

MINUTES - REVISED
Meramec Local Emergency Planning District
12:30 p.m.
Wednesday, Aug. 23, 2023
MRPC Office
4 Industrial Drive, St. James, MO 65559

CALL TO ORDER:

Kraig Bone called the Aug. 23, 2023, meeting of the Meramec Local Emergency Planning District to order at 12:39 p.m.

MEMBERS PRESENT:

Members participating in-person were Steve Vogt, Jeff Breen, Wendy Squires, John Lucas and Kraig Bone. Participating via Zoom were Jeff Arnold, Floyd Haworth and Chuck Fisher.

MEMBERS ABSENT:

Honor Evans, Brad Nash, Clyde Zelch, Doug Drewel, Scott John, Ron Hoffman, Kim Sallin, Chelsea Smith, Joshua Krull, Margaret Biolsi, Ron Smith, Joshua Pearson, Ron Jones, Mark Diedrich and Shawnee Douglas.

STAFF & GUESTS PRESENT:

Tammy Snodgrass and Linda Carroll with MRPC and Cody Garner with Missouri Department of Natural Resources.

APPROVAL OF AGENDA:

Wendy Squires made a motion to approve the agenda. John Lucas seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

Steve Vogt made a motion to approve the minutes. Wendy Squires seconded the motion, which passed unanimously.

FINANCIAL REPORT:

Bethany Ferrell, MRPC, presented the preliminary results for the year ending June 30, 2023. She said no changes are anticipated but the books have not been closed yet. Bethany pointed out that a new expense was the D&O Insurance costs. Since MLEPD is its own entity, this is a new expense that will be incurred every year. She added that MLEPD will be getting the \$10,000 it was shorted, but since the money hasn't actually been received yet, it may not be recorded in this fiscal year. Bethany said that revenues over expenditures was \$17,067.02 and said the statement reflects the funding from the MERC grant. The statement listed the expense as "MERC Grant Expense for city of Rolla." This grant was coordinated by the city of Rolla Fire Department on behalf of all fire stations in the district. The group had some concerns about the wording, as they felt it looked like Rolla was the grant recipient. Jeff Breen suggested a name change to reflect the fact that the grant benefitted regional fire departments.

Jeff Breen made a motion to approve the preliminary financials for the year ending June 20, 2023, with a change in the wording of the MERC grant. Steve Vogt seconded the motion, which passed unanimously.

Bethany also presented the financials for the month ending July 31, 2023. She informed the group the expenses listed for Advertising Public Notice were costs for the Requests for Proposals for Administration. Bethany said the total liabilities and fund equity was \$19,550.46. She added that a revised budget will be prepared in January and should reflect the \$10,000 shortfall and the \$6,000 due for this year.

Jeff Breen made a motion to approve the financials for the month ending July 31, 2023. Wendy Squires seconded the motion which passed unanimously.

Tammy Snodgrass reported the MERC has said that MLEPDs and MLEPCs are not required to have an audit. This concerns MRPC's financial officer. Tammy said it's been suggested that instead of a full audit, have the auditors just do a financial review. She added the auditors have been notified about not conducting an audit this year for MLEPD.

Kraig Bone suggested emailing the committee to get their opinion about having a full-blown audit and suggested getting an idea of the cost for just a review. Wendy Squires said that with only \$20,000 in Tier II funds, maybe only have an audit every five years. Jeff Breen suggested presenting options to the group when emailing them.

Administration Contract Bid Results

Kraig reported that four requests were sent out but there was only one response, which was from MRPC.

Jeff Breen made a motion to accept the bid and extend the contract through the end of the fiscal year. John Lucas seconded the motion, which passed unanimously.

OLD BUSINESS:

Annual Report/CEPF Application to the MO Emergency Response Commission and Hazmat Plan Update

Tammy informed the group that its inventory list included an old laptop and projector. She said both items were at least 20 years old. She asked the group if they wanted to dispose of those items. After a brief discussion, it was decided to recycle the items through the Ozark Rivers Special Collection program.

Jeff Breen made a motion to recycle both the laptop and projector at an upcoming electronics special collection. Wendy Squires seconded the motion which passed unanimously.

Tammy reviewed the checklist for the LEPC/LEPD Annual Compliance 2022-2023 Report. A new requirement was a policy on how to handle requests for Tier II information. Tammy shared and reviewed a copy of the policy "Public Request Procedures for Requesting Tier II Information" from the MLEPD., which she had added to the report. If a request is received, Tammy said she would contact the following: the facility involved, the MERC and the MLEPD board. After a brief discussion, the group decided that in addition to an MPRC staff member, an MLEPD officer should be added to the assignment of administrator line.

Jeff Breen made a motion to approve the Public Request Procedures for Requesting Tier II Information with the addition of an MLEPD board member added to the assignment of administrator line; Wendy Squires seconded the motion, which passed unanimously.

