notification. David Wood explained that per Ohio Revised Code, Special meetings needed at least 24 hour notice to the public.</p>	<p>RECOMMENDATION/ACTION: <u>Language was added to Article XV, Section B</u> <i>Special Meetings of the LEPC can be held via face-to-face or teleconference. These meetings must be announced at least 24 hrs in advance unless constituted an emergency in accordance to ORC Section 121.22(F).</i></p>