

MINUTES
Meramec Local Emergency Planning District
12:30 p.m.
Wednesday, March 27, 2024
MRPC Office
4 Industrial Drive, St. James, MO 65559

CALL TO ORDER:

Kraig Bone called the March 27, 2024, meeting of the Meramec Local Emergency Planning District to order at 12:34 p.m.

MEMBERS PRESENT:

Members participating in-person were Jeff Breen, John Marti, John Lucas, Kraig Bone and Sarah Tary. Jeff Arnold participated via Zoom.

MEMBERS ABSENT:

Brad Nash, Clyde Zelch, Doug Drewel, Scott John, Steve Vogt, Ron Hoffman, Kim Sallin, Linda Smith, Joshua Krull, Margaret Biolsi, Wendy Squires, Joshua Pearson, Mark Diedrich, Shawnee Douglas, Chuck Fisher and Floyd Haworth.

STAFF & GUESTS PRESENT:

MRPC staff present were Tammy Snodgrass, Linda Carroll, Samantha Sherman and Linda Loughridge. Participating guests were Brett Hendrix with SEMA; Hector Silva, OEM for Pulaski County; and Jordan Dillion with Phelps County Health.

APPROVAL OF AGENDA:

Tammy Snodgrass added an additional item to the agenda, the review and approval of corrected minutes from the August 2023 meeting. Jeff Breen made a motion to approve the agenda with the noted addition. John Lucas seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

John Lucas made a motion to approve the minutes. Jeff Breen seconded the motion, which passed unanimously.

The committee reviewed the revision to the August 2023 minutes. Jeff Breen made a motion to approve the revised minutes of August 2023. Jeff Arnold seconded the motion, which passed unanimously.

FINANCIAL REPORT:

Linda Loughridge, MRPC, presented the financials for the month ending Feb. 29, 2024. She informed the group that Tier II funds for this fiscal year had not yet been received. Overall, expenditures are running under budget.

Jeff Breen made a motion to approve the financials for the month ending Feb. 29, 2024. John Lucas seconded the motion, which passed unanimously.

OLD BUSINESS:

Annual Training Survey

Tammy provided a draft of the annual training survey which will be sent to EMS, law enforcement, fire and health departments to see what type of training they need. She said she updated the training per classes listed in the MERC catalog and removed the Hazmat Awareness Class as changes were coming regarding that class. Tammy asked the group if she should leave on the question asking about type and quantity of foam on hand. It was suggested to leave it on the survey but use the same verbiage as the fire marshal's office. The preferred foam to have would be fluorine free, as other types are hazardous.

Jeff Breen made a motion to approve the training survey as presented. John Marti seconded the motion, which passed unanimously.

Tammy said she would send the survey out in the next week or two.

Discussion on Adding Pulaski County to MLEPD per MERC Request

Tammy updated Hector Silva, Pulaski County EMD, on the MERC's request to add Pulaski County to the MLEPD. She explained that several attempts were made to contact the county commission and previous EMD to discuss Pulaski County joining the MLEPD, but there was no response. Hector indicated that he would like to be a part of the MLEPD saying he feels it would be a benefit to his community. He added that he would take it up with the commission.

Bonnie Prigge said several things would need to be done if Pulaski County does decide to join the MLEPD. She said the MLEPD plan would need to be updated to reflect the addition and the county level funds would need to be transferred to the MLEPD. When asked if the Pulaski County LEPC had a plan, Hector said yes but the last update was in 2019. He said with help from Brett Hendrix, he is in the process of updating the plan.

Tammy summarized for Hector the activities the MLEPD provides to the counties in its district. Some of those activities include putting together the training survey, updating the district plan every year, checking TIER II forms and maintaining a file of these records for the district, publishing the annual public right-to-know notice and conducting at least one hazmat tabletop exercise each year. Brett said it had been a long time since Pulaski County submitted a CEPF application.

Chairman Bone encouraged Hector to keep the discussion going by talking to the county commission, emergency responders, EMS, fire departments and the health department. He said total buy in by all those groups is needed. Bonnie added that if staff could be of assistance, they would be happy to meet with the Pulaski County commission to explain the process and discuss how they would like to proceed.

HMEP Training Grant Classes

Tammy reported the following hazmat classes were awarded through HMEP:

Crawford County: Hazmat Rapid Sizeup – requested by Bourbon Fire

Gasconade County: Hazmat Rapid Sizeup – requested by Owensville Fire and Gerald/Rosebud Fire

Maries County: Anhydrous Ammonia Awareness - requested by Maries Sheriff's Department

Osage County: Hazmat Rapid Sizeup - requested by Linn Fire

Phelps County: Railroad 101- requested by Phelps Health Ambulance

Dent and Washington counties submitted no requests for classes.

Staff Activities

Hazmat Classes – Tammy reported there were a couple of classes available, and anyone interested should sign up on the SEMA site.

Plan Distribution – Tammy said the plan was distributed last fall.

Membership – Tammy encouraged members to continue to think about someone they could recruit to help boost membership and attendance at meetings. Crawford and Dent counties currently have no representation on the board. She said there is also no representation in the areas of environment, transportation or from a community group.

