

Richland County LEPC
Meeting Minutes
July 16, 2020

Members present:

Chris Kanable – ARES/RACES	Ben Lesko – Rockwell Automation
Brandon Fetterly – UW Richland	Jon Bosworth – Richland School District
Darin Gudgeon – RCEM	Zach Thayer – Schreiber Foods - East
Steve Bauer – Rockwell Automation	Rose Kohout – Richland County H&HS
Sean Gary – Schreiber Foods - East	Amber Burch – RCEMS
Steve Krueger – RC Water Utility	John Heinen – JT Heinen Global
Vicki Edges – Foremost Farms	Brian Jones – RCFD
Kerry Gulsrud – RCRE	

1. **Meeting called to order** at 6:01 PM by Brandon Fetterly and a roll of all in-person and virtual participants occurred.
2. **Proof of notification** was provided by Darin Gudgeon. It was reported that notification was provided to the County Clerk's office, published, and posted on the Courthouse board.
3. **Motion to approve agenda** by Chris Kanable, seconded by Zach Thayer. Motion carried.
4. **Approval of minutes** from the June 20, 2019, meeting occurred after Chair Brandon Fetterly inquired on whether participants had any comments on the minutes. Hearing none, the Chair declared them as approved.
5. **Director's report** included discussing EPCRA administration. Participants were encouraged to be safe and to socially distance themselves during Hazmat events.
6. **Public Comments and Input:** There were no members of the public present at the meeting and, accordingly, no comments were made.
7. **EPCRA Plan of Work**

a) Administration: Election of officers for 2021 was considered and discussion revealed that the current holders of the positions of Chair, Vice-Chair, and Secretary agreed to continue to serve in these roles. In response, Chris Kanable moved to approve having Brandon Fetterly continue as Chair, Zach Thayer as Vice-Chair, and Rose Kohout as Secretary. Vicki Edges seconded the motion. No discussion occurred and the motion carried.

The LEPC Membership list was reviewed and known changes made. Changes included: adding Roger Petrick and Steve Herbst, Marty Brewer-County Board Chair, Kerry Severson-EM Committee Chair, Lauren Moe-Richland Center Police Department promotion, Ken Light-Plant Manager, Richland County Sheriff's Department's new Chief Deputy and Sergeant. John Heinen will follow up with Burlie Williams of the American Red Cross regarding the identity of their representative. Dawn Kiefer from the Richland Observer and Clinton Langreck, Richland County Administrator were also mentioned. This was an update and new members will be reflected in the meeting minutes for distribution only.

LEPC Bylaws had been provided to members prior to the meeting and were reviewed. An update on page three, section four was brought to the attention of participants and the language states that election of officers generally occurs in April every year. It was discussed that if a meeting is held before September, it would be a better plan to have officers in place for the time frame of October 1-September 30. At this time, Chris Kanable moved to approve changes in the Bylaws. Steve Bauer seconded the motion. There was no discussion and the motion passed.

The Agreement for Hazardous Materials (Haz Mat) Response Services was next on the agenda. Darin Gudgeon explained that four counties (Vernon, Richland, Iowa, and Crawford) formed a consortium, with Vernon County as the lead, to provide Haz Mat services to fellow members. Iowa County provides personnel and equipment. A Type III team has been trained by NFPA 472 standards. While the plan, itself, was most recently updated in 2019, this section of plan was approved and will be in effect until 2021. It was discussed that Vernon County's Corporation Counsel drafted the part of the plan that indicates, in cases where a hazardous material spill occurs, the entity responsible for the spill is liable for costs associated with the response/clean up. Emergency Management Directors are obliged to bring the plan before their respective LEPC committees for recommended changes. Mr. Gudgeon reported that the only addition he recommended was the adding the name of the Richland County Administrator to the document. The signature of the County Administrator would occur in lieu of that of the County Board Chair, unless the County Board chooses otherwise. With the recommendation of the LEPC, this topic would be placed on the August County Board meeting agenda for approval. At this time, Darin Gudgeon moved to add the County Administrator to the document as a signatory. Amber Burch seconded the motion. No discussion occurred in response and the motion carried.

