**MINUTES**

**Meramec Regional Emergency Planning Committee
12:00 p.m.
Wednesday, August 29, 2018
MRPC Office
4 Industrial Drive, St. James, MO 65559**

**CALL TO ORDER:**Chairman Kraig Bone called the Aug. 29, 2018 meeting of the Meramec Regional Emergency Planning Committee to order at 12:31 p.m.

**MEMBERS PRESENT:**

Darrell Skiles, Kendra Mobray, Andrea Rice, Ron Smith, Wendy Squires, John Lucas, Kraig Bone, Jim Vandivort and Chuck Fisher.

 **MEMBERS ABSENT:**

Les Murdock, Larry Flesher, Brad Nash, Kris Bayless, Doug Drewel, Roger Wilt, Steve Brown, Susan Long, Richard Bray, Jeff Breen, Margaret Biolsi, Doris Coffman, Marvin Wright, Nick Hughey and Bill Goad.

 **STAFF & GUESTS PRESENT:**

Tammy Snodgrass, Linda Carroll, Linda Loughridge, Bonnie Prigge, Ryan Dunwoody with MRPC; Honor Evans, Crawford County Health Department and Brad Woods, Rolla.

**APPROVAL OF AGENDA:**Kendra Mobray made a motion to approve the agenda. Wendy Squires seconded the motion, which passed unanimously.

**APPROVAL OF MINUTES:**Wendy Squires made a motion to approve the minutes with the noted corrections. Jeff Breen seconded the motion, which passed unanimously.

**FINANCIAL REPORT:**Linda Loughridge with MRPC presented the statement of revenues and expenditures through the year ending June 30, 2018. She noted that the 2018-19 budget reflects the removal of the SEMA scholarships and overall the 2017-18 year ended in a better position than originally thought.

Jim Vandivort made a motion to accept the year end statement of revenues and expenditures as presented. Darrell Skiles seconded the motion, which passed unanimously.

Ms. Loughridge also presented the statement of revenues and expenditures through the month ending July 31, 2018.

Darrell Skiles made a motion to accept the year end statement of revenues and expenditures as presented. Ron Smith seconded the motion, which passed unanimously.

**OLD BUSINESS:**

Annual report/CEPF application

Tammy Snodgrass reviewed the annual report and 2018-19 CEPF application to the Missouri Emergency Response Commission.

Ms. Snodgrass noted that Tier II funds have been flat the last several years and she doesn’t expect that to change unless new businesses that are required to report come into the area. Darrell Skiles stated that somewhere down the line, the bottom line has to be increased. Ron Smith stated that the committee should have staff look at what the options are for additional funding.

Ms. Loughridge asked if there was some advocacy at the state level to help with increasing the Tier II fees. Bonnie Prigge said she was unsure if it’s a big enough issue. It would require going up against big oil companies and other industries that are required to report and submit fees. In the current political atmosphere, if the law was opened back up again, it’s more likely that regulations would be reduced so that they wouldn’t have to pay the Tier II fees.

With MREPC’s funding coming from filing fees, Chairman Bone suggested taking a hard look at companies in the region who should be reporting and see if there are any who are not submitting Tier IIs and associated fees.

Ron Smith stated that he felt that the quality and quantity of work done by MRPC is much better than if Phelps County were to do the work themselves. Jim Vandivort echoed that statement by saying it’s better to have one big organization coordinating the work instead of several smaller agencies trying to accomplish the same thing.

Mr. Skiles added that it would be necessary to reach out to legislators if the committee wanted to tackle the fee increase issue.

Ms. Snodgrass stated that she would reach out to the Mid America Regional Council in Kansas City to see if they are having the same issues and see if they know of any other funding sources.

Ron Smith made a motion to approve the annual report and CEPF application. John Lucas seconded the motion which passed unanimously.

Budget Subcommittee

Ms. Prigge asked if there was still a need to have a budget subcommittee since the MREPC still has substantial reserves. Chairman Bone went over a handout that was provided which spelled out the responsibilities of an LEPC. Ms. Snodgrass informed the committee that she uses a template that was provided by the state for the hazardous materials response plan to insure that the document meets all state requirements. She noted that the most time consuming activities related to the plan update were collecting Tier II reports and updating that data and updating vulnerable population data. Ms. Prigge stated that this committee has focused on providing training to help first responders and the group has been working to reduce its reserves by providing additional training opportunities.

