

Pima County
Local Emergency Planning Committee (LEPC)
Regular Meeting Minutes
April 8, 2009
Southwest Gas Company

The meeting of the Pima County LEPC was called to order at 0906 hours by Chairman Dan Johnston.

Roll call was taken and the following members were in attendance:

Harlan Agnew	Pima County Attorney's Office
Lt. Wes Dison	Tucson Police Department
Bill Glasner	Pima County OEM & HS
Sgt. Steve Johnson	Town of Marana
Dan Johnston	Veteran's Affairs
Reland Kane	Tucson Electric Power Company
Chief Randy Karrer	Drexel Heights Fire District
Chief Ray Klein	Tucson Fire Dept/EMA
David Lenox	Pima County OEM & HS
Randy Ortlinghaus	Southwest Gas Company
Todd Perry	Arizona Dept. of Environmental Quality
Steve Holland	University of Arizona
Jason Larter	Oro Valley Police Department
Joe Bridges	Davis-Monthan Air Forces Base
John Wisner	Pima County OEM & HS
Lt. Pratt	Proxy for Frank Duarte, Pima County Sherriff's Dept
Scott Porter	Proxy for Kathi Lawrence, Pima County Dept. of Environmental Quality

The following guests introduced themselves to the members:

Alan Vaughn	Tucson Medical Center
Barbara Harris	Town of Marana Emergency Management
Cynthia Wundrance	University Medical Center
Don Poage	Pima County Hazardous Materials Team
Ken Drozd	National Weather Service
Paul Kramkowski	Raytheon
Paul Wilford	Rural Metro Fire Dept
Renee Peyton	Pima County Health Dept. – Bioterrorism
Richard Kennedy	Raytheon
Roger Soden	Arizona State Emergency Response Commission
Steven Kreienkamp	Raytheon

The minutes from the February 18, 2008 Regular meeting were approved by a motion from Jason Larter and seconded by Joe Bridges.

Chairman Johnston asked for nominations from the floor for the position of Vice Chairman. Joe Bridges was nominated by Dave Lenox and Jason Larter. After following procedures, a motion from Harlan Agnew and Ray Klein to close nominations passed. Chairman Johnston declared Joe Bridges the Vice Chairman of the LEPC.

By-laws: Harlan Agnew and John Wisner explained the changes to the Bylaws that were sent to each of the LEPC Members for review. Most of the changes were information that the Arizona State Emergency Response Commission (AZSERC) had recommended. Some of the items required some explanation...John provided the AZSERC explanations with Roger Soden confirming the explanation. John also pointed out additional additions that were important to the LEPC, that were omitted.

The changes to the Bylaws were approved by the membership after a recommendation for adoption with a motion from Randy Karrer and Dave Lenox.

Funding Subcommittee Report: Chairman Johnston asked if someone would be interested in serving as the Chairperson. Randy Karrer was nominated to be the Chairperson. Discussion as to who should serve as the chairperson took place. At the conclusion of the discussion, John Wisner will serve as committee Chairperson with Randy Karrer and Ray Klein agreeing to serve as committee members. Chairman Johnston appointed these people to this committee.

John Wisner presented a draft of a proposed budget for next year. Copies were available for the members prior to the meeting. John explained the content of the proposed draft LEPC Budget. An explanation of how the LEPC was to get these proposed monies was explained by Roger Soden and John Wisner.

John Wisner reported to the membership that he joined the National Association of SARA Title Three Professional Officers (NASTTPO). This organization helps LEPCs understand items like grants, laws, procedures as well as provides information to help LEPCs. They have assistance in development and maintenance of plans and other programs. He reported that AZSERC is a member and that Dan Roe who recently retired as the AZSERC Executive Director served as NASTTPO's President last year. They have a conference each year to help provide this information to the LEPCs. The Draft budget provides monies for 1 LEPC Member to attend the conference in 2010...HMEP Grant funds can be used for this conference.

Chairman Johnston requested members with suggestions to send their suggestions or recommendations to a member of this committee. The committee should have a more solid budget for adoption at the next regular meeting. Roger Soden also explained what helps LEPCs get more of the Competitive U.S. DOT's HMEP Grant Money. Meetings, exercises, training, up-dating/review plans, and community activities are all items that the state takes into consideration when approving the competitive grants.

