

MINUTES
IOWA EMERGENCY RESPONSE COMMISSION
Thursday, Oct. 31, 2013 at 10 a.m.
Polk County Emergency Management Agency
1907 Carpenter Ave.
Des Moines, IA 50314

- **Attendance and introductions – Need 6 of the 8 voting members for a quorum**

Roll call:

Members Present:

- #Janet Gastineau–IERC Member
- #Dean House - IERC Member
- #Anne Jackson – IERC Chair
- #Susan Green – IERC Member
- #Staci Griffin - IERC Member
- #Terry Butler - IERC Member
- Jim Clark – IERC Member
- Chris Enyeart - IERC Member

Members not available:

- Meghan Gavin – IERC Member
- Julie Waltz - IERC Member
- #Ray Reynolds – IERC Member
- IDPD IERC Member - vacant
- IDPH IERC Member - vacant
- Governor's IERC Member-vacant

On the Conference Phone:

- Robin Pruisner – IERC Member
- Tricia Boggs– HSEMD Staff
- Terry Jackson – IERC Member
- Matthew Oetker, Asst A.G.

Staff Present:

- Paul Sadler – HSEMD Staff
- Lisa Sexton– HSEMD Staff
- Susan Dixon– HSEMD Staff
- Elonda Bacon – DNR Staff
- Pat Reitz, EPA

Guests:

- Peggy Reelitz - Polk EMA
- Lynn McRoberts - Governors Office
- Rick Wulfekuhle - Buchanan EMA
- Scott Hansen - Benton EMA

A quorum was established.

- **Approval of Agenda** - Motion to approve the agenda by Dean House, second by Terry Butler. Motion carried unanimously.
- **Approval of Minutes** –. Motion to approve the minutes from the April 18, 2013, meeting by Dean House, second by Janet Gastineau. Motion carried unanimously.
- **Correspondence, Speeches, Conference Reports**
 - NCREPD/District 2 LEPC Workshop June 6, NIACC, Mason City - Good attendance from the industry side which a market we have been trying to reach. Evaluations were positive. The room was full, about 40 some people participated. Julie Waltz, Paul Sadler, Anne Jackson, Susan Green, Elonda Bacon, Steve Warren and Adam Broughton were presenters. Lunch was provided by the Mason City Hazmat Team. It was a full day. Very successful. Excellent material.
 - 2013 Region 7 LEPC/TERC Emergency Planning and Response Conference - July 25-27, 2013. Among the IERC members and staff that attended included Anne Jackson, Jim Clark, Elonda Bacon, Adam Broughton, Susan Green, and

Paul Sadler. There were door prizes and Iowa walked away with the best ones. Marshall County received an award for mid-sized LEPC and Polk received an award for large LEPC. The LEPC award plaques were nice and were presented at the awards luncheon. Adam Broughton was in charge of the exhibits and did a real good job. The "SERC Breakout" was well attended, because attendance at the session was required to receive financial assistance. The facility was good. Table top exercise was well run. Good topics. Comments were all positive. Dean House suggested that an "orientation session" be incorporated into the Conference.

- TRANSCAER Ethanol Tour - no report.

- **Standing Committee**

- Revise Standing Committees
 - Updates

- Executive Committee - add Ray Reynolds, remove Rex Mundt
- LEPC Support/ Education Committee - add Terry Butler, Chris Enyeart, Jim Clark
- Fee Legislation Study Committee - remove Susan Green
- Combine Rules Committee and Fee Committees together. It will be called "Rules and Fees Committee"
- Grants Committee – no change to committee membership. The committee needs to meet first week in February
- Nominating Committee - Replace Rex Mundt with Chris Enyeart.

A new and updated Standing Committee roster will be provided with the next IERC Directory when it is updated.

- **Old Business:** None

- **New Business:**

- Consider the Buchanan County LEPC Petition to disband and merge with Region 6 LEPC. Paul Sadler explained the process of forming LEPC Regions and changing the boundaries of established Regions. He said that both the Buchanan LEPC and the Region 6 LEPC have satisfactorily completed all the required steps to allow this change. Scott Hansen spoke for the Region 6 Committee in expressing that they were very happy to accomplish this goal and to welcome Buchanan County to their Region. He said that they also are talking with Clinton County to include them next year.
 - Motion to accept the Buchanan LEPC resignations and appoint Rick Wulfekuhle to the Region 6 Committee and merge Buchanan County with Region 6 by Dean House, second by Susan Green, motion carried unanimously.

The boundaries of Region 6 are changed to include Buchanan County.

- LEPC Workshop schedule for 2014. Jim Clark said that Region 3 LEPC wants a LEPC Workshop up their area in 2014. They would like to have a workshop to get businesses involved in the LEPC. Currently it is made up entirely of Emergency Management Coordinators. Lisa said there are some funds for LEPC Workshops in the current grant, for certain things but it has to have a transportation element. The cost to put on an LEPC workshop can be minimal.

