

# Pima County Local Emergency Planning Committee (LEPC)

## Regular Quarterly Meeting Minutes April 10, 2013 Pima County Emergency Operations Center

The quarterly meeting of the Pima County LEPC was called to order at 9:02 a.m. by Chairman Scott Laird.

Chairman Laird welcomed everyone to the meeting.

John Wisner explained the items in the folder.

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

Bat. Chief John Walka	Rural Metro Fire Department
Capt. Scott Laird	Rincon Fire District
Chad Flanigan	Pima County Citizens Corps
Chief Randy Karrer-Excused (John Wisner Proxy)	Golder Ranch Fire District
Chris Pendleton	Pima County Citizen
Chuck Vaughn -Excused	Tucson Medical Center
John Teachout-Excused (Char Ackerman Proxy)	Oro Valley Police Dept.
John Wisner	Pima County OEM & HS
Joyce Stout	Pima County Health Dept.
Paul Kramkowski-Excused	Raytheon Missile Systems
Randy Ortlinghaus	Southwest Gas Company
Randy Stevens	Holy Energy Partners
Reland Kane	Tucson Electric Power Co.
Scott Porter	Pima County DEQ
Steve Holland	University of Arizona
Todd Perry	Tucson OEM

The following Advisory members were in attendance:

Harlan Agnew	Pima County Attorney Office
Kenneth Drozd	National Weather Service

The following guests introduced themselves to the members:

Char Ackerman	Oro Valley Police Dept.
Chief Larry Anderson	South Tucson Fire Dept.
Jean Voelkel	Pima County Wastewater
Joe Olsen	D/M AFB Emergency Management
John Tryon	D/M AFB Emergency Management
Manolito Carrabis	D/M AFB Emergency Management
Michele Tempel	D/M AFB Emergency Management
Richard Hendrickson	Elephant Head Vol. Fire Dept.
Walter Yosin	Tucson Electric Power Co.

The minutes from the January 9, 2013 Quarterly Meeting was approved by the membership on a motion by Todd Perry, seconded by Reland Kane.

# Pima County Local Emergency Planning Committee (LEPC)

**Funding Committee Report:** John Wisner referred the members to the Staff Report attached to last quarter's minutes.

LEPC had requested \$42,781 for several training programs for the responders and businesses. ADEM has approved \$22,000 for 2 training programs: HAZMAT IQ and Ethanol Emergencies. HAZMAT IQ is scheduled for May 22, 23 & 24, 2013 to be held at the Wildland Fire Training Facility on Universal Drive, near the airport (see flyer). The second training class, Ethanol Emergencies, will be scheduled for July or August.

John reported that he is beginning to prepare the 2013-2014 HMEP Grant request. Anyone with ideas for activities should notify John so that they can be included in the request. He will have the request prepared for the July Meeting for membership approval. **Ideas for LEPC activities to be funded by the HMEP Grant should be submitted to John Wisner by June 14, 2013.**

**Membership Subcommittee Report:** John Wisner reported that he had an application from Damian Guy from Union Pacific had been submitted, including a letter from his supervisor (in the folder). On a motion from Steve Holland and seconded by Randy Stevens, the membership voted to approve Damien Guy a voting member of the committee.

John reported that he had started a handbook for the membership to help guide them on LEPC roles and responsibilities. He reported that he hopes to have the handbook completed by the end of the year.

**Public Readiness Outreach Subcommittee:** No report...the LEPC needs to appoint someone as chairperson of this subcommittee. If any member would like to take the lead for this sub-committee, please let either Scott or John know. The LEPC has an obligation to inform the communities of our role.

