

## Des Moines County Emergency Management Planning Committee (LEPC)

### Meeting Minutes

November 6, 2017, 2:00 PM

Des Moines County Emergency Management Agency

512 North Main Street, Burlington

#### I. Opening Protocol

A. *Welcome and Call to Order*

B. Introductions

1) New members complete “nomination” form

C. *Approval of the Agenda*

A motion was made by Reggie to approve the agenda and seconded by Ken. Motion was carried unanimously.

#### II. Approval of previous meeting minutes – May 6<sup>th</sup>. 2017.

A motion was made by Ken to approve the minutes of the last meeting and seconded by Gary. Motion was carried unanimously.

#### III. Old Business

A. Comments were made by Gina on the Hazardous Materials Emergency Preparedness (HMEP) Grants.

1) 2017 Grant – Award of (\$9,485.54)

Comments made on the Toxic Medic Training – course held March 7, 2017.

Comments made by Ken on the 2017 International Hazardous Materials Response Teams Conference

2) 2018 Grant – Award (\$3,394.96)

Comments made by Gina on the need for ideas on training.

Comments made on the tentative Propane Emergency Response training in May, 2018.

#### IV. New Business

A. *Election of officers – 1 year term.*

A motion was made by Gary to retain current officers and a second by Greg. Motion was carried unanimously.

B. *Reports Submitted – Review*

1) Federal-Mogul Corporation Ignition Products / Emergency

Preparedness and Response Plan (EPRP) / Integrated Contingency

Plan (ICP) form. Comments made by Gary about contacts were updated.

- 2) Shearer's Plan (EPRP) Inc. / Continuous Release Report, First Anniversary Follow-Up Report. Comments made by Richard on their use of ammonia.

#### *C. Exercises*

- 1) February 27, 2018 TransCanada Pipeline Tabletop exercise.  
Comments made by Gina on training given and exercise in the future. Also, comments made by Gina on possible locations for the exercise. Considering SCC area, Flint Bottom Road, and Gear Avenue locations.
- 2) June 13 or 20, 2018 TransCanada Pipeline Full-Scale Exercise.

#### *D. ESF #10 – Review / Comments*

Comments made by Gina submitted but need to update maps. Ken and Tom are working on the updates.

- 1) Link given contains the 2017 ESF that are required to be updated yearly, report of all 2017 Tier II reports submitted, and report of 2017 Tier II reports only involving hazardous materials.
- 2) Pipeline Support Annex – Review and Comments  
Comment made by Gina that the Annex is included in ESF #10. Comments made by Gina the Annex needs to be reviewed annually and is based on International Association of Fire Chief's training. Comments made by Ken to submit as presented. Comments made by Gina on contacting Alliant and TransCanada.

#### *E. 2017 LEPC Conference – Report by Ken*

Comments made by Ken on classes he attended. Information on use of drones and licensing for operation of drones during emergency incidents. Also, made comments on using CAMEO Suite for preplanning, and networking on how LEPs are run in other areas. Comments made by Ken and Gina on drone licensing and flight limitations. Comments made by Gina on drones at her training sessions. Comments made by Gina money is available for drones and attendance of future LEPC conferences.

#### *F. 2017 Hazmat Symposium – Report by Morris and Whitaker*

Comments made by Ken on Fentanyl manufacturing and dangers course. Concerns about precautions should be made by first responders encountering responding to clandestine laboratories. Comments made by

Jim on training information of train derailments. Comments made by Jim on the designation and dangers of explosive and drug labs.

*G. Other*

1) Future Training Presentation Topic Suggestions

Comments made by Jim on the new Iowa Fire Service Training Bureau Haz-Mat training prop can be considered for future training.

V. Adjournment Protocol

*A. Future Meetings*

Comments made by Gina there are requirements of two meetings per year.

1) Next meeting will be in May 2018

2) November 2018 will be considered for second meeting in 2018.

B. A motion was made by Gina to adjourn the meeting and seconded by Ray. Motion was carried unanimously.