Membership Subcommittee Report: Randy Ortlinghaus reported that he had received 3 requests from people to be members of the LEPC: Don Poage-Pima County HazMat Team; Ken Drozd-National Weather Service and Tony Smith-Western Refining. Each person introduced themselves to the membership, except for Tony Smith (not in attendance). Randy indicated that these three people represent areas that the LEPC needs to have representatives from. On a motion from Randy, seconded by Steve Johnson the three people were voted into membership.

Randy Ortlinghaus also reported that he received a listing of all the businesses that submitted Tier II Reports to AZSERC for 2008. He developed a spread sheet with the names of the county businesses, categorizing them in the various types of businesses. He reported that he ended up with 46 various categories. John Wisner reported that 403 county businesses reported Tier II information to the state for 2008. Randy provided a copy of the spread sheet to each member of the LEPC.

Chairman Johnston asked Randy Ortlinghaus if he would remain the Chairman of this committee – Randy agreed. Chairman Johnston asked the memberships for volunteers to serve on this committee with Randy. Steve Johnson, Reland Kane and Steve Holland all volunteered to help Randy...Chairman Johnston then appointed these members to the Membership Committee.

Readiness and Response Subcommittee: Chairman Johnston requested a volunteer for this committee. John Wisner explained what the role of this committee – to promote the LEPC in the communities and to provide information to the public regarding Hazardous Materials.

Ms Cynthia Wundrance with University Medical Center volunteered to be the Chairperson. A question came up with regards of a non-LEPC Member being a subcommittee chairperson. After reviewing the Bylaws, the chairperson needs to be a member of the LEPC, but a non-LEPC Member can serve on the committee. Chairman Johnston tabled the appointment of a chairperson to this committee until the July Meeting. He said that committee members will also be appointed that the July Meeting.

Chairman Johnston wants the LEPC to take an active role in the communities. He was primarily thinking that the LEPC should do something for Disaster Preparedness Month which is the month of September. Don Poage and Todd Perry indicated that they would like to help with the September activities.

John Wisner reported that during discussion between him and Chairman Johnston regarding the LEPC doing outreach activities, the thought was presented of having a booth at the Pima County Fair. John reported that he looked into this possibility. The logistics for this year would be very difficult to obtain, however the Draft Budget for 2010 does reflect expenditures for this activity next year.

John Wisner showed the membership 2 brochures: one was developed and printed a couple of years ago by the University of Arizona and one that was from the Talbot County Maryland LEPC, which was downloaded from the internet. Either one could be up-dated and printed quickly.

Outreach Opportunities:

John Wisner reported that his office received notice of a community awareness fair at the Foothills Mall on May 2nd. Northwest Fire/Rescue District was the sponsors of this fair. He reported that CERT was going to be there and that the LEPC could share their table. The membership was interested in participating in this event.

Ken Drozd reported another activity that the LEPC may want to participate with. On June 8th there will be the kick-off for the Monsoon Awareness Week for Southeast Arizona. He indicated that the LEPC could be present for the Kick-off on June 8th as the media will be there. He also indicated that the LEPC could possibly leave brochures at the Sabino visitor's center.

Wes Dison reported that the UASI is planning a day-long expo sometime in September that the LEPC would be more than welcome to participate. The planning for the expo will soon begin. No date has been determined yet. A possible location is the University of Arizona mall.

Report on Grants: John Wisner gave a report that the items to be purchased with the Emergency Response Funds (ERF) have been ordered for the 3 HazMat Teams. Only items for 1 HazMat Team has arrived and given to the team. He is waiting for the rest of the items to arrive so that the appropriate documentation can be forwarded to the state.

Roger Soden reported that the Governor took \$22,000 from this year's Emergency Response Fund (ERF) to help balance the state's budget. He said that there may not be any money next year for this grant. Money for this grant next year will depend upon the state legislature and the Governor. ERF is a State Grant where the HMEP is a Federal Grant.

