

MINUTES
IOWA EMERGENCY RESPONSE COMMISSION
Thursday, March 7, 2013 at 10:00 a.m.
City of Ankeny Fire Department Conference Room
120 NW Ash DR
Ankeny, Iowa

Attendance and introductions – Need 5 of the 7 voting members for a quorum

Members Present:

- Jim Clark – IERC Member
- Bob Dougherty - IERC Member
- #Janet Gastineau–IERC Member
- #Susan Green – IERC Member
- #Staci Griffin - IERC Member
- #Dean House - IERC Member
- #Anne Jackson – IERC Chair
- Rex Mundt – IERC Vice Chair
- Robin Pruisner – IERC Member
- #Ray Reynolds – IERC Member

Absent Members:

- Julie Waltz - IERC Member
- Melanie Rasmusson - IERC Member

On the Conference Phone:

- Meghan Gavin – IERC Member
- Ted Stopulos – IERC Member
- #Terry Butler - IERC Member
- Tricia Boggs – HSEMD Staff

Staff Present:

- Paul Sadler – HSEMD Staff
- Lisa Sexton – HSEMD Staff
- Elonda Bacon – DNR Staff
- Rodney Tucker – DNR Staff
- Patricia Reitz – EPA Staff

- **Approval of Agenda** - Add Section 304 to agenda. Motion to approve the agenda with the addition by Ray Reynolds, second by Rex Mundt. Motion carried unanimously.
- **Approval of Minutes** – October 25, 2012. Moved to accept the minutes of October 25, 2012 by Dean House, second by Janet Gastineau. Motion carried unanimously.
- **Correspondence, Speeches, Conference Reports**
 - November 14, 2012 - District 6 LEPC Workshop – Paul Sadler talked about the success of the workshop held in the Linn County LEPC. The workshop cost nothing. Lunch was provided by the Linn County Public Health and instructors were all staff people. He said that they want to do a similar workshop in Mason City in late spring.
 - LEPC Conference in Overland Park KS – Sadler talked about the Region 7 LEPC/TERC Conference July 25-27 in Overland Park Kansas. He emphasized that he strongly urged IERC members to consider participating in the Conference as the “commission shall supervise and coordinate the activities of the committees”, they should go to one of their conferences. He noted that the Conferences are held every two years. The IERC has set aside \$10,000 of HMEP training grant for financial assistance for LEPC and IERC members to attend the conferences.
- **Standing Committee Updates**
 - Executive Committee – no report.
 - LEPC Support/ Education Committee – no report

- Fee Legislation Study Committee no report
 - Rules Committee – no report
 - Grants Committee – have met several times – Jim Clark reported on the activity of the Grants Committee since the October 2012 meeting. He said the Committee has assisted Lisa in reviewing the grants and have met by telephone conference call. The Committee discussed areas where there are consistent problems with the grant applications such as the minority impact statements and budgets. The Committee suggested that they should try to get on the agenda of University of Okoboji and the Homeland Security Conference to talk about Changes to the Grant.
- **IERC Training/Information**
 2013 Iowa Ethanol TRANSCAER Tour – Rodney Tucker – This spring, 8 stops are being planned on the tour. Since the October IERC meeting, Marshalltown was added to the tour. He said Craig Johnson with Union Pacific Railroad will take the lead on the tours now that the DNR Emergency Response unit has more office responsibilities. He said he and Elonda will be reporting to the IERC for DNR in the future. For complete event information, visit: <http://www.transcaer.com/events.aspx?ID=965> . Here are the dates and locations.
 - May 17 - May 18, 2013 - Hartley
 - May 22-23, 2013 - Nora Springs
 - May 29, 30, 31, 2013 - Cedar Rapids
 - June 4 – 5, 2013 - Clinton
 - June 10-12, 2013 - Burlington
 - June 19-20, 2013 - Osceola
 - June 24-25, 2013 - Pacific Junction
 - July 8-9, 2013 - Marshalltown
- **Old Business:**
 Rex Mundt discussed the shortcomings of replacing the print version of the Emergency Response Guidebook (ERG) with a CD or electronic version. He cited a comment in the October IERC minutes that alluded to DOT moving away from the print version of the ERGs. He asked that the Commission direct a letter to USDOT continue to provide the print version ERGs. Ray Reynolds agreed with the concept that Rex voiced. Decision was made for Rex and Ray to craft a letter to send to Major Evans to pass up the chain. A comment was made that the ERG books are intended to be placed in emergency response vehicles, not sitting on shelves where a CD would be sufficient or computer access is available. In the field, nothing replaces the actual hard copy ERG.
- **New Business:**
 - Election of officers - 605—101.9 requires that the election of officers shall take place at the first commission meeting held each calendar year.
 - Nominations Committee Report - The Nominations Committee consists of Rex Mundt, Dean House and Susan Green. Dean House, as Chair of the nomination committee made the report. The Committee nominated Anne Jackson as Chair and Ray Reynolds as Vice Chair.
 - Anne Jackson accepted the nomination as Chair. Anne Jackson asked if there were any other nominations for Chair. Hearing none, Rex Mundt

moved that nominations cease. Second by Jim Clark. Motion carried unanimously.

