The Local Emergency Planning Committee held a meeting on Thursday, August 4 at 3:00 PM in the EOC. Members of the LEPC in attendance were Chad Cutshaw – GFFD, Kari Goelz – GF EM, Shawn Leach - GFAFB EM, Mike Torrey - Henningson Cold Storage, Lisa Botnen - City of GF, David Jones - GF County State’s Attorney, Shannon Lahaise - PSAP, Jon Simundson - GFSO, Delbert Streitz - GFPH, Mark Nelson - GFPD, Sheryl Austin - Altru, Chris Deitz - GFK Fire, Michael Hutton - CF Industries, Ryan Nelson - Enbridge, Marcus Lee - GFPH, Art Culver - Altru Ambulance, Eric Halstenson - JR Simplot and Donna Flaten GF EM.

I. Call to order
   Chairman Chad Cutshaw called the meeting to order.

II. Shawn Leach, GFAFB, made a motion to approve the minutes. Del Streitz, GFPH, second the motion.

III. Introductions

IV. New Business
   a) LEPC Organization Updates
      Kari explained the change in meeting dates for the LEPC will be held one month prior to the previously scheduled meetings in March, June, September and December. LEPC meetings will now be held on the first Thursday of each month in February, May, August and November.

   New Officers to the LEPC and Core Committee
   President - Chad Cutshaw, Grand Forks Fire Department
   Vice President - Sheryl Austin, Altru Health System
   Private Sector Members at Large
      Art Culver – Altru Ambulance
      Eric Halstenson – JR Simplot
   Planning Committee Chair - Donna Flaten, Emergency Management
   Training and Exercise Committee Chair - Jon Simundson, Grand Forks County Sheriff’s Department
   Public Outreach Committee Chair - Shawn Leach, GFAFB Emergency Management

   Members of the Training and Exercise Committee
   Chair: Jon Simundson, Grand Forks Sheriff’s Department
   Art Culver – Altru Ambulance
   Mark Nelson – Grand Forks Police Department
   Chad Cutshaw – Grand Forks Fire Department
   Nick West – County Highway Department
   Doug Walker – Homeland Security
   Mike Torrey – Henningson Cold Storage
b) Mass Fatalities Planning and Response for Rural Communities

This class was set up in response to the GFK Airport Exercise on September 21. The class is hosted by the Emergency Management Office and will be taught through the Rural Domestic Preparedness Consortium (RDPC) on Saturday, August 6th at the Grand Forks Public Training Center from 8:00 AM – 5:00 PM. Lunch will be provided.

c) Committee Project Updates

Planning Committee

The Committee met on Monday, August 2 to discuss updating the Grand Forks County Hazardous Materials Plan. Discussion included adding new information and making corrections to the basic plan, incorporating more accurate information including policies, procedures and requirements as outlined under Title III Section 303 of the Emergency Planning and Community Right to Know Act (EPCRA.)

Training and Exercise Committee

Jon Simundson discussed the upcoming GFK Full Scale Exercise that will be held on September 21, 2016 from 8:00 PM – 10:00 PM at the airport. Next planning meeting and final Tabletop Exercise will be held on Wednesday, August 24 at 9:00 AM at GFK airport conference room. Airpot and Aircraft Familiarization will be held on Thursday, August 25 at 5:30pm – 7pm in the basement classroom at Altru Hospital. Space will be limited.

Public Outreach Committee

Shawn Leach discussed the updates to the “Are You Prepared” booklet. Portions of the booklet will be assigned to committee members who represent the subject matter discussed in the booklet. An electronic PDF will be made available along with links to specific areas of the book. Discussion ensued on making the booklet available in different languages to reach citizens of all cultures. The booklet will be accessible on the city and the county websites and apps will be made available in the future. If you have any ideas for the booklet regarding actions that can be taken to save lives, reduce injury and protect property in the event of an event or disaster, please email Shawn Leach at shawn.leach.1@us.af.mil
d.) **Tier II Reports**

The Section 324 Notice will be published in the Grand Forks Herald on August 6, 2016. Section 324 of the Emergency Planning and Community Right to Know Act requires public notice at least once annually to inform the public of the means to access information about extremely hazardous substances that are manufactured, stored, and used within their community to include the emergency response plan, material safety data sheets, and inventory forms have been submitted under this section.

V. Open Discussion

1. Kari made a training request on behalf of Ag Depot. Preferred training on preparing paperwork for semi-truck DOT transport.

   Lion Technology, Inc involves hazmat training on line for a fee.

   The ND Department of Emergency Services (NDDES) sponsors a class on TRANSCAER® (Transportation Community Awareness and Emergency Response) focuses on assisting communities to prepare for and to respond to a possible hazardous materials transportation incident and holds classes locally for emergency responders.

2. Mike Hutton, CF Industries invited the members of the LEPC to a Community Interface Meeting sponsored by CF Industries that will be held on October 20 at the Alerus Center in Grand Forks. CF Industries is looking to involve the community and their customers in their operations and commitment to public safety and awareness.

3. Ryan Nelson, Enbridge Pipelines is involved in pipeline reporting for public outreach. Enbridge has a pipeline that runs south of the city of Grand Forks. There is a community grant available for $1,000 which Enbridge awards annually for hazmat training, exercise and planning.

4. David Jones, Grand Forks County States Attorney, spoke on liability for volunteers and volunteer groups in ND. The ND Insurance Reserve will cover liability under the action of a named member (ex. city or county.) Workforce Safety and Insurance (WSI) will cover volunteers if the sponsoring entity is paying an annual premium.

VI. Adjournment

Mark Nelson, GFPD, made a motion to adjourn the meeting. David Jones, State’s Attorney, seconded the motion. Meeting was adjourned at 4:15 pm.