

## MINUTES

On March 21, 2019, 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.

### Members in Attendance.

Chip Orton, Director, Amarillo Area OEM  
Jayme O'Donnell, Administrative Assistant, OEM  
Max Dunlap, Emergency Management Planner  
Jarrod Dunavin, ASARCO  
Gary Sefton, Happy State Bank  
Wayne Hardin, American Chemical Society  
David Ferril, T-Miller Wrecker Service  
Rusty Dillon, Amarillo College  
Raj Sheth, Pantex Emergency Management  
Capt. Joe Koch, Randall County Fire  
Cedric Green, Bureau of Land Management  
Jerry Black, Coastal Chemical  
Danielle May, Deputy Director, Amarillo Area OEM  
Jerome Drerup, Amarillo Fire Department  
Wes Hall, Risk Manager, City of Amarillo  
Matt Garrison, Bell Helicopter  
Col. Martin Birkenfeld, Amarillo Police Department  
Steve Shedd, Department of Homeland Security  
Kirk Paulhamus, Hollywood Road Waste Water Treatment, City of Amarillo

Organizational/Member-At-Large acronyms: AFD – Amarillo Fire Department, APD – Amarillo Police Department, BLM – Bureau of Land Management, 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:

Joe Minshev	DPS/ TDEM
Jeremy Sherrod	DPS/ TDEM
Gary Sefton	Happy State Bank

**Call to Order.** Chip Orton established a quorum and called the regularly scheduled meeting of the Potter & Randall Local Emergency Planning Committee to order at 1:30 p.m.

**Approval of minutes from the meeting held on December 20, 2018.** A motion was made by Jarod Dunavin to approve the minutes; Jerome Drerup seconded. The motion carried.

**Consider recommendation(s) for LEPC membership.** Mr. Orton asked if any attendees were interested in joining the LEPC today.

- Wes Hall stated that he will participate for City of Amarillo Risk Management.

Mr. Orton explained that we will submit an updated members list for the judges' approvals.

All members are required to complete the **Open Meeting Act Training Information**. Watch the video located at the following link:

<https://www.texasattorneygeneral.gov/open-government/open-meetings-act-training>

The LEPC maintains a list of members who have been through the training.

**Discussion of 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 2018 LEPC meeting. Incidents include:

- 1/6/19 – A contractor called Randall County Fire to report that his employees had found ten to twelve old fire extinguishers in the attic of the home he is remodeling. The chemical in the canisters was Carbon Tetrachloride. Industrial Waste shared a list of local disposal companies with the contractor.
- 1/9/19 – Gas line strike on Harrison Ave.
- 1/23/19 – Gas line strike at 34<sup>th</sup> & Harris. Homes were evacuated
- 3/5/19 – Semi roll over at I-40 and Lakeside. Saddle tanks leaked less than 20 gallons onto the ground.
- 3/13/19 – Semi blown over during the wind event. The saddle tanks leaked approximately 25 gallons. The wind blew several semis over, so we were fortunate there were not more spillage incidents from saddle tanks that day.

**Presentation on Cyber Security, Gary Sefton, Security Officer, Happy State Bank:** Gary discussed cyber security, specifically, ransom ware. He explained how ransom ware spreads and discussed the multiple incidents that have occurred in Europe and the United States. Gary shared the FBI & Secret Service perspective re: paying the ransom to regain access to data:

- You pay, but may not regain data access;
- You pay and regain data, but learn it's being sold elsewhere.
- If the data is on-line only and is not backed up on tape or other medium not attached to the internet, it may be gone.

Gary stated that it is vital that all organizations have an incident response plan for this type of incident. It should address the process for dealing with an incident (identify and isolate affected machines), plan your work-around (How do we get up and running again?), and restoration and remediation (How do I fix it?). A good plan should also consider how such an incident can spread to other companies you do business with.

Gary recommends that we plan exercises that emulate these types of incidents, step folks through the process to deal with the situation, begin the recovery process, and learn what actions to take – especially if key personnel are unavailable. Practice is key, as well as putting together a clear response plan and documentation for your teams. Segmenting your network, limiting local access, installing patches (stay up to date), and have a good anti-virus program. Teach employees to watch for suspicious email & forward to IT to evaluate. A good test is for IT to send out a test email that looks like it came from a legitimate source, find out who clicks the link or opens the attachment, and go have a conversation with those folks.

Gary answered questions re: card skimmers

**Introductions: Chip forgot to do introductions at the start, so introductions were inserted at this point in the meeting.**

**CERT (Community Emergency Response Team) Program Updates:** Danielle discussed that we have 22 individuals interested in becoming members of CERT team. Once individuals have completed Basic training, we will be able to utilize them for various events. The first class is scheduled for June 7 & 8<sup>th</sup> at

Potter County. There will be subject matter experts leading each segment, Alice has been through the instructor training at FEMA, but will going through the basic training herself to complete her qualifications. Then she will be planning & offering future trainings.