- Ray Reynolds accepted the nomination for Vice Chair. Anne Jackson asked if there were any other nominations. Hearing none, Rex Mundt moved that nominations cease. Second by Susan Green. Motion carried unanimously.
- Election of officers. The Secretary conducted the roll-call of the voting members of the IERC for the office of Chair. The vote was unanimous in favor of Anne Jackson for Chair. Anne Jackson announced the results of the election for Chair. The Secretary then conducted the roll-call for the office of Vice-Chair. The vote was unanimous in favor of Ray Reynolds for Vice -Chair. Anne Jackson announced the results of the election for Vice-Chair. The Secretary declared that the election was recorded, it was an open and fair process, and he congratulated the officers.

- **More New Business** – Rex Mundt asked that an additional item be added to New Business. Rex Mundt initiated a discussion about the funding of hazmat teams/specialty teams in Iowa. He said that funding is being cut while expenses continue to rise. He mentioned House 362, a bill for the appropriation of specialty response teams. There was further discussion between Rex Mundt, Ray Reynolds and Jim Clark. Ray mentioned Senate File 304 which would establish a Public Safety training and equipment trust fund. Clarification and background is needed before the IERC can take any further action concerning support or writing letters. The issue was referred to the Grants Committee.

- **Agency Reports**

- **Homeland Security and Emergency Management Division**

- Section 301 – LEPC membership – Nominations and Resignations are spread on the minutes. Dean House moved to appoint the nominations and accept the resignations presented by Paul Sadler. Second by Susan Green. The motion carried unanimously.
 - LEPC Membership Report – Paul Sadler provided a map that showed the LEPCs that are considered inactive by virtue of lack of providing minutes or communicating their membership and officer changes. He noted that some LEPCs have not been heard from since 1996. The IERC has offered outreach to the LEPCs by way of LEPC workshops.
- Section 303 – Plan Submissions – Paul Sadler reported that all counties have compliant hazardous materials plans in place with the exception of Buchanan County which is not compliant with current HSEMD planning standards. Communication from HSEMD has taken place with no response from Buchanan County. Buchanan County would not be eligible for any grants including disaster funds if a disaster takes place. Buchanan County has expressed interest in disbanding their LEPC and joining LEPC Region 6, but so far the minimal documentation has not been provided to take that step. Region 6 has expressed interest in accepting Buchanan County into their Region. Sadler outlined the necessary steps that have been established by the IERC for such a process.
- Section 305 – Grants, Training Funds and Courses – Lisa Sexton – discussed the 2012 HMEP Grant closeout. Attachment 2 is spread on the minutes, which shows how the grant was split out among the LEPCs. Money that was not used

was reallocated to those LEPCs that could use it but only \$9700 was returned to DOT. North Central and Linn County returned planning funding and that money was move over to training and reallocated. Region 5 and Polk County was able to put some training together and spend some of the reallocated funding.

2013 HMEP is running ok at this point. This year the grant agreement includes an “assessment” that allows us to take back money that is not being spent by April 1st and reallocate so we don’t run up to the end of the year.

2014 HMEP – The grants committee has reviewed. Must be submitted to DOT by April 19th. We started early this year because there was rumor that the timeline would be short.

The grant has to go in by April 19th. It is important to have a quorum of the IERC at the April 18th meeting to approve the HMEP Grant.

- **Dept. of Natural Resources**

- Section 302 & 312 – Tier II Reporting & facility Submissions – DNR Emergency Response Staff – Elonda Bacon. Tier II – year 2012 reporting year – 4079 facilities have reported but 156 needs to report. Elonda is in process of contacting those who did not report and provide assistance. That will give us about 4200 active facilities in the state.
- Section 304 - Emergency Notifications – DNR Emergency Response Staff – Rodney Tucker – asked the Commission what information they wanted him to report on. What is useful to the IERC? Rodney provided a hand out that shows the report of Hazardous Conditions. DNR has a link on their database to this information and it is open to the public.
<http://www.iowadnr.gov/InsideDNR/RegulatoryLand/EmergencyPlanningEPCRA/SpillReporting.aspx> . Check out the link to the Hazardous Incident Tracking Database link. Jim Clark had an old copy of the Field Office Reports. Rodney said he could produce a report for the IERC similar to that.

- **EPA Reports** – Pat Reitz, EPA – “EPA Report Out” Handout is spread on the minutes.
- **There were no comments from the public.**
- **Next meeting date - April 18, 2013**
- **Adjourn**