

## MINUTES

On June 21, 2018, the Potter & Randall Local Emergency Planning Committee (LEPC) met at 1:30 p.m. at the Simms Municipal Building located at 808 S. Buchanan Street, in the Amarillo/Potter/Randall Emergency Operations Center Executive Room for a regular meeting.

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD SINCE APPOINTMENT	NO. OF MEETINGS ATTENDED	
<b>Individual Members</b>				
Chip Orton, Chair	Present	4	8	
Rusty Dillon, Vice Chair	Absent	11	8	
Lonnie Bowen	Absent		1	
Lee Drury	Absent		0	
Jarrood Dunavin	Present		7	
David Ferril	Absent		3	
Wayne Hardin	Present		7	
Linda Kelley	Absent		4	
Shannon Lanier	Absent		4	
David Lorenz	Absent		5	
Michael Powers	Absent		6	
Raj Sheth	Present		4	4
Alice Ely	Present	1	2	
Danielle May	Absent	3	1	
<b>Organizational Members</b>				
AFD (Jerome Drerup)	Absent	11	9	
APD (Martin Birkenfeld)	Present		6	
CFD (Mike Webb)	Absent		4	
EPNG	Absent		0	
PCFR	Absent		1	
RCFD (James Amerson)	Absent		3	
RE	Absent		0	
TS	Absent		1	
TxDOT (Vacant)	Absent		2	
Talon LPE	Absent		7	0
<b>Members-At-Large</b>				
TCEQ (Sumner Wingo)	Present	1	1	
Thomas Safety Solutions (Nick Thomas)	Absent	0	1	

Organizational/Member-At-Large acronyms: AFD – Amarillo Fire Department, APD – Amarillo Police Department, CFD – Canyon Fire Department, EPNG – El Paso Natural Gas, PCFR - Potter County Fire Rescue, RCFD – Randall County Fire Department, RE – Rivas Environmental, TCEQ – Texas Commission on Environmental Quality, TS – Tech Spray, TXDoT – Texas Department of Transportation, & Talon LPE

Also in attendance were:

Dean Werner	CNS/Pantex
Guy Wilkins	TCEQ

**Call to Order.** Mr. Orton established a quorum and called the regularly scheduled meeting of the Potter & Randall Local Emergency Planning Committee to order at 1:32 p.m.

**ITEM 1: Approval of minutes from the meeting held on December , 2017.** Motion was made by Col. Birkenfeld, seconded by Raj Sheth and unanimously carried to approve such minutes.

**ITEM 2: Consider recommendation(s) for LEPC membership.** Mr. Orton led the introductions to the group. He also introduced Danielle May – Deputy Emergency Management Director & Briana Kracke – Emergency Planner ( both were away for training) and Kaitlin Jones – Administrative Assistant. Mr. Orton asked if any attendees were interested in joining the LEPC today. Guy Wilkins explained that Sumner Wingo will be the new Member-at-Large for TCEQ. Mr. Orton stated that Alice Ely from the Office of Emergency Management will replace Brad Britten. Members are required to complete the Public Meetings Act Training on-line. If you are a member and have not completed it, please do so and let Alice Ely know. You may print a certificate and submit. New members are approved by the county judges.

**ITEM 3: Discussion concerning hazardous materials incidents that have occurred since the last LEPC meeting.** Mr. Orton briefed the group on the hazmat incidents that occurred since the December 2017 LEPC meeting. The incidents include:

- BNSF - January 26, 2018
  - 50 gallons of diesel fuel spilled on the ground; they sanded & picked-up. There was no water infiltration. Notifications were made to the appropriate agencies.
- Affiliated Foods - February 19, 2018
  - 75 gallons of diesel fuel spilled on the ground; they sanded & pick-up. There was no water infiltration. Notifications were made to the appropriate agencies.
- Tyson – May 9, 2018, May 14, 2018, and June 7 2018
  - Each incident was caused by a pinhole leak that resulted in ammonia releases  $\leq$  1 pound. The ammonia was dispersed into the atmosphere and no remediation was required. There were no injuries. Notifications were made to the LEPC, TECQ, NRC, and SERC.
- Dump Fire, Randall County – June 20, 2018
  - Multiple agencies responded to this incident. AFD HazMat Team was requested; the team monitored and checked for hazardous materials, but none was detected. Guy indicated that this was not the first incident at this location.

**ITEM 4: Discussion of taking an All-Hazards Approach to the LEPC:** Mr. Orton discussed the vision that he has for the LEPC to be involved with all hazards in the future. LEPC is more than just HazMat. Mr. Orton explained the importance of LEPC engagement in everything we do, especially as the OEM begins working through the Accreditation process (EMAP). The accreditation process is rigorous, and requires that we engage all of our committees and organizations in our planning and activities. Amarillo Area OEM will engage the LEPC on all plans and processes in the future.

