



LEWIS COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

DATE: APRIL 5, 2021 | 10AM

LOCATION: HISTORIC COUNTY COURTHOUSE
BASEMENT CONFERENCE ROOM & ZOOM OPTION

AGENDA

1. **Call To Order:** Roll Call and Introductions
2. **Public Comment:**
3. **Meeting Minutes:**
 - a. Approval of Meeting Minutes from last held meeting.
4. **Old Business:**
5. **New Business:**
 - a. Nominations for Chair & Vice Chair
 - b. Review of LEPC Bylaws & Committee Member Expectations
 - c. Schedule of meetings moving forward
 - i. Proposed meeting schedule for 2021
6. **Spill Report:** Period of January 1 – April 5, 2021.
7. **Good of the Order:**
 - a. Partner Round Robin
8. **Adjournment:** Next Proposed Meeting, Monday June 7, 2021, 10AM



LEWIS COUNTY DIVISION OF EMERGENCY MANAGEMENT

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LEWIS COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

BY-LAWS

ARTICLE I - MISSION

The mission of the Lewis County Local Emergency Planning Committee (LEPC) is to facilitate emergency preparedness issues pertaining to SARA Title III, Hazardous Materials and related public safety matters. The activities of the Committee are as follows:

- Facilitate hazardous materials and related public safety preparedness efforts, including planning, training exercises and mitigation (preventative) measures
- Apply for and administer grants supportive of the LEPC non-profit mission
- Prepare, implement and maintain the Lewis County Local Emergency Planning Committee Hazardous Materials Emergency Response Plan
- The Lewis County LEPC shall annually review the Lewis County Hazardous Materials Plan and revise the plan as necessary. Upon revision, copies shall be submitted to the State. If no changes to the Plan are required, the LEPC shall provide the State written notification of the plan's review within thirty (30) days of the review's completion.
- Establish and maintain a system for managing the submission, in accordance to SARA Title III (EPCRA), of industry reports such as their inventories of hazardous chemicals on the Tier II form
- Establish location(s) for the public to review industry information
- Publish annual notice(s) that the SARA Title III information, including the emergency plan, MSDSs and inventory forms are available for review
- Conduct public awareness and education programs designed to create an informed and knowledgeable public
- Provide recommendations to appropriate organizations concerning hazardous materials response and preparedness
- Provide notifications, staff support and records keeping for all meetings

ARTICLE II - OFFICERS

Officers shall be elected at the annual LEPC meeting. The election shall be by simple majority of appointed members in attendance.

The Executive Committee shall be made up of the following elected officers:

Chairperson, elected by the Lewis County Local Emergency Planning Committee. Duties:

- Act as liaison to the Emergency Management Manager
- Endeavor to fulfill SARA Title III membership and committee compliance issues
- Preside over all general membership meetings
- Act as official representative of the Lewis County Local Emergency Planning Committee in the absence of another specifically designated member
- See that meetings are announced and or publicized in accordance with these By-Laws
- Act as a tie breaking vote in general membership issues
- Appoint Subcommittee Chairperson with confirmation of the general membership by simple majority
- Ex Officio member of all subcommittees
- Supervise the production, distribution, maintenance and exercise of the Lewis County Local Emergency Planning Committee plan as required under SARA Title III

Vice-Chairperson, elected by the Lewis County Local Emergency Planning Committee, who shall have the authority to act on behalf of the chairperson in the event of the Chair's absence. Duties:

- Shall act on behalf of the Chairperson in the event of the Chair's absence
- Retain all duties of the Chairperson at stated meetings and functions when the Chairperson is not available or if the Chairperson is unable to complete his/her term of office.
- Serve as Chair of the Executive/Finance Committee

The Lewis County Division of Emergency Management (DEM) shall provide coordination support for the Committee. Duties shall include but not be limited to:

- Ensure that minutes are taken at each meeting of the general membership and they are presented at the following meeting
- Ensure the distribution of those minutes to the general membership, interested parties, the media and the general public on request
- Ensure announcement of general membership meetings and events
- Maintain fiscal records of any LEPC funds (i.e., grant awards, donations, etc.)

