**MINUTES**

**Meramec Regional Emergency Planning Committee
12:30 p.m.
Wednesday, Aug. 26, 2020
MRPC Office
4 Industrial Drive, St. James, MO 65559**

**CALL TO ORDER:**Chairman Kraig Bone called the Aug. 26, 2020 meeting of the Meramec Regional Emergency Planning Committee to order at 12:34 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, Richard Bray, Dan Dyer and Larry Flesher.

**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, Bill Goad, Susan Long and Kendra Mobray.

**STAFF & GUESTS PRESENT:**

Tammy Snodgrass, Linda Loughridge, Linda Carroll, and Kathryn Hawes, MRPC; and Brett Hendrix, SEMA.

**APPROVAL OF AGENDA:**Jeff Breen made a motion to approve the agenda. Richard Bray seconded the motion, which passed unanimously.

**APPROVAL OF MINUTES:**Jeff Breen made a motion to approve the minutes. Larry Flesher seconded the motion, which passed unanimously.

**FINANCIAL REPORT:**Linda Loughridge with MRPC presented the statement of revenues and expenditures through the month ended June 30, 2020.

Ms. Loughridge stated that although the June numbers were preliminary, she doesn’t expect any changes. She noted that expenses were under for the LEPC Administration contract and other direct expenses. She reported a deficit of only $216.64 as compared to the $1,800 deficit that had been anticipated.

She reported that although the commodity flow study expenses were exceeded in January, the expenses did not exceed the total award amount. The only expenses were for staff time to complete the project.

Larry Flesher made a motion to accept the month ended statement of revenues and expenditures for June 2020 as presented. Jeff Breen seconded the motion, which passed unanimously.

Ms. Loughridge also presented the financials for month ending July 31, 2020 noting that the numbers reflect the adopted budget. She informed the committee that there has been very little activity to date and that TIER II funds have not yet been received.

Richard Bray made a motion to accept the July 2020 financials as presented. Jeff Breen seconded the motion, which passed unanimously.

**OLD BUSINESS:**

Annual Report/CEPF Application

Tammy Snodgrass reviewed the CEPF Application noting that this year’s application asked for no goals or what was accomplished. She informed the committee that MREPC typically receives about $20,000 in CEPF funds each year. Ms. Snodgrass did point out that Appendix D, for proposed equipment purchases, was new this year. MREPC doesn’t typically purchase equipment. She noted that there is a Pipeline Association of Missouri (PAM) exercise listed in the document as the qualifying exercise for the MREPC. Ms. Snodgrass stated she attended one last year and has plans to attend one that is scheduled in October involving Cuba. This will be a virtual event.

Ms. Snodgrass stated she had sent a separate form to committee members listing the current membership. Members were asked to review/update the information and return it to her by the end of the week.

Appendix B in the application is an Inventory Log and Ms. Snodgrass informed the committee that the MREPC currently owns a laptop and PowerPoint projector. They are getting old and may not support current software. She asked members if they wanted to surplus or replace the equipment. Chairman Bone indicated he felt that the committee couldn’t support equipment purchases and had some concerns about fairness in providing equipment to the various organizations if the committee were to allow equipment purchases. He added that he didn’t feel there was a real need for a laptop and/or projector as most locations already have that capability. Chairman Bone suggested postponing a decision on how to handle the laptop and projector for a year and see how or if it gets used. Members agreed.

Ms. Snodgrass also briefly reviewed Appendix C which was Expenses. She noted that these expenses were all related to Kathryn Hawes’ attendance at the SEMA Conference.

Jeff Breen made a motion to submit the CEPF Application as presented. Richard Bray seconded the motion, which passed unanimously.

Report on Trainings

Ms. Snodgrass reported that all trainings have been suspended until October, but that suspension could be extended to the end of the year due to the COID-19 situation. She added that she sent an email to all members listing on-line training that’s available.

 PAM will be conducting virtual meetings and exercises for now. The next one in MREPC’s area will be in October for Cuba and Ms. Snodgrass indicated she would be participating in this virtual exercise. She added that if anyone was interested and didn’t receive an invitation to let her know and she would forward the registration information. The last exercise she attended was very informative and she encouraged everyone to take advantage of this opportunity.

Staff Activities

Ms. Snodgrass reported that the Draft Plan has been updated and can be accessed through Hightail. Members were encouraged to review their sections for accuracy. She asked that any changes be sent to her no later than Sept. 4. The CEPF Application and Plan will be submitted on Sept. 13 or 14. It is due Sept. 15.

Commodity Flow Study Update

Ms. Snodgrass informed the committee that she is still reviewing the draft and encouraged members to also take some time to review the document. She indicated that she feels the project is complete, with the exception of a review every four or five years. This information will also be submitted along with the Plan Update and CEPF Application. Larry Flesher stated he had looked at the flow study and thought it looked good and very complete.

Annual Training Survey

A copy of the survey was provided to committee members. The survey was updated as of Aug. 25 and included a column with information on foam. Ms. Snodgrass pointed out that there were several requests for Hazmat Awareness training which can no be obtained on-line for about $25 per student. She indicated she had received several responses from every county except Maries and said she would be reaching out to some of the organizations in that county. Vichy Fire responded to the survey saying its training schedule is already full. Ms. Snodgrass said there were 19 responses, which is up six or seven from the meeting in June. She added that the HMEP Application has not been released but expects that it will be due Oct. 15.

Hazmat Training in the Region

It was reported that all training has been cancelled or postponed.

Commodity Flow Study

Ms. Snodgrass reported that the program went over budget by about $1,400 this round. Funds for the study were HMEP funds. The MERC uses that money for training, and she was considering contacting the MERC to cover that small overage and asked the committee for its opinion. Chairman Bone replied you don’t know until you ask but if it costs the MREPC $1,400 that’s the best money ever spent. Ms. Snodgrass stated that the overage likely came from staff time spent on improving some of the maps. Larry Flesher agreed she should contact the MERC about possibly covering that overage.

It was noted that the Division of Fire Services are scheduling some training with most being in rural communities that are not on lockdown due to COVID-19.

**NEW BUSINESS**

Ms. Snodgrass informed the committee that she had picked up boxes of Emergency Response Guides (ERG) for distribution to area agencies and many have already been distributed. She thanked Rolla Fire who will be distributing some of them along with the PPE they are preparing to distribute. In case someone got missed, Ms. Snodgrass stated she has several boxes at her office she can pull copies from.

**REPORT FROM MERC REPRESENTATIV**

No report was given.

**REPORT FROM SEMA REPRESENTATIVE:**

Brett Hendrix reported that SEMA is following the training schedule set by FEMA with most training being cancelled or postponed. He also mentioned the annual TEPW for Region I would be on Sept. 10. Andi Rice added that the annual TEPW for Region F would be on Sept. 11. Mr. Hendrix indicated that SEMA was processing PPE requests on a case by case basis now. He concluded his report by informing the committee that he also has ERG’s if someone has a need.

**REPORT FROM MDNR REPRESENTATIVE:**

No report was given.

**ANNOUNCEMENT OF UPCOMING MEETINGS/EVENTS:**

Ms. Snodgrass stated that is was unknown if the October meeting would be in-person or by Zoom. Chairman Bone stated that if the MERC is not favoring group meetings then he feels that MREPC should follow its lead.

Oct. 13, 2020 – review training survey and HMEP

**ADJOURNMENT:**Larry Flesher made a motion to adjourn the meeting. Jeff Breen seconded the motion, which passed unanimously. The meeting adjourned at 1:24 p.m.

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Kraig Bone, Chairman Date

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Attest Date