

# **Grand Forks County LEPC Meeting**

## **Minutes**

April 7, 2016

3:00 — 5:00 PM

The Local Emergency Planning Committee held a meeting on Thursday, April 7 at 3:00 PM in the classroom in the basement of the Grand Forks Police Dept with 18 attendees.

A. Call to order

Chad Cutshaw, President of the LEPC, called the meeting to order.

B. Approval of Minutes

Del Streitz, GF Public Health made a motion to approve the minutes from last meeting. Mike Hutton, CF Industries, seconded the motion.

C. Introductions

Roundtable introductions were made including if they Chair or participate in one of the Planning, Training and Exercise or Outreach committees established at the last meeting.

D. New Business

a) Review of Committees, Chairs and Members

Kari read the list of committee members and Chairs for each of the standing committees

b) Core Committee and Quorum Discussion

David Jones, Grand Forks County State's Attorney suggested we designate a core committee of 6-7 people to formalize voting rights of the group. It could be a core group already in attendance such as the committee chairs, President, Vice President and Secretary, who would have the decision making authority for the group. A five day notice could be made before each meeting to ensure a proxy would be in place as needed. Mr. Jones will investigate the formalization of the committees and work on an organizational structure for the LEPC.

c) Committee Assignments/Projects

**Training and Exercise Committee** - In order to lessen the demands on city first responders, an overarching coordination effort should be made for all training and exercises. There are four components to a disaster and emergency planning which includes Preparedness, Response, Recovery and Mitigation. Kari suggested that the Training and Exercise Committee work within the LEPC to set up a Three Year Training and Exercise Work plan for public and private facilities. The Training and Exercise Committee would meet to coordinate and outline the training spectrum to include grant funding and availability.

**Planning Committee** – Grand Forks County Hazardous Materials Response Plan (HMRP) should contain information that community officials can use at the time of a chemical accident. The LEPC is required to prepare a comprehensive emergency response plan for the county which must be updated at least annually. The county HMRP was last updated in 2015 and needs to be reviewed by the Planning

Committee. Becky Ault, PSAP Director, reviewed the Hazardous Materials Worksheet. Any updates and changes to the Hazardous Materials Worksheet is the responsibility of the Planning Committee.

**Public Outreach Committee** – Del Streitz will coordinate with Shawn Leach, the Chair of the Committee, to send out the electronic version of the “Are You Prepared” booklet to committee members to begin transitioning the booklet to a Grand Forks County guide.

d.) Tier II Reports

Distro list for Environmental Incident Reports was discussed. Who is on the distro list and what are the city’s procedures for information notification of incidents? Notification checklists and Environmental Health was discussed by private facilities and the process if an incident occurs for rural response.

E. Open Discussion

Any reference materials and resources will be made a part of each meeting and will be sent out along with the minutes to members of the LEPC.

LeahRae Amundson, Public Works Coordinator, brought up communication and radio training for employees at PW. Discussion on Bank 5 training took place with Logan Gloss, GFK Airport, agreeing to teach radio communications along with Bank 5 frequency training.

F. Adjournment

David Jones, States Attorney’s Office made a motion to adjourn the meeting. Chad Cutshaw, GFFD second. Meeting was adjourned at 4:35 pm.