

Grand Forks County LEPC Meeting

Minutes

November 2, 2017

3:00 — 4:00 PM

The Local Emergency Planning Committee held a meeting on Thursday, November 2 at 3:00 PM in the classroom of the Grand Forks Police Dept. Members of the LEPC in attendance were Chad Cutshaw – GFFD, Kari Goelz – GF EM, Shawn Leach - GF AFB EM, Eric Halstenson – Simplot, Mike Torrey – Henningson Cold Storage, David Jones - GF County State’s Attorney, Becky Ault - PSAP, Shannon LaHaise – PSAP, Shannon Ng - GFPH, Marcus Lee- GFPH, Jon Simundson – GF SO, Rick Litzinger – Altru Health Systems, Gina Wieler – Altru Health Systems, Lisa Botnen - GFPW, Danny Wiegel – UNDPD, Jason Doyle – GF AFB EM, Mark Pieplow – GF AFB, Scott Schumaker – GF AFB, Rob Zafke – GF AFB, Eric Slade – Manvel Fire Dept, Larry Hagen – Turtle River State Park, Mark Nelson - GFPF and Donna Flaten GF EM.

I. Call to order

Chairman Chad Cutshaw called the meeting to order.

II. Scott Schumaker, GF AFB Fire made a motion to approve the minutes. Shannon LaHaise, PSAP second the motion. Motion carried.

III. New Business

a) HazMat Flow Study – The North Dakota Department of Emergency Services (NDDDES) is using a grant from the United States Department of Transportation Pipeline and Hazardous Materials Safety Administration to conduct a statewide hazardous commodity flow study. NDDDES has contracted with CPCS Transcom, Inc. to accomplish this investigation and develop documentation and data to support the efforts of emergency managers throughout North Dakota. Representatives of the CPCS Team, will be contacting EM’s to gather information about movements of hazardous materials within their jurisdiction.

b) Tier II Changes – Changes in regard to Tier II reporting for facilities who are required to report hazardous materials becomes effective for RY2017/CY2018. A handout on the Tier II changes were made available to the group.

c) Election of Officers and Committee Chairs/Co-Chairs

The Chair of the LEPC will hold office for one (1) year and the Vice Chair would hold office for two (2) years. The Chair would serve an odd number of years and the Vice Chair would serve an even number of years. The LEPC Core Committee includes the Chair, Vice Chair, Secretary, Member at Large Public, Member at Large Private and three Committee Chairs. The Core Committee will have the decision making authority for the group.

Mark Nelson - GFPD made a nomination for Chad Cutshaw - GFFD to remain the Chairman of the LEPC because of his level of expertise and also for the purpose of continuity of the LEPC. Becky Ault – PSAP second the motion and moved that the nominations for LEPC Chair cease. Motion passed. Unanimous vote was cast to elect Chad Cutshaw as LEPC Chair.

Rick Litzinger - Altru nominated Gina Wieler - Altru as Vice Chair. Donna Anderson - GFEM second the nomination. Motion passed. Mark Nelson - GFPD moved that all nominations for LEPC Vice Chair cease. Unanimous vote as cast to elect Gina Wieler as Vice Chair of the LEPC.

Training and Exercise Committee – Shannon Lahaise - PSAP nominated Rick Litzinger – Altru to remain Chair of the Training and Exercise Committee. Scott Schumaker – GFAFB Fire second the motion. Motion passed. Unanimous vote was cast for Rick to continue as Training and Exercise Chair of the LEPC.

Donna Anderson GFEM moved that Committee Chair be a two year position. Discussion ensued. No dissenting vote on the motion. Motion passed. Committee Chair positions will be two years.