ARTICLE III - REPRESENTATION

The Committee representation, at a minimum, shall be composed of all the required categories detailed in Chapter 118-40-160 WAC. These categories include:

- Local Elected Officials
- Law Enforcement
- Emergency Management
- Fire Services
- Emergency Medical Services
- Public Health Services
- Environmental Health Division
- Hospital
- Transportation
- Broadcast and Print Media
- Public Works
- American Red Cross
- The Salvation Army
- Owners & Operators of Facilities

The Lewis County Local Emergency Planning Committee, at its discretion, may establish additional categories of representation as the need arises.

ARTICLE IV - MEMBERSHIP

Each designated agency within a category shall be invited to specify a primary and one alternate member.

The member and alternate need not be from the same unit of the designated agency.

The member and/or alternate are considered to represent all units of their respective agency.

The member and/or alternate shall be responsible for keeping the entire organization they represent informed about the Lewis County Local Emergency Planning Committee activities.

Each designated agency within a category shall be considered a single voting entity when determining a quorum or conducting Committee business.

In the event of a vacancy, the Chairperson shall recommend a replacement to the Lewis County Board of County Commissioners. The designated replacement member must be a representative from the same category as the member being replaced. The Chairperson may consult with the affected agency in the category where the vacancy has occurred.

The Chairperson may declare the existence of a vacancy in the Committee and request the Board of County Commissioners appoint a replacement member whenever:

- A member resigns or fails to attend three consecutive regularly scheduled meetings.
- The actions of a member or alternate, as determined by the Chair and a majority of the Committee, are consistently unproductive or contrary to the goals of the Committee.

ARTICLE V - MEETINGS

The Executive Committee shall schedule meetings, which conform to the Washington Open Meeting Law requirements and be conducted in accordance with the most recent edition of Roberts Rules of Order.

The frequency of meetings shall be determined by need but shall occur at least once per calendar year.

The chair, or in the Chair's absence, the Vice-Chairperson, may call special meetings.

For purposes of voting, a quorum is defined as a minimum of four LEPC members present at any LEPC meeting.

ARTICLE VI - SUB-COMMITTEES

A number of sub-committees may be established for the purpose of carrying out the Committee's duties and assuring the work effort is equitably distributed among the membership.

Sub-Committee Establishment/Appointment of Members

The Chairperson may establish sub-committees, as the need arises, by a majority of the members present or designation with subsequent majority approval by the LEPC members.

Individuals with particular expertise, who are affiliated with a member organization, can participate in sub committee activities as technical advisors regardless of LEPC membership. They would not, however, have voting rights if not a LEPC member.

ARTICLE VII – Community Emergency Coordinator (CEC) and Alternate

As appropriate, the LEPC shall make a recommendation to the Board of County Commissioners (BOCC) (through the Division of Emergency Services Director) for the appointment of a Community Emergency Coordinator (CEC) and an Alternate CEC to receive notice of hazardous material incidents and enact the provision of the Lewis County ESF #10 Hazardous Materials Emergency Response Plan. These responsibilities are outlined in U.S. Code: Title 42, Chapter 116, Section 11003 a-g and the provisions of the Superfund Amendments and Reauthorization Act (SARA) Title III Emergency Planning and Community Right-to-Know Act (EPCRA), 1986.

ARTICLE VIII – BY-LAWS

By-laws may be amended through a process by which the proposed changes are distributed in writing to Committee members at least ten days prior to the next scheduled meeting and then adopted at the meeting by a favorable vote of 2/3 or a quorum or a majority of the members present, whichever is greater.

