

**Franklin County
Local Emergency Planning Committee**

**Meeting Minutes
January 23, 2014**

Present: Ryan Buckingham, Gary Little, Mona Sandefur, Ronda Koch, Gayla Sink, Donna Gear Fisher, Jennifer Melvin, Shawna Lawson, Rich Good

Ryan Buckingham, Franklin County LEPC (FC LEPC) Chairperson, called the meeting to order at 10:03a.m. The meeting was held at the Franklin County Hospital Board Room, Benton.

FC LEPC members were asked by Ryan Buckingham if attendees had time to review the meeting minutes that were sent out to members earlier in the week. Members responded affirmatively. Gayla Sink made a motion to approve the August 2013 meeting minutes, Mona Sandefur seconded.

Correspondence

Secretary, Ronda Koch, provided correspondence received for the FC LEPC at the Health Department to Ryan. No significant discussion of any correspondence took place.

Announcements

- There were no requests for public information or Tier II reports.

Training/Exercise/Education

- Ryan Buckingham shared that they received good feedback on a training exercise that was conducted on October 21, 2013. He gave an overview of the exercise, a truck overturned that was carrying hazardous materials. This allowed the fire department to practice foam application to hazardous materials and for EMS and Franklin Hospital to practice their work with contaminated patients.
- Donna Gear asked about training for the CRHPC staff, particularly active shooter/workplace violence training, and having FC EMA walk through to determine what training might be beneficial to them.
- Ronda Koch presented that since the earthquake training exercise had been pushed to August; that she was looking for alternative ideas for a training exercise for this grant year. One option would be a Closed POD Tabletop exercise for those agencies that have committed to becoming a Closed POD partner or are seriously interested. Exercise will include Franklin-Williamson Bi-County Health Department (FWBCHD) staff working at the dropsite. This would allow Closed POD partners to participate in the following year's SNS tabletop exercise with all FWBCHD staff.
- Gary Little announced that he is looking for volunteers for a Planning Team for Mass Casualties training exercise.

Resources & Grants

- Ryan Buckingham stated that the HMEP Grant had been re-filed. Changes had been made to the grant, it now requires a 20% soft match of funding.
- Ronda Koch stated that the Closed POD Grant had not been obtained.

Old Business

- Tier II reports deadline for the facilities that store hazardous materials report their stock to the state by March 15, 2014.
- 17 graduated from the CERT class.
- Cindy Webb, a FC EMA volunteer, will be helping teach CERT classes.
- No changes to report for the MRC.
- Ryan Buckingham announced that he is wanting to hold a Public Safety Fair—which is an opportunity to exhibit all equipment purchased and for FC EMA and hospital to interact with the public.

New Business

- Ryan Buckingham announced the need for the election of LEPC Officers for 2014 (Chair, Vice Chair, Sec, PIO, Emergency Coordinator). Gayla motioned that all current officers retained their positions Donna seconded, PIO and Emergency Coordinator still need to be filled.
- There was a discussion with Shawna Lawson about further updates to the LEPC Registry.
- Meeting dates are confirmed for the rest of the year.
- Ronda Koch announced that she would be talking to the hospitals about Hospital/EMA/Review/Training on SNS Requesting procedure and Ham Radio Test for SNS.
- Ronda Koch announced that she needed to update the numbers for employees, volunteers, part-time, etc. for review of the County Planning data. Discussion took place with Gayla Sink about county numbers and it was determined that the figure submitted earlier is still a good estimate. FC EMA needs to review their staff, including EMA volunteers CERT volunteer numbers and provide to Shawna and Ronda.
- Ryan Buckingham announced that the Hazard Mitigation planning process would be starting back up, there would be 4 planning meetings in about 18 months. He requested that as many members show up as possible.
- Ronda Koch announced that she would be reviving the Community Respiratory Protocols, coming out of the Respiratory Emergency Planning Committee meetings after the May 8, 2009 derecho in which extended power outage left those with home medical equipment, vulnerable, particularly CPAPs, BiPAPs, and portable oxygen. She said that a public campaign launch and education/training exercises would be planned for this next year. She also stated that the information on charging shelters would be updated, after talking with Sandy Webster from American Red Cross.

Upcoming Meeting

- April 17, 2014 2 10:00 a.m., Franklin Hospital Conference Room, 201 Bailey Lane, Benton

Adjournment

With no further business to come before the committee, Donna Fisher made a motion to adjourn the meeting, seconded by Ronda Koch. Meeting was adjourned at 11:13 a.m.

Minutes provided by FC LEPC Secretary, Ronda Koch/Shawna Lawson