



# Warren County Local Emergency Planning Committee

September 19<sup>th</sup>, 2024 Meeting Minutes

**Members in Attendance (In-Person):** Frances Ficke (Chairman), John Franks (Vice Chairman), Sydney Renner (Secretary), Melissa Bour, Gary Estes, Michael Hannigan, Paul Kindell, Gary Langdon, Brooke Matzen, Martin Russell, Dennis Waldbillig

**Members in Attendance (Virtually):** N/A

**Guests (In-Person):** Keith Wise

**Guests (Virtually):** N/A

<b>I. Call to Order</b>	
- LEPC Chairman Frances Ficke commenced the meeting at 1:31 PM.	
<b>II. Welcome &amp; Introductions</b>	
- Frances Ficke introduced herself and went around the room to introduce those in attendance. Because there were more members than non-members present, a quorum was reached.	
<b>III. Approval of Minutes</b>	
- Frances Ficke reported that the previous meeting minutes were sent out to the LEPC members for review via email. The motion to approve the previous meeting minutes as written was made by Chief Hannigan and seconded by John Franks. The motion passed.	<b>RECOMMENDATION/ACTION:</b> None.
<b>IV. LEPC/SERC Reports</b>	
<b>LEPC Coordinator Update:</b> - Frances Ficke reported that on August 11, 2024 (8-11 Day), social media posts were published encouraging people to call before they dig. Also, created a Citizens Preparedness Newsletter focused on 8-1-1. This was a project that came from the trend in the calls of note from the previous quarter.	<b>RECOMMENDATION/ACTION:</b> None.

<ul style="list-style-type: none"> <li>- Ms. Ficke recapped that they had received a report on August 7<sup>th</sup>, 2024, about hydraulic fluid getting into a neighborhood pond from nearby construction. Frances and team coordinated an assessment with Ohio EPA, in which there was no significant spill documented.</li> </ul>	
<p><b>SERC Update:</b></p> <ul style="list-style-type: none"> <li>- No present.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>V. New Business</b></p>	
<p><b>Hazardous Materials Spills &amp; Events in Warren County:</b></p> <ul style="list-style-type: none"> <li>- Frances Ficke shared the quarterly recap of hazmat related spills and events. There was an increase in total number of calls but that follows the trend of work being done in warmer months.</li> <li>- Sydney Renner stated that we should begin seeing an increase of “odor inside” calls as we move into cooler months and people spend more time indoors.</li> <li>- There were no specific calls of note.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>LEPC Exercise:</b></p> <ul style="list-style-type: none"> <li>- Frances Ficke provided a report of the status of the 2025 LEPC Full Scale Exercise. She stated that the exercise planning committee has met and decided on doing an exercise with Wayne Township Fire. The exercise will take place out near Caesar’s Creek. A date has not been finalized yet, as we are waiting to hear back on which of two dates works best. Ms. Ficke said the exercise will test 9 objectives. Currently, in the process of confirming participants.</li> <li>- Paul Kindell inquired on what the scenario will be. Frances shared that it will a transportation based released, with an accident causing the chemical to spill from a nurse tank.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>Changes to Memberships/Officers:</b></p> <ul style="list-style-type: none"> <li>- Frances Ficke shared that Alyssa Hardin, the LEPC’s secretary, has moved and is longer with Warren County. That being said, the LEPC needed a new secretary. Ms. Ficke stated that Sydney Renner had volunteered to serve as secretary. Brooke Matzen made a motion for Sydney to be the new secretary, and it was seconded by Chief Hannigan. The motion passed.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>

<p><b>HazMat Plan:</b></p> <ul style="list-style-type: none"> <li>- Frances Ficke summarized the updates made to the HazMat Plan, and mentioned that no additional edits had been made to the plan since the final version was emailed out to the LEPC for review.</li> <li>- Ms. Ficke asked if anyone had any comments or questions. Brook Matzen mentioned that on page 13, the language stated “GCHMU may respond to HazMat events within WC when requested as outlined in the Local Fire Chief’s Response Plan.” Brooke suggested the wording to be changed as each jurisdiction has their own operating procedures. The committee agreed to change the wording to “GCHMU may respond to HazMat events within WC when requested as outlined in the local jurisdictional operating procedures.”.</li> <li>- John Franks inquired about the mention of RadarOmega on page 6 and wanted to know more about what it was. Gary Estes shared that Tom Johnstone at NWS has access to the platform, and discussed the different tools RadarOmega and the new weather stations within the county provide to our jurisdictions. Sydney Renner also pulled up the RadarOmega platform to show the committee what was being discussed. No changes were made based on this discussion.</li> <li>- Brooke Matzen made a motion to adopt the updated, with the changes incorporated at today’s meeting, <i>Warren County EOP Hazardous Materials Annex: Chemical Emergency Response &amp; Preparedness Plan</i>. Chief Hannigan seconded. The motion passed.</li> <li>- Ms. Ficke reported now that the LEPC has officially adopted the updated HazMat Plan through vote, she will submit the Plan and corresponding documentation to the SERC.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b></p> <ul style="list-style-type: none"> <li>- Frances Ficke will submit the updated HazMat Plan to the SERC.</li> </ul>
<p><b>VI. Partner Reports</b></p>	
<p><b>Business:</b></p> <ul style="list-style-type: none"> <li>- Not present.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b></p> <p>None.</p>
<p><b>Commissioner’s:</b></p> <ul style="list-style-type: none"> <li>- Martin Russell reported that they are in the heart of budget season. He stated they are trying to determine what next year may look like.</li> <li>- Mr. Russell also shared details about the DC Fly-In, himself and other county partners took part in last week. The Fly-In is an opportunity to meet with our elected officials and discuss policy changes. Martin shared that 85-87 people went this year. If anyone is interested in attending in the future to reach out.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b></p> <ul style="list-style-type: none"> <li>- If anyone is interested in attending future DC Fly-Ins to reach out to Martin Russell.</li> </ul>

