

**MINUTES**  
**IOWA EMERGENCY RESPONSE COMMISSION**  
**Thursday, March 26, 2015 at 10 a.m.**  
**Polk County EOC**  
**1907 Carpenter Ave.**  
**Des Moines, IA 50314**

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

**Roll Call:**

**Members Present:**

Bob George  
Dean House#  
Ken Sharp  
Julie Waltz  
Anne Jackson#

**On Conference Line:**

Angela Chen#  
Meghan Gavin  
Brenda Leonard#  
Cord Overton  
Kevin Plagman#  
Jeffrey Quigle#

**Members/Staff Not Available:**

Ron Burchette  
Janet Gastineau#  
Robin Prusiner

**IERC Staff Present:**

Lisa Sexton-HSEMD  
Tracey Epps-HSEMD/IERC Administrator  
Adam Broughton-IDNR  
Elonda Bacon-IDNR

**Guests:**

Pat Reitz-EPA

**No quorum.** M. Gavin confirmed a vote cannot take place for an industry representative unless there is a quorum.

HSEMD staff trying to find J. Gastineau to see if she can join by phone. Meanwhile, A. Jackson will move forward with agenda with no votes for approval.

**Introduction of New Members –**

Terry Butler, Vermeer, announced at the last meeting that he would be retiring. Bob George, also from Vermeer, is replacing him. Thank you Bob. Jim Clark, Sioux City Fire Department has also decided to resign his position on the IERC. Ron Burchette, Davenport Fire Department, it was my understanding he would be here today but is not, will be replacing Jim as the HazMat Task for representative. Staci Griffin, representing the LEPCs, made the decision to no longer be a part of this process so we asked Brenda Leonard if she would consider being a member of the IERC. Brenda is the Jones County Emergency

Manager (accidentally called her the Cedar County Emergency Manager, apologized). Thank you very much Brenda.

### **Approval of Agenda – (See page 3)**

### **Approval of Minutes –**

Our meetings are scheduled to coincide with approvals that are necessary so when we have a meeting and don't have a quorum, we need to schedule a tele-conference to have a vote on the items that require a quorum. We have an agenda but won't have a vote. Do any of the members see any changes to the agenda that are needed? Hearing none, we are not going to be able to approve the minutes ... Julie asked that she be added as "attended" to the last meeting. T. Epps will make that change. D. House asked if we can still nominate an industry representative without a quorum. M. Gavin advised you can nominate but cannot vote on the nomination.

A.Jackson asked for a nomination for voting nomination representative. D. House nominated J. Waltz. A. Jackson asked for any other nominations – hearing none the IERC nominated Julie Waltz to be the voting member for industry for the IERC and the next time we have a quorum, which will be presented to them.

D. House had J. Quigle on the phone – J. Quigle was asking for the conference line number so he could join.

A.Jackson – intent of Commission is to nominate J. Waltz. J. Waltz accepts nomination. IERC will be ready to proceed as soon as the sixth member joins which will bring us to a quorum.

### **Correspondence, Speeches, Conference Reports – No reports.**

### **Standing Committees –**

A.Jackson recommends that current and new members email T.Epps if interested in serving on one or more of these committees. (See attached)

Jeff Quigle is now on the conference call (J. Quigle is a voting member.)

A.Jackson is moving back as votes need to take place (quorum now in place) – first thing on the agenda that needs an approval from a quorum is the agenda. Are there any members that have an objection? A motion to approve – D.House, made motion A. Chen second.

A.Jackson took roll call for motion since there are so many members in different locations.

Conference call:

A.Chen – yes  
B.Leonard – yes  
K.Plagman – yes  
J.Quigle – yes

Carpenter Ave/Polk Co. EOC:

All in favor - aye  
All opposed - none

Motion carried. Agenda approved.

Moving on to the minutes. Will make correction - Julie Waltz will be added to the members who are in attendance. D. House made motion to accept the minutes with the correction. J. Waltz made second motion.

A.Jackson took roll call for motion since there are so many members in different locations.

Conference call:

A.Chen – yes  
B.Leonard – didn't receive minutes  
K.Plagman –  
J.Quigle –

Carpenter Ave/Polk Co. EOC:

All in favor -  
All opposed -

Will table vote on minutes since there is no quorum for this particular item. Will do this at the next meeting. T.Epps will ensure B.Leonard gets minutes.

Continuing with Standing Committees –

Fees Committee has not been active but could be helpful for training not covered by HMEP Grant. Members explained.

Nomination Committee – activate between now and March.

**Old Business – None.**

**New Business –**

- Review and designation of voting private industry representative - Reference Iowa Administrative Code (IAC) Section 605 Chapter 101.2 (1)

Nomination of Julie Waltz for voting member for industry representative. Motion to approve J. Waltz as the voting member. D.House made motion to approve J. Waltz. J.Quigle made second motion to approve.

A.Jackson took roll call for motion since there are so many members in different locations.

Conference call:

A.Chen – yes  
B.Leonard – yes  
K.Plagman – yes  
J.Quigle – yes

Carpenter Ave/Polk Co. EOC:

All in favor - aye  
All opposed - none

Motion carried. J.Waltz needs clarification...thought once they were told that non-voting members could make motions and second them, just could not vote on them. M.Gavin – technically that's true. It might make things confusing when voting but it is true.