The MERC has suggested contacting the University Extension office (for environmental) and Red Cross (Melissa Wilding out of Jefferson City) for potential members. Sara Tary said she works in the area of environmental at the Health Department. Jordan Dillon is also in the environmental area, but she is not yet a voting member. Jeff Breen said he would contact Judy Terry who is with the Red Cross in Phelps County. Jeff also mentioned that Crawford and Dent counties have new EMDs, and Dent County has a new fire chief. Brett Hendrix said he would reach out to

them. The MERC also suggested MoDOT as a source for a potential member to represent the area of transportation on the board. Jeff Breen said he would reach out to a MoDOT worker he knows.

Exercises – Tammy reported that she attended the Pipeline Association of Missouri training last fall, and more recently, assisted with a full-scale exercise at Phelps Health that was a state-wide exercise directed by the Missouri Hospital Association. She stated she worked with Jeff Breen and Wendy Squires on that exercise and is in the process of completing the after action report. Tammy said it was an interesting exercise and gives the district two options to submit for the annual report.

SEMA/MERC Grant Status – Tammy reminded the board that \$100,000 was requested but only \$30,000 was awarded. The funds were used to provide technician classes, which were held in the last few weeks. Jeff Breen mentioned they were very good classes and a total of 30-31 techs received this advanced training. He added that a scenario based practical test is coming up and said he would get back to Tammy with the date.

Status of MERC Legislation

Tammy reported both the House and the Senate have a version of the bill. In the House, it is order perfected by consent while the bill in the Senate has been read and sent to committee. If the bill isn't approved, TIER II funds go away after next year and there is no funding in 2025-26 for LEPCs/LEPDs and the MERC.

NEW BUSINESS:

Request from Clyde Zelch

Tammy said that Clyde Zelch has requested funds to attend the 2024 NASTTPO Annual Workshop April 22-25, 2024 in Charlotte-Southpark, NC. She that MERC had announced in an earlier email that CEPF funds can be used to attend the NASTTPO Annual Workshop. After a brief discussion about lack of funds and concerns about Clyde not being an active member, the board voted on the request.

Jeff Arnold voted to not approve Clyde Zelch's request for funding to attend the 2024 NASTTPO Annual Workshop. Jeff Breen seconded the motion, which passed unanimously.

Tammy said Linda Smith with the Osage County Health Department has requested to join the MLEPD. She will be replacing Chelsea Smith.

Jeff Breen made a motion to approve adding Linda Smith to replace Chelsea Smith on the MLEPD board. Sarah Tary seconded the motion, which passed unanimously.

Discussion of Annual Report Questions from MERC

Staff presented a revised Public Request for Information Procedures policy. In addition to requests for TIER II information, the revision reflects updated information on how requests for other MLEPD information are to be handled. The statement reads "All other records of the LEPC that do not include trade secrets or other sensitive information will be provided following Missouri Sunshine Law guidelines."

Jeff Breen made a motion to approve the revised policy on Public Request for Information. John Lucas seconded the motion, which passed unanimously.

Bylaws Change

Staff presented a change in the MLEPD bylaws. It currently says one of the duties of the chair is to co-sign checks. It has been updated to say, "cause to be signatures on checks." The change will be voted on at the June meeting.

Results of Discussion with MERC

Chairman Bone said he and Tammy, as well as Bonnie Prigge and Linda Loughridge, visited with Sarah at MERC just prior to the meeting today.

Tammy said the discussion with the MERC included the following topics:

- Sunshine Law – Where meetings should be posted, besides the building where the meetings are held. Tammy said the meetings are, and have been, posted on the MRPC's front door. Notices must be posted at least 24 hours prior to the meeting. This is all that is required by the Sunshine Law. However, to satisfy Sara's concerns, we will be sending meeting notices to each courthouse to be posted there as well.
- Electronic signatures – MERC is refusing to accept electronic signatures, even though it's been a law since 2003. In the future, staff will get wet signatures on all documents before submittal to MERC.
- Directors and Officers (D&O) Insurance – This is insurance that protects board members. The MERC is saying that this is an ineligible cost for TIER II funds. Tammy said the LEPD have asked MERC to provide, in writing, that the state would provide legal protection and be responsible for any associated costs. Jeff Breen suggested each county be charged a fee that could be used for things like D&O insurance if MERC is saying TIER II funds cannot be used to pay for this.
- Audits – The MERC has stated that no audit is needed. Linda Loughridge stated that she still recommends that the MLEPD have an audit done. However, the MLEPD has decided in a previous meeting to suspend audits for the time being.
- Missing TIER II Funds – Jeff Breen asked if anything was mentioned regarding the status of the missing funds. Tammy said she hasn't heard anything recently about the funds.

REPORT FROM MERC REPRESENTATIVE

No report was given.

REPORT FROM SEMA REPRESENTATIVE

Brett Hendrix reported the next quarterly stakeholder meeting and Integrated Preparedness Planning Workshop (IPPW) would be June 7 at 10:00 a.m. in Lebanon. He also mentioned that the Laclede LEPC would be conducting a Chempack functional exercise on June 20 in Lebanon, with June 27 as a make-up date. Mr. Hendrix said the SEMA Conference would be Aug. 26-29 in Columbia.

REPORT FROM MDNR REPRESENTATIVE

No report was given.

ANNOUNCEMENT OF UPCOMING MEETINGS

June 26 Aug. 28 Nov. 6

ADJOURNMENT:

Jeff Breen made a motion to adjourn the meeting. John Lucas seconded the motion, which passed unanimously. The meeting adjourned at 2:04 p.m.



Kraig Bone, Chairman



Attest



Date



Date