Mr. Smith stated that he wasn’t sure a subcommittee was needed and felt everything could be accomplished in the regular MREPC meeting. He went on to say that MREPC was already a subcommittee under the regional planning commission.

Andrea Rice stated that she has questions about a lot of things such as how much is charged for emails, meetings, phone calls, etc. Also, who are the staff members who work with MREPC?

Ms. Prigge gave an overview of how things work stating that MRPC has over 100 codes that projects get charged to. She explained how time is charged and which MRPC staff performs work for MREPC.

Mr. Smith stated that he felt the original emails regarding creating a budget subcommittee were negative and that it felt like MREPC members were starting to micro-manage the work done by MRPC staff.

Ms. Rice added that she just wanted some insight on what MREPC has done over the last five years to generate the extra costs and where can the committee trim back expenses. She wanted clarification on what the extra duties were that MRPC had been asked to take on.

Mr. Smith stated that in regards to the MERC meetings that staff has been attending, no one can deal with it better at the state level than folks who deal with it every day. He suggested that Ms. Prigge and Ms. Snodgrass provide the committee with information showing how the money is spent. Ms. Snodgrass stated that she could easily put the information together on the additional duties beyond what is required by state statute and send it out to the committee in an email.

Ms. Loughridge informed the committee that its flexibility isn’t in what is required. The contract lists statutory requirements which must be met. The flexibility is in the areas of training exercises, operations and awareness classes and scholarships.

Ms. Rice stated that she just wanted some clarification on what projects are incurring the time and how much money is being spent on those projects. Jim Vandivort added that there will be additional time spent by MRPC staff to gather that information. Ms. Rice inquired as to why the budget is much smaller than it had been in the past. Ms. Prigge stated that it was by design. Tammy Snodgrass added that there was a surplus of funds several years back and a decision was made, after pressure from the state, to spend down the funds and reduce reserve funds. Mr. Smith stated that it was his opinion that as a group, a lot more has been accomplished than if Phelps County had done it on their own, and he’s okay with that. Darrell Skiles added that he does think that how costs are tracked and allocated gets lost on the committees. Ms. Loughridge informed the committee that auditors do come in and audit the agency’s books. She said they look at internal control measures, compliance issues, reasonable costs and requirements of contracts.

Ms. Prigge stated that MRPC can share the contract between now and the next meeting. Ms. Snodgrass indicated she could easily list everything else staff has been asked to do beyond what is required. Wendy Squires inquired as to the possibility of noting non-essential tasks (training and exercise, SEMA scholarships, etc.) on the budget.

Annual Report

Ms. Snodgrass presented the annual report for review. The report includes financials for the past year as well as the 2018-19 budget, what goals were met in the previous year and what goals have been established for this year. Ms. Snodgrass also pointed out that that she asked if HMEP funds could be used for risk and vulnerability analysis in the future.

Haz Mat Plan

The plan was presented for review. Several committee members were unable to access the plan on-line and requested it be available on CD. Ryan Dunwoody provided copies for those members prior to the end of the meeting.

Ron Smith made a motion to approve the annual report as well as the plan - with a two week comment period prior to submission. Darrell Skiles seconded the motion, which passed unanimously.

Staff Activities

Ms. Snodgrass provided copies of the commodity flow studies that were completed on Highways 19, 21, 50, 63 and I-44. The studies included pipelines and railroads and information was gleaned from on-line data mining, contacts with transportation companies and fieldwork. The committee was asked if there were any other highways they would like to flow study conducted on and Highways 8, 32 and 47 were suggested.

John Lucas made a motion that funding for a flow study be requested for Highways 8, 32 and 47. Jim Vandivort seconded the motion, which passed unanimously.

**REPORT FROM SEMA REPRESENTATIVE:**

No report given.

**REPORT FROM MDNR REPRESENTATIVE:**

No report given.

**ANNOUNCEMENT OF UPCOMING MEETINGS/EVENTS:**

Oct. 31, 2018 – MREPC, review HMEP application

March 27, 2019

June 19, 2019

**ADJOURNMENT:**Jim Vandivort made a motion to adjourn the meeting. John Lucas seconded the motion, which passed unanimously. The meeting adjourned at 2:12 p.m.

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Kraig Bone, Chairman Date

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Attest Date