- US DOT Emergency Order for Petroleum Crude Oil Railroad Carriers (Update) – Tracey Epps  
Update of 2/13/15 from BNSF brief. (Handout available upon request)
- New and Term Extension of Commission Members – Tracey Epps  
Extensions and Term Extensions pending. J.Waltz said she was notified her term had been extended.
- 2016 HMEP Grant discussion/vote – Lisa Sexton  
A copy of the 2016 Federal submittal (HMEP) was sent to each of the members with no comments back. The application will be submitted as is unless there are any concerns now. J.Waltz moved to accept the application as is. K.Sharp made second motion.

A.Jackson took roll call for motion since there are so many members in different locations.

Conference call:

A.Chen – yes  
B.Leonard – yes  
K.Plagman – yes  
J.Quigle – yes

Carpenter Ave/Polk Co. EOC:

All in favor - aye  
All opposed - none

Motion carried.

- Joint Commodity Flow Study Invitation from Nebraska – Lisa Sexton  
NE and Winnebago Tribe invited Iowa to participate in a Commodity Flow study (includes I-29 on Iowa side-Sioux City to Council Bluffs, Woodbury, Monona, Harrison and Pottawattamie Counties). US DOT needs to approve funding for the application. Nebraska is the lead on this project and Winnebago tribe is driving the application. No vote is needed from IERC.

A.Jackson, Fees Committee – Just a comment - this would be one of the projects this committee could/would consider and possibly fund. Would not be duplication of benefits (HMEP Grant).

**Agency Reports –**

- **Department of Homeland Security and Emergency Management**

- Section 301 – LEPC membership – Appointments and Resignations  
Reviewed the list of appointments/resignations with addition of Polk County (Eric Hanson). D.House made motion to accept all with Polk County's addition. J.Waltz made second motion.

A.Jackson took roll call for motion since there are so many members in different locations.

Conference call:

A.Chen – yes  
B.Leonard – yes  
K.Plagman – yes  
J.Quigle – yes

Carpenter Ave/Polk Co. EOC:

All in favor - aye  
All opposed - none

Motion carried.

- Section 303 – ESF-10, Hazardous Materials Plan Submissions – Tracey Epps  
Three counties with early submission, Cerro Gordo, Humboldt, and Kossuth. Due date isn't until August 1. Have not had a chance to review them. Nothing else to report.
- Section 305 – Grants, Training Funds and Courses – Lisa Sexton, HSEMD  
Closed out FFY2014 in December on time and zeroed out that grant.  
Total trained for FFY2014 was 3,873 individuals and 2,954 are volunteers.  
For FFY2015 is moving along quite nicely. Will close in September. FFY2016 will be filed next week.  
A.Jackson – compliments to Lisa. In the past, money from her grant has been reverted back to the US DOT. To zero out a grant is testament to Lisa's hard work. Thank you!  
  
J.Waltz asked how much money had to be reallocated for other projects. L.Sexton – approximately \$30,000 – mostly planning money.  
  
J.Waltz wanted to, on the record, thank Lisa for her hard work for keeping all of this going, year after year, day after day. Thank you, Lisa.

- **Dept. of Natural Resources**

- Section 302 & 312 – Tier II Reporting & Facility Submissions – Elonda Bacon, DNR Emergency Response Staff

2014 Tier II reporting year closed.

As of 3/1 4,043 Tier II reports were completed. Of those, 64 facilities have not reported. Of those 64, approximately 30 are above TPQ. Elonda has contacted all of the 64 at least twice. On April 15, a letter of non-compliance will be sent to the EPA. This usually clears all but a handful of facility reporting up. Elonda will send an update of the facilities at that point.

- Section 304 - Emergency Notifications – Adam Broughton, DNR Emergency Response Staff

2014 – had 844 total spills reported. This is an increase of 74 (2013 reported 770).

Of the 844, 100 reached waterways and 35 were continuous release.

A breakdown, by county, will be available for the IERC sometime in July.

- **EPA Reports – Patricia Reitz, EPA**

Reminded A.Jackson since J.Waltz was voted in as the voting member from industry, we now had a quorum and the minutes could be voted on for approval. A.Jackson backed up to that agenda item for a vote. D.House mentioned motions had already been made (see page 3).

A.Jackson took roll call for motion since there are so many members in different locations.

Conference call:

A.Chen – yes

B.Leonard – abstained

K.Plagman – yes

J.Quigle – yes

Carpenter Ave/Polk Co. EOC:

All in favor - aye

All opposed - none

Motion carried.

Update on LEPC/TERC Regional Conference in Nebraska City, NE – Aug. 6-8, 2015

Executive Order – West, Texas Explosion. Progress at the National level and working with States. EPA headquarters sends out monthly newsletter to keep SERCs updated.

Risk Management Plan Database – P.Reitz can get Commission members access if you don't already have access.

New Standards for Ag Industry – handles, stores, mixes, sells anhydrous ammonia. Few changes in the name of safety.

TRI data is available. Coordinator change – Karen Johnson. Contact information on attachment.

Regional Response Team (RRT) – April 21-23, St. Charles, MO.

**Public Comments** – Peg Stickrod – would like a copy of P.Reitz presentation

**Next Meeting Date(s)** – Oct. 29, 2015 – location TBD

**Adjourn** – meeting adjourned at 12:17 p.m.

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