Chip also discussed the LEPC grant that we obtained through TCEQ. It was awarded so that we can purchase supplies and equipment for CERT. The grant will help us purchase most of the items we need and will also help pay for some of the equipment for CERT members.

**Discussion of Training and Exercise Plan:** Chip discussed upcoming exercises and training opportunities:

- NUWAIX-19 (Nuclear Weapons Accident Incident Exercise), April 24-29, 2019
  - April 24, 2019 – Reception Center set-up at the Fairgrounds
  - April 25, 2019 – Table top discussion re: Radioactive HazMat spill and how it affects the surrounding community.
- T-Rex, May 7, 2019 – This is a bio-terrorism exercise; the scenario will affect both Potter and Randall Counties. The planning process continues.

Other exercises include:

- Tornado Tabletop Exercise, March 22, 2019, RCFD #1, 1111 East Loop 335 South, Amarillo, 79118 OEM is not playing this time.
- Multi-Jurisdiction Improvised Explosive Device Security Planning (MJIEDSP), April 3, 2019, RCFD #1 on Hollywood Road
- Airport Tabletop Exercise – May 22, 2019, Potter County Training Center, 13103 NE 29th Ave., Amarillo, TX 79111

#### **Emergency Management Training Opportunities:**

- G-300, Intermediate Incident Command System for Expanding Incidents, Randall County Fire Station #1, 1111 East Loop 335, South Amarillo, TX 79118, August 20-22, 2019. Register at <https://www.preparingtexas.org>
- G-400, Advanced Incident Command System, Command and General Staff, Randall County Fire Station #1 1111 East Loop 335, January 31 - August 22-23, 2019. Register at <https://www.preparingtexas.org>
- G-489 Managing Volunteers, May 16<sup>th</sup> Amarillo Area Office of Emergency Management EOC 808 S Buchanan St, Amarillo, TX 79101. Register at <https://www.preparingtexas.org>
- G-557 Rapid needs Assessment, May 16<sup>th</sup> Amarillo Area Office of Emergency Management EOC 808 S Buchanan St, Amarillo, TX 79101. Register at <https://www.preparingtexas.org>
- G-317, Basic CERT Training, June 6-7, 2019, Potter County Training Center, 13103 NE 29th Ave., Amarillo, TX 79111. Register at <https://www.preparingtexas.org>
- G-191, ICS EOC Interface offered yearly in February & September or October. Register at <https://www.preparingtexas.org>
- LEPC webinar has been discontinued for the time being.

#### **New Business**

1. Danielle May discussed that the City Safety Committee has been tasked by Wes Hall, Risk Manager, to write a City Spill Policy. The Safety Committee has requested that a subcommittee of the LEPC be established to address the issue. LEPC input will be requested to ensure a comprehensive plan is adopted.

Chip added that the LEPC bylaws allow the Chair person to for an ad-hoc subcommittee. He decided that this is a great idea and the name of the subcommittee will be the **City Spill Policy**

**Subcommittee.** Danielle May will be the chair, and Max Dunlap & Alice Ely will be co-chairs. Jerome will also be added to the committee.

2. Chip introduced Max in more detail. Max comes to Amarillo from Colorado, by way of Kansas. He has an OSHA safety, firefighter background and was the chair person of his LEPC in Kansas.
3. The bylaws discuss three positions in the LEPC: Chair, vice-chair, and secretary. Alice is the secretary. Also defined is an information officer. A person may be chosen to fill that position and would be responsible for meeting preparation (ie. minutes, sign-in, and agenda). Members of Emergency Management have discussed that we would like to split the Secretary position and add the information officer. It is in our best interest. However, a vote is required. The item must be on the agenda prior to a meeting, requiring two meetings to process. We will need to discuss at the June meeting, and can then put it on a ballot and vote in the September meeting.
4. Chip thanked Gary for presenting today. He asked if anyone else who was present was willing to present at a future meeting; if not, we will solicit for one. Steve Shedd said he can present on DHS programs.
5. Gary asked how Happy State Bank can assist during incidents/events. He stated that generic requests for help are difficult to fill, but if there is a specific need stated, they are always willing to help. Chip said that we haven't had a really big incident yet that required a lot of donations or assistance, but if something like that does happen, we will try to be specific and to communicate information better. Also, in the past, organizations have donated to the LEPC. Those funds were used to pay fees to host a booth at Business Connections and purchase giveaways and hand-outs. Our LEPC has not participated the past few years, mainly because we found it difficult to staff. However, as our LEPC grows and we start a CERT team, there may be opportunities for that. If your organization has an interest, please talk to us in Emergency Management. We want to get out and talk to folks as much as possible about what we do and how we can improve. We also discuss how to involve private organizations in exercises. We want to bridge the gap between the public private partnership.

**Public Forum:** There were no comments brought by non-members.

**Adjournment.** Our next meeting will be June 20th. Mr. Orton requested a motion to adjourn the meeting. The motion was made by Jerome Drerup. Rusty Dillon seconded. The motion passed and the meeting adjourned.

**This meeting was recorded, and all comments are on file with the Amarillo Area Office of Emergency Management.**