**ITEM 5: Discussion of Amarillo Area OEM Plan Updates:** Mr. Orton explained that our EOP to ESF transition will begin in the next month or so and that he desires input from the LEPC on the new plans. Our EOP was last updated in 2015, and normally would not require updating until 2020. However, the City of Amarillo and the City of Canyon entered into an inter-local agreement for emergency management services for the City of Canyon, and that is pushing the schedule forward in order to make the City of Canyon EMPG compliant. Our approach to rewriting the EOP is to skim it down to essential functions, and involve all of our agencies evaluate and give input. This should create a more usable plan across the board.

**ITEM 6: Discussion of the recent 2018 Airport Full-Scale Exercise:** Mr. Orton discussed the 2018 FAA Full Scale Airport Exercise. The exercise was a two-part/split exercise with a radioactive element at the airport and a helicopter crash with simulated injuries/deaths in Canyon. The scenario tested the capabilities of both Cities and had agencies working together that had not done so for some time, if ever. Both aspects of the exercise were successful, and we were able to successfully test the new radio system in the process. Also, the Canyon portion engaged parties who had never participated before.

**ITEM 7: Discussion of Multi-Year Training & Exercise Plan (MYTEP) for OEM:** Mr. Orton reviewed the multi-year Training & Exercise Plan. He explained that the Office of Emergency Management has submits a 3-year exercise plan as required by the State of Texas. He further explained that he desires LEPC interaction in the planning process for exercises. Dean Werner of Pantex stated that Pantex Plant will be conducting a bio-terrorism exercise in the future. Mr. Orton said that we may align with Pantex when we conduct our bio-terrorism exercise next year. He asked members to review the schedule and think about if we are missing any subject-specific exercises that we should practice.

**ITEM 8: Discussion Presentation of Emergency Management Training Opportunities:** Mr. Orton discussed upcoming training opportunities:

- Region 6 LEPC Workshop, Amarillo Area – Randall County Fire Station #1, 1111 East Loop 335 South, Amarillo, TX 79118, July 18, 2018.
- Infrastructure Liaison Officer (ILO) Training, July 25-26, Austin, TX
- G-300, Intermediate Incident Command System for Expanding Incidents, Randall County Fire Station #1, 1111 East Loop 335 South, Amarillo, TX 79118, August 14-16, 2018.
- G-400, Advanced Incident Command System, Command and General Staff, Randall County Fire Station #1, 1111 East Loop 335 South, Amarillo, TX 79118 August 16-17, 2018.
- LEPC Webinar Series, 4<sup>th</sup> Tuesday of each month.

**ITEM 9: Public Forum:** Mr. Orton stated that we have updated the website. All minutes and agendas are posted, links have been updated, and we are now compliant with state regulations. Mr. Orton shared that the OEM is working to initiate a Community Emergency Response Team (CERT); we hope to kick it off this fall.

The annual Preparedness Fair hosted by the Office of Emergency Management will take place on September. We are trying to come up with a new name for the event, formerly known as the Community Preparedness and Resilience Event (CPRE). The annual Panhandle Regional Preparedness Conference will be in late September. It will be at the Civic Center. This year's featured speaker is William R. Forstchen, author of the After book series. The books focus on the events which would follow an electromagnetic pulse attack. Members are also encouraged to attend.

Mr. Orton addressed the bylaws regarding the Secretary/Treasurer and Information Coordinator positions for the committee. He stated that the bylaws appear to be contradictory, and that he cannot find in past minutes any mention of a secretary. The bylaws state that the Information coordinator may act as the Secretary/Treasurer; however, one position is a voting member, whereas, the other position is not. The committee needs to discuss the issue at the next meeting. Jarrod Dunavin suggested that we review Section 7 of Article III prior to next meeting, and consider revising to remove the 'non-voting' statement from the bylaws. The proposal shall be sent to committee members prior to the next meeting, and a vote may be taken regarding a proposed revision.

Finally, Mr. Orton discussed our intent to approach the top 20 employers in our area in an attempt to engage them and to recruit new members to participate in LEPC. He asked members to think about who is not yet engaged so we may begin reaching out to them.

There were no comments brought by non-members.

**ITEM 10: Adjournment.** There being no further business, Jarrod Dunavin moved to adjourn the meeting. The motion was seconded by Raj Sheth and the meeting adjourned at 3:35 p.m. This meeting was recorded and all comments are on file with the City of Amarillo Office of Emergency Management.