**Safe Havens Sub-committee Report:** Paul Kramkowski was not present to provide a report.

## HazMat Team Reports:

### **Pima Regional HazMat Teams (Scott Laird):**

- January: conducted "Reach-back" Test to Regional Team Members
- February: conducted training on pressurized cylinders on-line – Airgas Program
- March: conducted training on Highway containers and Bonding & Grounding
- The Hazmat Instructors meet the 1<sup>st</sup> Thursday of each month at 9:00 a.m. The meetings are being held at the Pima County OEM Building

### **Rural Metro (John Walka):**

- No major incidents have occurred
- January: conducted training on Rail Emergencies with Union Pacific
- February: reviewed HazMat Chemistry and toxicology procedures
- March: conducted training on highway transportation emergencies
- April: will be conducting a WMD-Bio Hazard Drill

### **Tucson Fire (Todd Perry):**

Mirrors the report from Pima County  
They are training with the Regional Teams  
Reviewed the SOP for Air Monitoring & Inspectors Post-Fire

# Pima County Local Emergency Planning Committee (LEPC)

Harlan Agnew reported that his office had received a request from Green Valley Fire District to review and act upon the 3<sup>rd</sup> addendum to the IGA for HazMat response. No one was present to discuss this topic. This will be added to the agenda for the next meeting.

**Staff Report:** John informed the membership of his hand-out report;

- All Final Reports for AzSERC are completed and sent in;
  - Next report is due on June 30, 2013
- The next AZSERC Commission Meeting will be held on Tuesday, July 9<sup>th</sup> in Payson. Members are welcome to attend;
- Our files with AZSERC are being up-dated to make sure both have the same documentation;
- Tier II Reports for 2012 have been reviewed and available for downloading from the State database by the first responders;
  - 453 Tier II reports submitted for Pima County;
- Scott and John will be going to the Spring NASTTPO Workshop in Vail Colorado on April 15 through 19;
- Made a presentation on our Safety Performance Indicators (SPI) Program at the Gatekeeper Seminar in Phoenix on April 3<sup>rd</sup>;
- John has been requested to make a presentation on our SPI Program to the State of New Mexico SERC on July 11, 2013;
- Continue to support the County HazMat Technician Refresher Training Program;
- John had flyers for the up-coming HAZMAT IQ Training Course...May 22, 23 & 24 from 8 a.m. until 5:00 p.m. at the National Advanced Fire & Resource Institute on Universal Drive. There are 3 one-day sessions, open to the HazMat Technicians;
- A one-day class on Ethanol Emergencies is being planned for the July/August time period. There will be 3 days scheduled including a Saturday and this training will be open to first responders and the business community;
- Continue to plan for the County Hazmat Plan Table Top Exercise to be held on Wednesday, June 12<sup>th</sup>. The purpose of the exercise will be to validate the information in the plan. **Help will be needed from the membership in conducting this exercise;**
- Attending:
  - Monthly meetings with HazMat Instructors
  - County Fire Chief's Association
  - MMRS Hospital Sub-Committee

## **Old Business:**

**Business Education Seminar:** John reported that this seminar was once again a success.

- 80 participants
- 12 presenters
- 9 vendors

Attendees were very pleased in the topics presented. Some suggested topics for next year.

Holly Energy Partners made a \$500 donation to support the Seminar. They were recognized and thanked at the seminar.

# Pima County Local Emergency Planning Committee (LEPC)

We have approximately \$900 to share with Southern Arizona Environmental Management Society (SAEMS) to be used for educational purposes. Currently reviewing the surveys for participant ideas, comments and topics for next year's seminar;

**Safety Performance Indicator Program:** John Wisner reported that he is still reviewing the Seminar Surveys. The survey has been modified to obtain the necessary information for analysis.

The committee will begin to plan to conduct Town Hall Seminars in various communities in Pima County, this fall. The goal is to give citizens information regarding hazardous materials in their area and preventative means should a release occur. These seminars will also explain the responsibilities of the LEPC. LEPC Members are welcome to participate.

