

DRAFT MINUTES

Loudoun County / Town of Leesburg Joint Local Emergency Planning Committee Meeting Minutes July 14, 2005

Meeting was called to order by Vice Chair Shultz at 0907 hrs. Chair Foley is out of town. Those in attendance were;

Name	Organization
Matthew Shultz, Vice Chair	Arcola-Pleasant Valley VFD Co 9
Dave Hunt	Leesburg Fire Company 1
Steve Johnson	Ashburn Fire & Rescue Company 6
Keith Brower	LCFR Fire Marshal's Office
Brian Rourke	Leesburg Police
Billy Ahalt	Loudoun County Sanitation Authority
Arthur B. Webb	Loudoun County Health Department
Denise McFarlane	American Red Cross
Brenda Rain	America On-Line, Inc.
Emad Youssef	Dynamic Details Inc.

PUBLIC COMMENTS:

- None

MEETING MINUTES:

- The minutes have been posted on the web-site from the previous meetings and are available for viewing.

CORRESPONDENCE:

- 6/8/05 Will Dickinson with Tetra Tech advised he wished to attend one of our meetings and requested date / location.
 - Replied to E-Mail request on 6/17.
 - Mr. Dickinson was not in attendance at this meeting.

FIRE MARSHAL'S REPORT: (Brower)

- Costco in Leesburg now reporting as EHS facility (batteries)
- Discussion regarding designation of funds for releases of hazardous material with no responsible party.
- Discussion to develop contingency fund with code enforcement monies to compensate clean-up companies for above.
- There has been an increase on convictions for environmental spillers. Enforcement has made several cases resulting in fines being paid.

DRAFT MINUTES

HAZMAT INCIDENT / TEAM REPORT: (Brower)

- Battalion 3 Chief out this morning representing County at another meeting.
- Several small incidents none releasing EHS materials. Mostly small hydrocarbon spills.
- HAZMAT 19 will be fully utilized as a HAZMAT response vehicle. Over the next few months the extrication “squad” equipment will be removed to make room for more HAZMAT response equipment.

COMMITTEE REPORTS:

- CERP
 - DRAFT update of CERP presented. Updates that remain incomplete were identified and responsible parties assigned to complete within 30 days. See matrix below;

CERP Updates

Section	Requirement	Assigned Person
2 E	Total number of Critical Hazard Facilities “_#_” Total number of Bulk Storage Facilities “0” “Facilities which are considered most likely to release a hazardous material into the community are those who use, store, or manufacture such substances in excess of the TPQ”	Danielle Gotthardt
3 D	Copy of Dulles Mail Facility plan for integration	Keith Brower
3 D	Copy of plan for Howard Hughes Center for integration	Steve Johnson
3 D	Relationship of the Loudoun County CERP to other Jurisdictions	Kevin Johnson
4 C-1	Need the reference number (SOP/FRG, etc) of the dispatch policy that references dispatch of a HAZMAT incident at an EHS facility.	Patty Turner
5-2	Description of Major Roadways	Matt Shultz
5 C	Update SARA Title III Facility Data Sheets based on current pre-plan information.	Battalion 3 Chief Bailey Chief Hale
7-B	Chemical information and Date from Loudoun Store Exercise.	Dave Hunt

DRAFT MINUTES

7-C	Complete the Police training matrix If there are various levels within any agency, please indicate same (Awareness, Operations, Technician, Specialist).	Brian Rourke - Leesburg PD
7 C	Complete the Fire & Rescue training matrix. If there are various levels within any agency, please indicate same (Awareness, Operations, Technician, Specialist).	BC Mike Ryan LCFR
Appendix C	Complete Facility Precautionary Measures matrix	Battalion 3 Chief Bailey Chief Hale
Appendix E	Provide text for Health Hazards, Vulnerability, Worst Case Scenario, and Emergency Action for Chemical Hazard Analysis matrix. All text will be formatted for final edit by Dave Hunt.	Battalion 3 Chief Bailey Chief Hale / Dave Hunt

Police Training Matrix

Agency	New Hire Training	Level	Hours	Annual Refresher	Level	Hours
Loudoun Sheriff's Office						
Town of Leesburg Police						
Town of Middleburg Police						
Town of Purcellville Police						

Fire & Rescue Training Matrix

Agency	New Hire Training	Level	Hours	Annual Refresher	Level	Hours
LCFR Career						
LCFR HAZMAT Team						
Co 1/20						
Co 2						
Co 3						
Co 4						
Co 5						
Co 6/23						