**APPROVED AND ADOPTED BY THE LEWIS COUNTY LOCAL EMERGENCY
PLANNING COMMITTEE November 26, 2019.**

MARK ANDERS, CHAIRPERSON



351 NW North Street, Chehalis, WA 98532 Mark Anders, Chairperson
Phone: (360) 740-1151 Fax: (360) 740-1471 Michaele Fries, Vice-Chairperson

Meeting Minutes

(Action items appear in bold and at the end of the minutes)

Tuesday, November 26, 2019

Lewis County Historic Courthouse, WSU Basement Conference Room
351 NW North Street, Chehalis, WA 98532

PRESENT: Andy Caldwell, Steve Mansfield, Jill Kangas, Lewis County Emergency Management; Michaele Fries, American Red Cross; Mike Kytta, Riverside Fire Authority; Mark Anders, PSE; Ken Cardinale, Chehalis Fire Department; Ryan Trotter, KELA Radio; Annie Merritt, WA ST EMD-SW Region LEPC Coordinator, Kim Mask, WA St EMD, and Clark Hislop, PNE-CCS.

1. Call to Order – Andy Caldwell, DEM

The meeting was called to order by Andy Caldwell at 1:42 p.m. due to the delay of Chair Mark Anders, and request of Vice Chair Michaele Fries. A quorum was met to conduct business.

2. Introductions - All

After Andy Caldwell reminded participants of emergency procedures and facilities locations, self-introductions were made. As well as current committee members, several new participants were present that are pending Board of County Commissioners appointments, and two people representing State Emergency Management.

3. Meeting Minutes – June 30, 2016

A motion to approve the June 30, 2016 meeting minutes was made by Mike Kytta, seconded by Michaele Fries. Motion carried.

4. Election of Officers – 2020-22

A motion to retain Mark Anders as Chair and Michaele Fries as Vice Chair was made by Steve Mansfield, seconded by Mike Kytta. Motion carried.

5. Business

a. Review of Sara Title III Tier II reports. Jill Kangas passed around a list of the Tier II reporting agencies that indicated what reports have been received for 2018. She requested all present to ensure their company was in compliance and that not all on the list had been received. Chair Mark Anders indicated he would be following up on those that had not responded. Jill Kangas also indicated she will submit a copy of her report to the Ecology Department.

b. ESF # 10 Hazardous Materials Response Plan Review and Adoption. Jill Kangas indicated the current revisions were housekeeping involving date, name, title changes and some insertion points required for the Limited English Proficiency (LEP) laws that are new. She indicated with the additional staff position added this year, they would be able to do a more thorough revision next

year. Annie Merritt indicated she had conferred with Susan Forsythe at State EMD and they will have some additional recommendations for next year. **A motion to approve the ESF # 10 Hazardous Materials Response Plan, Revised November 26, 2019, as mailed,** was made by Mike Kytta, seconded by Michalle Fries. Motion passed unanimously.

c. Recommendations – Community Emergency Coordinator (CEC) and Alternate CEC.

Andy Caldwell explained the law requires every community to appoint a CEC (and Alternate) to receive all spill reports and activate the plan as necessary. He is the contact when the 911 Communications Center receives other incident reports, so it makes sense that he fill this role as well.

Steve Mansfield added that Emergency Management is not a responder. Fire Services, and often Ecology on the on-scene responders for spills. Mark Anders reported that Puget Sound Energy (PSE) works directly with Ecology on their spills and he thinks the other larger companies do as well.

Andy Caldwell mentioned that the Alternate CEC is William Teitzel, Lewis County's Code Compliance Officer.

Motion was made by Mike Kytta, second by Michaelle Fries to make a recommendation, signed by Mark Anders, to the BOCC for Andy Caldwell, to serve as 2020-21 CEC and William Teitzel, Alternate CEC. Motion carried unanimously.

d. By Law Revisions

After a brief discussion, the By Laws were tabled until the next meeting.

6. Other Reports

a. 2019 Exercise Reports

Andy Caldwell reported on the two hazardous materials exercises conducted this year. Both were hosted by Riverside Fire Authority. The first was BNSF Railroad Safety held June 18 & 19, 2019. The second was Responder Safety with Natural Gas Emergencies, September 21, 2019. In total, 52 responders were trained in these sessions. Andy Caldwell indicated he learned quite a bit about the abilities of gas to travel along underground lines and pop up in other locations. A copy of the report is attached to these minutes.