## **New Business:**

**Table Top Exercise:** John reported that this exercise will take place on Wednesday, June 12<sup>th</sup> from 8:00 a.m. until 1 p.m. A location is needed to conduct the exercise and John will be investigating locations. All of the stakeholders to the plan will be invited to attend. We will need to validate the information collectively so that any edits will reflect the coordination actions determined during the exercise. John will need help from the LEPC members in conducting the exercise, primarily to facilitate discussions with our stakeholders and to capture those comments and/or suggestions.

Steve Holland advised the group that he had a facility that the LEPC can use. John will meet with Steve to discuss the needs for the exercise.

The exercise will validate our information in the hazmat plan. Help will be needed from many LEPC Members...let John know if you can help;

**County HazMat Plan:** Draft copies of the plan were made available to the membership for review.

John took time to walk the membership through the County Hazmat Plan. He had the membership look at each section of the plan to make them aware of the content in the plan. He noted some changes throughout the plan, but specifically the section on public notification. He explained that since the methodology and software that was in place, no longer exists. The county now has to rely on the Emergency Alert System and the local news media.

John explained the sections in the annex. He informed the membership that the information pertaining to the businesses was not up-to-date as he just got the Tier II information where this information comes from. He told the membership that he will do his best to have the current information in time for the exercise.

Questions were posed by several members regarding the contact people, agencies and numbers. John asked the membership to review the list and provide him any changes to the contact list.

There was a recommendation to include the various agreements pertaining to HazMat Response to the annex of the plan. Another suggestion made was to add industry or business capabilities in the annex. John indicated that that neither idea would be a problem and welcomed the information. John told the group that we can add anything that would be pertinent and assist the communities to the annex.

A recommendation to add page numbers to the pages, including the pages with the maps. A recommendation to add the county line to the maps, where applicable, would help in determining boundaries and additional contact requirements.

# Pima County Local Emergency Planning Committee (LEPC)

A question was asked if the Tier II information can be provided to the dispatch centers. They then would have resource to tell first responders of the consequences they may be facing at a location. John replied that he did not see a problem with providing this information to them. The dispatch centers would have to know that this information is not for public dissemination.

**Presentations:** The review of the HazMat Plan took the place of the presentation.

**Public Comment:** Chairman Laird asked for Public Comments:

Chief Larry Anderson spoke to the need to make sure that that training programs throughout the county were compliant to NFPA 472. This is required in order for the first responder to receive required certification.

John Wisner replied to Larry's topic by informing him that: 1) all training programs authorized by PHMSA (US DOT) had to be NFPA 472 compliant; 2) the LEPC is not a governing body for training...the committee is responsible to ensure the capabilities exist within a community. The LEPC does not have any governance or authority to regulate or mandate certification or the process to achieve certification.

**Future Agenda Items:** IGA issues, SPI up-date, review and approval of the 2013-2014 HMEP Grant request, review of the HazMat Plan and Table-Top Exercise;

A motion by Reland Kane to adjourn the meeting was seconded by Todd Perry...the membership voted unanimously. Chairman Laird thanked everyone for attending today.

Meeting was adjourned at 10:35 a.m. John Wisner took the membership on a tour of the new facility.

**Send agenda items to John Wisner no later than Friday, June 28, 2013 for the July Meeting.**

**NEXT MEETING:** **Wednesday, July 10, 2013 – 9:00 a.m.**  
Pima County Emergency Operations Center  
3434 East 22<sup>nd</sup> Street (across from Reid Park)  
Tucson, Arizona  
(Use Jones Boulevard entrance)

**To our guests:** Interested in becoming a member? Complete the application found on our website ([www.pima.gov/lepc](http://www.pima.gov/lepc), Membership Tab), submit the form and a letter from your organization, agency, business or department to John Wisner at the Pima County Office of Emergency Management, 3434 East 22<sup>nd</sup> Street, Tucson, Arizona 85713 or [john.wisner@pima.gov](mailto:john.wisner@pima.gov).