John Wisner explained what the U.S. DOT HMEP Money can be spent on...basically items to support various areas of the LEPC. This includes: exercises, training, public awareness, printing and distribution of plans, and disposable items to conduct LEPC business. Roger Soden supported John's report and explained what the money can not be used for: Food, beverages, equipment, are a few items. Much of the outreach supplies can be purchased with these monies.

HazMat Team Reports:

Don Poage advised the Pima County Regional Team had 9 people graduate from the last Hazardous Materials Technician Course. A training Drill is scheduled for April 16th.

Paul Wilford reported that the Rural Metro Team is also conducting monthly drills, they are up-grading their air packs to meet CBRNE Criteria, and they are planning 2 future drills. He reported that they have not had any significant hazmat responses since the last meeting

Ray Klein reported that Tucson Fire had 7 people graduate from the same HazMat Technicians Course as the county.

John Wisner reported that the 91st Civil Support Team (CST) from Phoenix will be in Tucson May 4, 5, & 6. John has been working with the Tucson Fire planning group on this project. The CST Team will be training with the RRT Teams to better understand how both can integrate during a situation. There will be a static display of the unit at the Tucson Fire Academy (10000 S. Wilmot Road) on May 4th in the afternoon and all-day on May 5th. On May 6th, both groups, along with the MMRS, will be participating in a training drill with a scenario. LEPC members were invited. Contact John for particulars.

Hazardous Materials Plan:

John Wisner reported that he has been working on up-dating the HazMat Plan. As reported last meeting, the state has hired a contractor to develop a template to be used state-wide for the hazmat plans. John reported to be about 70% completed.

The contractor has requested our plan, to incorporate the information into the format that they have developed. There is a kick-off meeting scheduled for May 12th at the Arizona Department of Emergency Management. John Wisner and Dave Lenox are planning to attend. John will provide the plan to the contractor by the end of the week.

Chairman Johnston asked if the plan could be made available for review at the July Meeting...John Wisner reported that he will make sure that the plan is available for the July Meeting.

Harlan Agnew asked about agreements being included in the plan. John Wisner reported that the plan does mention several plans and agreements that the HazMat Plans works with or is included. Some of the agreements will be included in the appendix to support the body of the plan...particularly the ones that pertains to Pima County.

Randy Karrer reported that he was participating on the state Mutual Aid Committee. He reported that the State Mutual Aid Compact needs to be standardized, which is what the committee is working towards. Roger Soden told the membership that Matt Parks is the state representative that is responsible for these plans.

Future Agenda Items:

- A chairperson and committee members for the Response and Readiness Subcommittee will need to be appointed;
- Review and approve the 2010 LEPC Budget;
- HazMat Teams should submit their equipment requests for the ERF Grant;
- Review the Hazardous Materials Plan for Pima County;
 - Public Comments will be accepted:
- Review of the Pima County Cost Recovery Program;

Public Comment:

Chairman Johnson asked for any Public Comment...none was communicated.

John Wisner reported on a project that he was involved with Scott Porter with Pima County DEQ and David Benjies with Pima County DOT. The project is dealing with abandon drums and cylinders on county property. Once the procedures are completely finished and adopted, John will meet with the HazMat Teams as the procedures will include them. The procedures will also be included in the HazMat Plan.

Randy Ortlinghaus suggested that our list the members of the LEPC be placed on our web site. No one was in opposition to the idea and no vote was taken. John Wisner will create the list and have the list of members displayed on the web site.

John Wisner also informed the members that he will be sending an e-mail to the members when the April minutes and July Agenda are displayed on the web site. They will be available to be downloaded as each member needs. Copies will no longer be mailed out unless requested.

NEXT MEETING: Wednesday, July 8, 2009 – 9:00 a.m.
Pima County EOC
130 W. Congress St. Level B.

On a motion by Ray Klein and seconded by Joe Bridges to adjourn the meeting, the motion passed.

To our guests: If you want to become a member of the LEPC, you will need to submit a letter requesting to join the LEPC and a brief resume. Both the letter and resume goes to Randy Ortlinghaus at Southwest Gas (P.O. Box 26500, Tucson, Arizona 85726 or randy.ortlinghaus@swgas.com).