DRAFT MINUTES

Co 7						
Co 8						
Co 9						
Co 10						
Co 11/18						
Co 12						
Co 13						
Co 14						
Co 15/25						
Co 16						
Co 17						

OLD BUINSESS:

- Howard Dotson advised the spill response brochure could be made into a Spanish version using internal resources. It was recommended by Vice-Chair Shultz that a draft be distributed to local resources for review in the community prior to publishing to ensure readability.
 - Mr. Dotson is no longer with Emergency Management. Task to Kevin Johnson.
- Dave Hunt to clarify with Fire and Rescue Commission the stat of or future of the HAZMAT Team.
 - Training will be offered at some future date to upgrade volunteer personnel back to technician level. Details to come through committee.
- Howard Dotson reported the Fire & Rescue Commission has an annual budget of approximately \$2,500. Vice-Chair Shultz to get on Supervisor Jim Clem's schedule to address LEPC budget for 06'.
 - No update
- Recovery funds for spills with no spiller. Keith Brower of the LC-FMO advised he reviewed an article regarding this as a VA statewide issue. He believes it was sscav.org (VA Fire Chief's Association). He will report back with further information.
 - FM Gotthardt provided some EPA \$25,000 grant information. Requires County to "show need".
 - VA Fire Chief's Assn advised to contact the VDEM HMO on duty for now, and they continue to address the same issue.
- Meth Lab Awareness for First Responders
 - Problem discussed. Risk identified.
 - Mr. Brower advised he may have some resources that can teach a class.
 - Chief Shultz hosted a Clandestine Lab Awareness class taught by a DEA instructor for Co 9 and LCSO. FMO and Co 19 were unavailable due to running a LPG call. Recommends having class made available for all County Emergency Responders.
- Mr. Dotson presented information on Z-Cards for the Spill Brochure to get it out to the truckers. The cost is approximately \$4,500 for 2000 units.
- CERP distributed in current and draft format to Ms. Donella from Tetra Tech.

DRAFT MINUTES

- No comments received
- Mr. Webb from the Health Department advised there will be an October training course (1 day) in Forensic Epidemiology. More to follow, date TBD.
 - No update
- Chem-Packs are in place for Loudoun County for response to nerve agent exposure. Health Department has worked with the CDC in placement and will be working with the Loudoun OEM and OMD to get protocols set for use.
 - No update

NEW BUSINESS:

- Recommendation to create the following Committee groups;

Committee	Scope	Interested / Requested Personnel
Risk Analysis Committee	<p>Training Analyze the current in-service training being provided by Career, Volunteer Fire, Volunteer EMS, and County / Local Police Agencies. Report findings and make recommendations to comply with 1910.120(q)</p> <p>Development of a plan to utilize volunteer personnel resources and train such resources to the technician level.</p> <p>Create a plan and timeline to include training pre-requisites, medical screening, and course schedule.</p> <p>Facility Inspection Data Sheets and facility table updates.</p> <p>Ensure each facility has available paperwork to report issues and is invited to the LEPC</p>	<p>Brian Rourke Kevin Johnson Dave Hunt Linda Hale Joe Bailey</p>
Apparatus and Equipment	<p>Assess the current and future needs of the HAZMAT Team</p> <p>Ensure all apparatus and equipment is in service.</p> <p>Ensure location of apparatus is consistent with the current needs of the County.</p>	

DRAFT MINUTES

<p>Plan Test Committee</p>	<p>Develop a useful simulation to fully test the plan. (Table top in 2005, full scale in 2006)</p> <p>Organize the event(s).</p>	
<p>Finance and Funding Committee</p>	<p>Creation of a budget and coordination with the Board of Supervisors to create a county account to store funding. (Supervisor Jim Clem)</p> <p>Solicitation of funding from private sources to provide our goal of public awareness and right to know.</p>	<p>Keith Brower</p>
<p>Education Committee</p>	<p>Public appearances at local groups, and public events displays</p> <p>Development of "You Have A Right To Know" brochure;</p> <ul style="list-style-type: none"> • Outline activities • How to get more information • Distribution (locations) 	

NEXT MEETING:

- Motion to hold meeting at a member facility and incorporate tour after meeting conclusion.
- **The next meeting is scheduled for Thursday October 13 at 0900 hours (9 AM) at Loudoun County Sanitation Authority, 21254 Loudoun County Parkway, Ashburn, VA 20147. Billy Ahalt will be the LEPC POC. Directions will be made available prior to the next meeting.**

MEETING ADJOURNED:

- Meeting Closed at 0958 hrs.