For ADA accommodations, please contact the Pima County Office of Emergency Management and Homeland Security at 520-351-3200

Mark your calendars:

**TABLE-TOP Exercise:** **Wednesday, June 12<sup>th</sup>**  
**8:00 A.M. TO 1:00 P.M.**  
University of Arizona Risk Management  
Meeting Facility  
220 West Sixth Avenue  
Tucson, Az.

## LEPC Staff Report 4-10-13



- Funding Sub-Committee:
  - 2013 HMEP Grant
    - Requested \$42,781 for Training – Awarded \$22,000
    - Making final arrangements for HAZMAT IQ Training
    - Making arrangements for Ethanol Emergencies Training program from Renewable Fuels Association
    - Planning for Table Top Exercise in June or July
    - Beginning to prepare 2014 HMEP Grant Request
      - Committee will need to review & approve at next meeting

## LEPC Staff Report 4-10-13



- Membership Sub-Committee:
  - Damian Guy with Union Pacific has submitted an application, with letter from supervisor
  - Currently, 18 Voting members
  - Developing a Membership Handbook

## LEPC Staff Report 4-10-13



- AZSERC:
  - Commission Meeting:
    - July - 10:00 a.m. to noon, TBD
  - Quarterly Report:
    - Submitted before March 31<sup>st</sup>
  - Files
    - Staff at AZSERC is up-dating our files
  - TIER II Reports
    - AZSERC has reviewed all Tier II Reports submitted
    - Pima County = 453 submitted for 2012

## LEPC Staff Report 4-10-13



- Business Education Seminar:
  - Wednesday, January 30<sup>th</sup>
  - Desert Diamond Casino Conference Center
  - SAEMS and LEPC had 8 vendors with 9 people
  - 80 Participants & 12 Presenters
  - Currently preparing the After Action Report for the Business Education Seminar
  - We have \$900 to share with SAEMS
    - Education opportunities
- Special **THANK YOU!** Holly Energy Partners
  - \$500 Donation to the seminar

## LEPC Staff Report 4-10-13



- Safety Performance Indicators:
  - Seminar evaluation form to support this program
  - See report
  - We will begin to plan “Town Hall Meetings”
    - To be conducted in the Fall
  - Made presentation at Gatekeeper Seminar
    - April 3<sup>rd</sup> in Phoenix
  - Request from New Mexico
    - Putting information together for them

## LEPC Staff Report 4-10-13



- TRAINING:
  - Continue to support the County HazMat Technician Refresher Program
  - Compress Cylinder Course – being developed
  - Ethanol Emergencies (TRANSCAER) – June/July
  - HAZMAT-IQ Course – May 22, 23 & 24
  - CAMEO Refresher – TBD
  - TRANSCAER Rail Training Course - Working

## LEPC Staff Report 4-10-13



- NASTTPO:
  - Annual Meeting/Workshop: April 16, 17 & 18
  - Vail, Colorado
  - Scott & John will be attending
  - Fall Meeting/Workshop: October 17, 18 & 19
    - Prior to HOT ZONE
    - Let John know if anyone wants to attend (for budget)

## LEPC Staff Report 1-9-13



- HazMat Plan Table-Top Exercise:
  - Exercise is 80% planned
    - Planning is in process to finalize
  - To be held in June or July
    - Will involve 100+ people
  - Information from the exercise will up-date current plan to be presented to BOS for adoption

## LEPC Staff Report 4-10-13



- On-going Items:
  - Monthly Meetings with HazMat Instructors
  - Reporting to Fire Chief's Association
  - Working with the Hospital Sub-committee
  - Continue planning for the identified activities
  - Working on the State Wide Exercise
    - Exercise date: November 6th

## LEPC Staff Report 4-10-13



- Statistics:
  - Advance HazMat Releases: 0
  - Notice of Radioactive Shipments: 0
  - NRC Reports Received: 3
  - Public Request for Information: 0

DRAFT