**MINUTES**

**Meramec Regional Emergency Planning Committee  
12:30 p.m.   
Wednesday, June 17, 2020  
MRPC Office  
4 Industrial Drive, St. James, MO 65559**

**CALL TO ORDER:**Chairman Kraig Bone called the June 17, 2020 meeting of the Meramec Regional Emergency Planning Committee to order at 12:36 p.m. Due to the COVID-19 pandemic and social distancing requirements, this meeting was held via Zoom at the chairman’s request.

**MEMBERS PRESENT:**

Members participating via Zoom were Kraig Bone, Wendy Squires, Andi Rice, Jeff Breen, Larry Flesher, Susan Long and Kendra Mobray.

**MEMBERS ABSENT:**

Brad Nash, Darrell Skiles, Doug Drewel, Roger Wilt, Steve Brown, Richard Bray, Margaret Biolsi, Ron Smith, Doris Coffman, John Lucas, Jim Vandivort, Dave Sansegraw, Chuck Fisher, Nick Hughey and Bill Goad.

**STAFF & GUESTS PRESENT:**

Tammy Snodgrass, Linda Loughridge, Linda Carroll, and Kathryn Hawes, MRPC; Molly Maddox, Gasconade County Health; Heath Smith, EPA; and Brett Hendrix, SEMA.

**APPROVAL OF AGENDA:**Jeff Breen made a motion to approve the agenda. Wendy Squires seconded the motion, which passed unanimously. *(Refer to last page for roll call vote results.)*

**APPROVAL OF MINUTES:**Larry Flesher made a motion to approve the minutes. Jeff Breen seconded the motion, which passed unanimously. *(Refer to last page for roll call vote results.)*

**FINANCIAL REPORT:**Linda Loughridge with MRPC presented the statement of revenues and expenditures through the month ended May 31, 2020.

Ms. Loughridge stated that with 91.67% of the year expired, expenditures are close in-line. She noted that the budget was revised to include the second commodity flow study that was awarded.

Andi Rice made a motion to accept the month ended statement of revenues and expenditures as presented with the adjustments. Susan Long seconded the motion, which passed unanimously. *(Refer to last page for roll call vote results.)*

Ms. Loughridge also presented the revised budget, noting that the only change was the removal of the first award for the commodity flow study. TIER II funds are anticipated to remain the same and the SEMA/MEPA conference has been removed since the conference has been cancelled. By the end of June, Ms. Loughridge noted that 75% of the commodity flow funds will be used with the remainder being spent by August.

Wendy Squires made a motion to accept the draft budget as presented. Susan Long seconded the motion, which passed unanimously. *(Refer to last page for roll call vote results.)*

**OLD BUSINESS:**

Report on Staff Activities

Chairman Bone reported that he is working with the MERC to get classes rescheduled.

Tammy Snodgrass informed the committee that she has mailed out information on a few on-line trainings but noted that most organizations are shut down and the MERC and SEMA have suspended face to face trainings for the foreseeable future.

Chairman Bone stated he would forward any training flyers to Ms. Snodgrass to distribute.

Plan Review and Update

Ms. Snodgrass informed the committee that the plan is mostly done with the exception of following up on a couple of TIER II’s. She indicated that she hopes to have it ready for review about two to three weeks before the August meeting.

Annual Training Survey

Crawford, Dent, Gasconade, Osage and Washington counties have responded. There has been no response from Maries or Phelps counties according to Ms. Snodgrass. She would like to send it out again in July to try and get more responses and added that summary sheets from the flow study were included with the survey when it went out. Jeff Breen stated he likely has good emails for most departments and Ms. Snodgrass will get those from him before re-sending the survey.

Commodity Flow Study Update

Kathryn Hawes, MRPC, reported that the study is one-third to one-half complete and she hopes to have the count completed by June 30. She added that she will be updating the maps.

**NEW BUSINESS**

Chairman Bone mentioned that he would like to see a more accurate listing of non-reporting TIER II businesses. He was wondering if the MERC would consider funding a project like this. The goal would be to make sure everyone was in the plan and was reporting. He said he felt a list like this would help the first responders in an area where TIER II information is not being reported. Ms. Snodgrass indicated she would investigate.

**ELECTION OF OFFICERS**

Jeff Breen nominated Kraig Bone for chairman and Kraig Bone nominated Jeff Breen for vice chairman. There were no other nominations from the floor.

Jeff Breen made a motion to accept the nominations. Wendy Squires seconded the motion, which passed unanimously. *(Refer to last page for roll call vote results.)*

**REPORT FROM MERC REPRESENTATIV**

No report was given.

**REPORT FROM SEMA REPRESENTATIVE:**

Brett Hendrix reported that SEMA has set a Level 3 for COVID-19. He went on to say that disaster planning has shifted to CARES Act planning, likely through the end of the year. Mr. Hendrix did mention that on May 3 and 4 there were some disaster aid requests submitted from the storms. He informed the committee that SEMA classes have been cancelled through August. Mr. Hendrix concluded his report by stating that getting PPR out has been the main focus recently. Region I still has a small cache of PPE items left if anyone has a need.

**REPORT FROM MDNR REPRESENTATIVE:**

No report was given.

**REPORT FROM EPA REPRESENTATIVE:**

Heath Smith with the EPA gave a brief summary of some of the things he works on and presentations he could provide to the committee. He also indicated he could provide templates for incident action plans. Some of the topics he could present on include:

* Assessing abandoned oil containers using GPS.
* Old oil or hazardous materials spill response. This would be spills/leaks from old, abandoned sites and not spills on the ground.
* Spill Prevention Control and Countermeasure (SPCC) inspections of above ground storage containers.

**ANNOUNCEMENT OF UPCOMING MEETINGS/EVENTS:**

Aug. 26, 2020 – review/approve plan and annual report

Oct. 13, 2020 – review training survey and HMEP

**ADJOURNMENT:**Jeff Breen made a motion to adjourn the meeting. Andi Rice seconded the motion, which passed unanimously. The meeting adjourned at 1:25 p.m.

Andi Rice requested an email be sent to the committee regarding the change in the August meeting date. She also suggested that there be a presentation from the EPA at the next face-to-face meeting.

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Kraig Bone, Chairman Date

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Attest Date

Roll call vote for agenda, minutes, financials, draft budget and officers:

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|  | **Agenda** | **Minutes** | **Financials** | **Draft Budget** | **Officers** |
| Jeff Breen | Yes | Yes | Yes | Yes | Yes |
| Larry Flesher | Yes | Yes | Yes | Yes | Yes |
| Wendy Squires | Yes | Yes | Yes | Yes | Yes |
| Kendra Mobray | Yes | Yes | Yes | Yes | Yes |
| Andi Rice | Yes | Yes | Yes | Yes | Yes |
| Susan Long | Yes | Yes | Yes | Yes | Yes |