John Lucas made a motion to approve the CEPF Annual Compliance Report forms. Steve Vogt seconded the motion, which passed unanimously.

Tammy reported she had sent the Hazmat plan out via a Hightail link for review. If anyone had any changes, they were asked to let her know withing the next week or two. She said her plan was to submit the plan by Sept. 20, adding it is due by Sept. 30.

Staff Activities

Hazmat Classes - Tammy shared flyers on Risk Based Response to Battery Emergencies trainings that would be held Sept. 6 in Columbia and Sept. 5 in St. Louis. She also mentioned PAM exercises would be held in Cuba on Oct. 18 and in Hermann on Oct. 16 and provided a flyer that included times.

Training Survey - Tammy said the survey has been sent out and she has received a few responses. She said she would be sending it out again.

Membership – Tammy said that some counties only have one member, and that member doesn't usually attend meetings. She said she would be speaking with the new presiding commissioner in Dent County to see if he would be interested in participating in meetings. Floyd Haworth said he would reach out to Mark Friedman, the new EMD

in Crawford County to see if he would be interested in participating. Tammy encouraged members to think about someone they could recruit to help boost membership and attendance at meetings.

Exercise for 2023-24 – Tammy said she typically goes to the PAM exercise and asked the committee if they wanted her to do so for the upcoming year. The committee agreed she should do so, and she said she would make plans to attend the exercise that would be held in Cuba.

Wendy Squires mentioned a chemical exercise that would be taking place in Phelps County on March 7, 2024 and suggested the MLEPD could get involved in that activity.

SEMA/MERC grant status – Tammy reminded the committee that at the last meeting, some of the suggestions for using these funds, if awarded, were:

- A technician level class which MERC has said will run about \$30,000. Jeff Breen indicated he could fill a class. There was some discussion about sourcing trainers for a technician class. Jeff indicated that he preferred to use the UMC Fire School. Kraig Bone suggested getting pricing from IAFF.
- Additional exercises.
- In-depth hazmat analysis in each county which would become a part of the hazmat plan.
- Update/refresh the commodity flow study.
- Working to improve engagement with underserved communities in emergency planning.
- Develop and provide a presentation on emergency management responsibilities for local elected officials.

NEW BUSINESS:

State Law Governing LEPCs

Tammy reminded the group that the state law that governs LEPCs sunsets this year. She said the funding formula and fees haven't increased in 30 years. The committee discussed the need to change the formula for how funds are distributed and the need for an increase in fees. Tammy said MERC is being directed to request everything remain the same however, efforts need to be made to encourage reauthorization of that legislation. Wendy said the issue of mega gas stations needs to be addressed. She said the smaller stations are being charged the same as larger stations.

The group discussed sending a letter to other LEPCs encouraging them to contact their legislators and support that legislation and the changes to make it viable.

Steve Vogt made a motion to send a letter to other LEPCs encouraging their support of the legislation and changes to make it viable, as well as a letter of support for the legislation to our state legislators. Wendy Squires seconded the motion, which passed unanimously.

Tammy said she could push to have the issue included on the final state priorities report that is compiled every year and shared with the districts' state legislators.

Tammy said it was her understanding that Sen. Justin Brown is a representative with MERC and said he could be the LEPC's champion. It was suggested a meeting be set up with the Senator, Tammy and the city of Rolla Fire Department to discuss the importance of this issue.

Election of Officers for 2023-24

Chairman Bone asked for nominations from the floor. When none were received, Tammy informed the board she had contacted all of the current officers and they all agreed to continue to serve, if that was the wish of the group.

Steve Vogt made a motion to retain the current officers as listed below. John Lucas seconded the motion, which passed unanimously.

Kraig Bone, Chair; Jeff Breen, Vice Chair; Wendy Squires, Secretary/Treasurer.

REPORT FROM MERC REPRESENTATIVE

No report was given.

REPORT FROM SEMA REPRESENTATIVE

No report was given.

REPORT FROM MDNR REPRESENTATIVE

Cody Garner shared a copy of a recent Merlin report showing incidents in the region. The report shows what was reported and what MDNR responded to in each county.

He also informed the committee that when inspectors go out into the community they've been instructed to talk about open burning, and he shared a flyer with some talking points. He said a big issue lately has been individuals wanting to or burning tires. The flyer Mr. Garner shared includes information on rules of what can and cannot be burned, it mentions air quality issues when burning and lists alternatives to burning for some items. Tammy said she gets the Merlin reports via email and if anyone was interested, she could forward those reports.

ANNOUNCEMENT OF UPCOMING MEETINGS

Nov. 7, 2023

ADJOURNMENT:

Steve Vogt made a motion to adjourn the meeting. Wendy Squires seconded the motion, which passed unanimously. The meeting adjourned at 2:15 p.m.



Kraig Bone, Chairman

3/27/24

Date


Attest

3-27-24

Date