Donna Anderson – GFEM nominated Lisa Botnen - GFPW as Member at Large Public Sector. Shawn Leach – GFAFB second the motion. Motion passed. Unanimous vote was cast to elect Lisa Botnen as Member at Large for the Public Sector of the LEPC.

d) Training Events

ICS 300 – 400 will be held at the Airport Operations Center, 2787 Airport Dr the week of November 6-10, 2017. ICS 300 will take place on Monday – Wed. ICS 400 will be on Thurs-Friday. There are 19 participants signed up to take ICS 300 and 21 participants for the ICS 400. Class is free of charge and lunch will be provided.

PERS – 346 Surveillance Detection class will be taught by members of the Office of Bombing Prevention (OPB) on January 9 – 11, 2018. Handout was made available to the group. Registration for the class is not available at this time.

NIMS Webinars – FEMA will host a series of 60 minute webinars to discuss updates in the refreshed NIMS and answer questions related to NIMS. The webinars will be open to the whole community. To review the refreshed NIMS document and for additional webinar information visit:
<https://www.fema.gov/national-incident-management-system>.

Transcaer Ammonia Training – Mike Hutton from CF Industries emailed out information on Transcaer Ammonia Training including a Student Handout material on the training. This training is a good supplemental or optional training and reference material for the transportation associated with anhydrous ammonia.
www.transcaer.com/docs/AATour/Transcaer_Ammonia_Training_Student_Handout_rev04.pdf

Training Opportunities through the American Society of Industrial Security – Kari will send out information to the group on this training.

Pipeline Awareness & Emergency Response (Sunoco) – website for this training is located on the their website: <http://www.sunocologistics.com/Public-Awareness-Safety/26/>.

Region 8 Emergency Preparedness Newsletter – handout was made available to the group.

UND will be holding a MGT 452 Physical And Cybersecurity For Critical Infrastructure on December 1. This class will be held at the University of North Dakota, Skalicky Tech Incubator, Room 211, 4200 James Ray Dr., Grand Forks, ND 58202. Class will begin at 8:00 am and end at 4:30 pm

e) Committee Project Updates

1. Planning Chair – Donna Flaten, GFEM

The Planning Committee will meet on Thursday, January 18, 2018 at 6:30 PM in the EOC to meet

and talk about the remaining Grand Forks County Hazardous Materials Plan. Anyone interested is invited to attend.

2. Training and Exercise Chair – Rick Litzinger, Altru Health Systems

A Training and Exercise Committee met prior to the LEPC meeting today. Training updates and exercise schedules will be put on the calendar on the Emergency Management website. Discussion on having the right people to take part in planning training and exercises meetings. Agency involvement should include, Atru EMS, County First Responders, PSAP, Public Health, Public Works. Training and Exercise Training Workshop (TEPW) should be made a part of the Training and Exercise Committee. This would allow response agencies to participate in the training and exercises that are scheduled. Tours of private and public entities. Rick offered to present emergency preparedness information from Altru's standpoint in order to understand Altru's Unified Command structure. Discussion on incorporating tours and presentations from public and private agencies, including the FBI, State Reps, etc. during the LEPC meetings.

Next Training and Exercise Committee meeting will be held at 2:00 PM on Thursday, February 1, 2018 in the EOC.

3. Public Outreach – Shawn Leach, GFAFB IG

Shawn stated that the "Are You Ready" brochures are completed and ready to go to print. Final copy will be sent to the LEPC members.

Looking for members for the Public Outreach Committee. If interested contact Shawn Leach shawn.leach.1@us.af.mil

f) Tier II and Other Hazmat Reports

Eric Halstenson – Simplot gave a report on the ammonia anhydrous release on October 31, 2017.

IV. Open Discussion

Jason Doyle gave a short report on the Full Scale Exercise held on Wednesday, October 11 at the GFAFB. Rick Litzinger – Altru and Chad Cutshaw – GFAFB each gave their assessment of the role each agency played in the Full Scale Exercise at the GFAFB.

V. Adjournment

Mark Nelson - GFPD made the motion to adjourn the meeting. Scott Schumaker – GFAFB Fire second. All in favor. Meeting adjourned at 4:00 pm.

Lunch was provided to the members in appreciation for their involvement in the LEPC this past year.