The costs for the one in Mason City consisted of room rental and staff travel/time. There are no funds for food. We chose not to provide handouts – everything was posted on the HSEMD website if people wanted them. Sadler asked for consideration next year be made for LEPC Workshops in SE and SW Iowa where there LEPCs are struggling. The IERC did not make a decision on Workshops for 2014. The LEPC Support/ Education Committee will address the Workshops in 2014.

- Set meeting dates for 2014. First meetings of the year are dependent heavily on HMEP grant application process. Lisa Sexton said the LEPC application for the 2015 HMEP Grant will start Dec. 16, 2013. They will have 45 days to complete the application on line. Then it will go to Grants Committee and HSEMD Staff for review. From there the negotiations start and are dependent on the formula that was set up by the IERC years ago. From that she will develop the Federal Application. The Federal Application will go out to the IERC for review one week before the meeting. She would need to have her feedback by April 11. Must have submitted by April 15, 2014. It was decided to have the first IERC meeting of the year on April 3, 2014. The fall meeting will be Oct. 30, 2014. Peggy Reelitz graciously offered the Polk EMA facilities. The offer was gratefully accepted.
- **Agency Reports**
 - **Homeland Security and Emergency Management Department**

Paul Sadler announced his retirement on Dec. 31, 2013. He introduced Susan Dixon said that she and Lisa Sexton will provide the continuity of HSEMD support to the IERC.
 - Section 301 – LEPC membership –Paul Sadler presented the Nominations and Resignations for the IERC consideration:
 - April 18, 2013 (due to lack of quorum at the end of the April meeting, the list of nominations and resignations was presented.)
 - Oct. 31, 2013Motion to appoint the April and October nominations to their respective LEPCs and accept the resignations by Dean House, second by Staci Griffin. Motion carried unanimously.
 - LEPC Membership Report – Paul Sadler, HSEMD. Sadler said there were 19 LEPCs that are considered inactive.
 - Section 303 – Plan Submissions – Paul Sadler, HSEMD. Sadler said that all counties have an ESF-10 in place. Buchanan recently submitted their ESF-10 and the review is in progress. Adams was not resubmitted for review this year and is non-compliant.
 - Section 305 – Grants, Training Funds and Courses – Lisa Sexton, HSEMD, said she is closing out the FFY13 grant. We are not returning any money this year. Anyone who could not spend their money contacted her early enough so she could reallocate it. A handout (“Attachment 2”) is spread on the minutes which shows how much was spent by each LEPC in training and how many individuals they trained. A total of 4188 people were trained; of that 3512 were volunteers. There was a reduction in the FFY14 award from what she applied for due to sequestration. The requirement for the state to certify that those who were trained can perform (essentially a test) is still uncertain. It will come down in writing in January 2014. Not sure what that will look like. We know it will be an

online certification that the grantee and sub grantee will fill out and sign. It requires that the training be under the current NFP 472 rules. There is no choice - we will have to do it.

- **Dept. of Natural Resources**
 - Section 302 & 312 – Tier II Reporting & facility Submissions – Elonda Bacon, DNR Staff reported that the Tier II is undergoing a new database. Old one was put out for bids because it was at the end of the contract. Company Data Productions won the bid. They do the database for the State of Kansas. The Iowa database being built now. She can view it and “play with it”. Every county EMA and regional planner will be able to log into this database and have access to all report and queries. Testing will be opened up Nov. 18, opened up to regional, business, County EMA, agency and contractor testers. She wants to have it ready by January 2. Some changes are coming in. Businesses with changes need to notify county and fire departments.
 - Section 304 - Emergency Notifications – DNR Staff - no report. Janet Gastineau talked about the changes in DNR. Rodney and Adam have been reassigned under the Director’s office. Response duties are in the field offices now. On-call staffing has been reduced and for the past two months, reporting has been going into the field offices. There have been a few glitches, but it is going well. Elonda said Adam and Rodney are taking over the health and safety aspects as well. DNR will look closer at OSHA requirements and they will cover that aspect for the DNR.

- **EPA Reports** – Patricia Reitz, EPA - handout is spread on the minutes.
 - President’s Executive Order on improving Chemical Facilities safety and security as a result of West Texas incident.
 - Facilities that blend fertilizers, Tier II Reports and Information about Ammonium Nitrates.
 - Risk Management Program
 - EPCRA information
 - Amendments to the Tier II
 - Spill Reporting federal requirements
 - 2012 TRI Data Update
 - New EPA Web to links to TRI
 - Electronic Reporting of TRI Required
 - CERCLA
 - Region 7 Removal Actions
 - Regional Response Team
 - Local Gov Reimbursements – Hazardous Substance Claims
 - USCG National Pollution Funds Center - oil claims.

- **Next meeting date** - April 3, 2014, 10 a.m. at Polk County EMA.

- **Adjourn** - Stacie Griffin moved to adjourn, second by Terry Butler. Motion carried. Meeting adjourned at 11:55 a.m.