<p><b>Environmental Protection Agency (EPA):</b></p> <ul style="list-style-type: none"> <li>- Keith Wise, Ohio EPA, reported that they are now operating with two OSCs (on-scene coordinators), who rotate being on-call every other week. They are working on having a third person to assist during overnight hours.</li> <li>- Sydney Renner asked who the second OSC currently is. Mr. Wise shared that it is himself, and Toni Carmichael (who is now back in the SW). Alyssa Corbeil had moved into another role.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>Fire/EMS:</b></p> <ul style="list-style-type: none"> <li>- No report.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>HazMat:</b></p> <ul style="list-style-type: none"> <li>- Brooke Matzen, Greater Cincinnati HazMat, reported that they will be at Lebanon Fire’s Public Safety Day on October 12<sup>th</sup>, 2024, as well as St. Benard’s Open House on October 5<sup>th</sup>, 2024.</li> <li>- Ms. Matzen also shared that it is “white powder season”. She cautioned to not open packages that look suspicious. If an incident were to occur, to call GCHMU and/or Rick Maier with the FBI. Brooke did mention that if a polling location has a white powder incident, that the local fire department has to close the polling location before the FBI can investigate.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>Hospitals:</b></p> <ul style="list-style-type: none"> <li>- Not present.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>National Weather Services (NWS):</b></p> <ul style="list-style-type: none"> <li>- No report.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>Public Health:</b></p> <ul style="list-style-type: none"> <li>- Not present.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>American Red Cross:</b></p> <ul style="list-style-type: none"> <li>- Not present.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>

<p><b>Solid Waste:</b></p> <ul style="list-style-type: none"> <li>- No report.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>Sheriff's Office:</b></p> <ul style="list-style-type: none"> <li>- Not present.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>Telecom:</b></p> <ul style="list-style-type: none"> <li>- Paul Kindell reported that on September 1<sup>st</sup>, 2024, Crowne Castle had an outage due to a power failure. This outage impacted Warren County via the fiber lines being down. These lines are the core network for all 911 calls and the connection to Lebanon Dispatch. The outage lasted until September 3<sup>rd</sup>, 2024. During this time, back-up links worked as designed. Paul stated that the good news is that they were really the only ones that knew the outage happened.</li> <li>- Mr. Kindell also shared that they are working on encrypting talk groups for the law channels. There are currently 32 talk groups, and the goal is to make approximately half encrypted. Paul said these will be available for large events.</li> <li>- Melissa Bour asked if the state will have access to the encrypted channels. Paul said they should.</li> <li>- Lastly, Mr. Kindell shared that he is working on updating the Regional Interoperability Plan, which hasn't been done in a while.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>Transportation:</b></p> <ul style="list-style-type: none"> <li>- No report.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b> None.</p>
<p><b>Warren County EMA:</b></p> <ul style="list-style-type: none"> <li>- Sydney Renner reported that Alyssa Hardin left at the beginning of July. Since then, WCEMA has hired EMA Specialist Matthew Mumma. As we move into the next planning cycle, you may start to see emails from him.</li> <li>- On July 30<sup>th</sup>, 2024, Warren County experienced an EF1 Tornado near the Blanchester area. Ms. Renner said they had the chance to work with the volunteer groups American Regulators, Team Rubicon and Warren County CERT, as well as the County Engineer's Office for debris clean-up. This was the first time they worked with American Regulators and were very pleased with the partnership.</li> </ul>	<p><b>RECOMMENDATION/ACTION:</b></p> <ul style="list-style-type: none"> <li>- Reach out to Sydney Renner or Frances Ficke to coordinate site visits.</li> </ul>

- Additionally, Ms. Renner stated that they are getting ready to begin the next update of the Hazard Mitigation Plan (HMP). WCEMA will be reaching out to partners for their involvement.
- Lastly, Sydney shared that they are interested in getting out to more Tier II facilities for site visits. If of our partners are interested in hosting us or know of a facility that would be willing to host us, please reach out.

**VII. Miscellaneous Topics of Discussion**

- These meeting minutes as well as other documents from today’s meetings can be found on the LEPC’s ShareFile: <https://warrencountytelecommunications.ShareFile.com/home/shared/fo95da5c-a3f3-4fcb-8a5c-38cfb8746dc9>

**VIII. Next Meeting**

- This was the last scheduled meeting for 2024. The next meeting will take place in 2025. The following are the scheduled 2025 meeting dates. Calendar invites for these meetings will be sent out following the meeting.
  - o January 25<sup>th</sup>, 2025, at 1:30 PM
  - o May 15<sup>th</sup>, 2025, at 1:30 PM
  - o September 18<sup>th</sup>, 2025, at 1:30 PM
- All meetings will take place at the Warren County Emergency operations Center (EOC) at 520 Justice Drive in Lebanon, unless otherwise noted. The meeting will also be available over TEAMS.

**IX. Adjournment**

- Dennis Waldbillig made a motion to adjourn the meeting and John Franks seconded the motion. The motion passed. The meeting adjourned at 1:55 PM.