Mark Anders, Operations Manager for the Jackson Prairie PSE site, indicated he also hosted an open house and conducted an overview of gas properties with a tour of the Jackson Prairie PSE site. He invited anyone interested to give him a call and he'd be available to do the same program again.

b. Reconsideration of relationship with City of Centralia

Andy Caldwell reported the Prosecutor's Office is currently looking into the legality of DEM providing LEPC services (including accepting and managing Tier II reports) without them paying the same fees the rest of the county pays. In the future Centralia may need to either become part of the County's program, or provide all their own services.

A discussion reflected on the history of the City of Centralia deciding to opt out of the County Emergency Services contract in 2005. They established their own CEMP and program. It may be decided the LEPC program should be one of the programs Centralia does for itself or contributes to the cost.

Caldwell was quick to indicate there will not be a loss of information during the evaluation period. DEM will still receive and store a copy of the records; however, Centralia and the facilities would be informed they need to work together in the future.

Mark Anders added that while it is difficult for small agencies to fulfill all requirements, it is necessary that these things be done for the safety of the community.

c. ATF Information Notifications. Kim Mask indicated she is now receiving, and forwarding on to the local LEPCs, explosive reports from the ATF. There are several sites in Lewis County that are affected: Dyna-nobel and fireworks in both Bunker Creek and Winlock. There is an expectation that the local LEPC is forwarding that information to the appropriate agency within the County. **Andy Caldwell stated he would like to have further discussion with Kim Mask on the issue of ATF information and the appropriate notifications.**

d. Local Designations of State Patrol as Incident Command in Hazardous Materials incidents. Steve Mansfield indicated there might be a future need to revisit the relationship between local responders and State Patrol to ensure roles and responsibilities are clear. Mike Kytta indicated it may not be the best, but responders have found a way to work things out, and it is important to keep State Patrol in the loop because they have options for funding resources that the local agencies do not have.

e. Future Project to work with large agencies

Mark Anders suggested in the future it may be a good idea for the LEPC to work with the 5 big storage facility agencies that have potential issues and make sure everyone knows their roles. Once those are done, take the next 5 and do the same thing to get the partner agencies together.

f. Clark Hislop from CSS-Industrial Services (cleanup service) reported they have offices in Longview and Aberdeen and are available to response to spills, including water response. He can be reached at: 360-218-8908 or www.Clarkheccs-PNECO.com. Mark Anders indicated he has worked with him in the past and was very satisfied with their work.

Adjournment – Having no further business, the meeting was adjourned at 2:50 p.m.

ACTION ITEMS:

Task	Name
Approval of June 30, 2016 minutes	All
Election of Officers, Chairperson Mark Anders, Vice-Chairperson, Michaelle Fries.	All
Review of SARA Title III, Tier II reports	All
Adopt 2019 ESF # 10 Hazardous Materials Plan as amended, submit to SERC	All Jill Kangas
Recommend Andy Caldwell as CEC Coordinator, William Teitzel as CEC Alternate, 2020-21, to BOCC	All
By Laws – Tabled until next meeting	Andy Caldwell
Review ATF information flow	Andy Calwell Kim Mask
Motion to Adjourn	All

LEPC Meeting

Report on Training Exercises

11-26-19

There were two training exercises this past year. Both were hosted by Riverside Fire Authority staff.

1. **BNSF Railroad Passenger Train Emergency Response – (Two - 8 hour Classes)**

June 18 – 19 Responders Attended

June 19 – 12 Responders Attended

Participants began with classroom instruction by Amtrak and BNSF staff, then transitioned to the Centralia rail yard for hands on stations with working rail equipment. Techniques for extricating patients from both Amtrak and rail engines were reviewed.

2. **Responder Safety with Natural Gas Emergencies – September 21, 2019 (4 Hour)**

21 Lewis County Responders participated

Representatives from Puget Sound Energy, Seattle Fire Department Haz-Mat and Williams Pipeline demonstrated a working natural gas system and conducted a local tabletop exercise.