

DRAFT MINUTES

Loudoun County / Town of Leesburg Joint Local Emergency Planning Committee Meeting Minutes October 13, 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
Tom Foley, Chair	Virginia Concrete
Matthew Shultz, Vice Chair	Arcola-Pleasant Valley VFD Co 9
John Tuthill	America On-Line
Keith Brower	LCFR Fire Marshal's Office
Dennis Welsh	Loudoun County Sanitation Authority

PUBLIC COMMENTS:

- None

MEETING MINUTES:

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

CORRESPONDENCE:

- Mr. Art Webb's comments for the CERP were received
- Bill Ahalt will not be in attendance
- Steve Johnson will not be in attendance
- Doris Donella will not be in attendance
- Danielle Gothardt will not be in attendance

FIRE MARSHAL'S REPORT: (Brower)

- Total containment vessel ordered from \$175K DEM grant
- Bomb Truck in CIP request
- Continue to look for funding for spills with no spiller

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HAZMAT INCIDENT / TEAM REPORT: (Brower)

- 19 of 25 calls HAZMAT 1 APR – 13 OCT 05'
- Spill Trailer moved from Training Center to FS-19. Apparently no western end stations wish to host the unit. Currently HAZMAT resources exist at FS-19, FS-01, and FS-18.

COMMITTEE REPORTS:

- CERP
 - Only 1 update received for CERP (Art Webb). Updates that remain incomplete were identified and responsible parties are asked to complete within 30 days. See matrix below;

CERP Updates

Section	Requirement	Assigned Person
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.	Chief Brandenburg
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 Scheduled through FEB 06'
7-C	Complete the Police training matrix If there are various levels within any agency, please indicate same (Awareness, Operations, Technician, Specialist).	Keith Brower – LCFR FMO
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 Schedule through FEB 06' for completion
Appendix E	Provide text for Health Hazards, Vulnerability, Worst Case Scenario, and Emergency Action	Battalion 3 Chief Dave Hunt

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for Chemical Hazard Analysis matrix. All text will be formatted for final edit by Dave Hunt.
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Police Training Matrix (Brower)

Agency	New Hire Training Provided to All Staff?	Level (Aware/Ops /Tech)	Number of Training Hours	Annual Refresher Provided to All Staff?	Level (Aware/Ops /Tech)	Number of Training Hours
Loudoun Sheriff's Office						
Town of Leesburg Police						
Town of Middleburg Police						
Town of Purcellville Police						
Fire Marshal's Office						

Fire & Rescue Training Matrix (Ryan)

Agency	New Hire Training Provided to All Staff?	Level (Aware/Ops /Tech)	Number of Training Hours	Annual Refresher Provided to All Staff?	Level (Aware/Ops /Tech)	Number of Training Hours
LCFR Career Staff						
LCFR HAZMAT Team						
Co 1/20						
Co 2						
Co 3						
Co 4						

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Co 5						
Co 6/23						
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 BUSINESS:

- 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.
 - Needs to be presented to Mr. Johnson and a reply is requested.
- Recovery funds for spills with no spiller. Keith Brower still looking in to
- Committee Recommendations – Need to address with larger membership meets

NEW BUSINESS:

- None

NEXT MEETING:

- **The next meeting is scheduled for Thursday January 12 at 0900 hours (9 AM) at America On-Line, 22110 Pacific Blvd, Dulles, VA 20166. Mr. John Tuthill will be the LEPC POC. Directions will be made available prior to the next meeting.**

MEETING ADJOURNED:

- Meeting Closed at 0953 hrs.
- Tour of the Loudoun County Sanitation Authority Ashburn Facility by Mr. Welsh.