John Heinen spoke about exercise requirements for 2020 that are still in play and that a workshop or tabletop exercise would be required. Reunification for schools utilizing ICS principles is one topic that could form the basis of an exercise. A regional workshop focusing on cybersecurity is also being considered. An After Action Review (AAR) capturing a regional response to the COVID-19 pandemic is being created. This AAR includes the efforts of fourteen counties and the State EOC. Richland County is currently preparing its own COVID-related AAR. There was a desire to hold a full-scale exercise, however, the county's Coronavirus response meets the definition of a full-scale exercise. The new exercise cycle begins on October 1, 2020, and a new schedule/plan will need to need to be determined.

b) Approve Updated EPCRA Facility Off-Site Plans:

John Heinen stated that ten off-site plans required review.

Novares (formerly known as Miniature Precision Components-MPC) will cease operations at the end of October. In order to assure that enough staff would be available to finish orders, employees were granted a 25% wage increase and a severance package was provided to encourage retention. The plant will need to be inspected after closure to ensure that all hazards are identified and managed. An inventory of what is and is not present will occur. Sulfuric acid, liquid Nitrogen and polymer resins are utilized at the plant and it is expected that there will be a change in the quantity of resins over the summer. Tina Schweitzer is the Novares contact. A 2020 Tier II plan will need to be filed with the State in February 2021 to finalize 2020 activities.

At Premier Cooperative, there has been a change in the quantity of liquid fuels. Diesel is currently at 232,000 pounds and gasoline at 200,000 pounds. Those are set to decrease down to 24,000 pounds for diesel and 3,500 pounds for gasoline. Premier Coop's terminal head at McFarland allows for the direct shipment of fuels to customers. The tank farm located at the plant is set to be decommissioned next

year. Mr. Heinen reported that Premier's supply of Potash has decreased from 900,000 to 600,000 pounds. There have been no other changes.

At Alcam, some chemicals used in cleaning have increased in volume. Phosphoric Acid increased from 750 to 2,427 pounds; Caustic Soda (liquid) went from 1,250 to 4,274 pounds; Potassium Hydroxide moved up from 1,785 to 2,640 pounds; and Nitric Acid also increased. There was a decrease in Sodium Hypochlorite which dropped from 454 to 96 pounds. The presence of Lactic Acid onsite was questioned and an increased amount is possibly being held in inventory. Ecolab is able to provide Alcam with the supplies it requires for cleaning and disinfection.

Foremost's plan was reviewed next. It was reported that Ken Light is the primary coordinator at the facility. With regard to chemicals onsite, the amount of Sulfuric Acid has decreased. Sodium Hydroxide and Sodium Hypochlorite have increased and Paracetic Acid has doubled. There has also been a change in the amount of Ammonium Hydroxide present at Foremost. The hazard vulnerability zone would be four miles given the types and amounts of chemicals onsite. There has been no change in resources or shift work schedules.

At Schreiber West, Anhydrous is present in the same amount. Sulfuric Acid has slightly increased, as has Sodium Hydroxide and Lead. Nitric Acid has doubled in the volume present. The hazard vulnerability zone for these substances would 0.1 mile.

Schreiber East has increased the amount of Sulfuric Acid available at its plant. Otherwise, no other changes in either hazardous substances or resources was reported.

At RC Renewable Energy, there are 2000 pounds of polymer acetate emulsion available. Formic Acid for cleaning is exposed to blowers in aeration basins. Storage of such is contained in two 55-gallon drums for a total of 1,100 pounds (10 pounds per gallon). Additional information will be provided to Mr. Heinen regarding the storage of Formic Acid. Kerry Gulsrud has replaced Paul Theobald as the RC Renewable Energy LEPC representative.

Rockwell Automation's Hazards Analysis was reviewed and the only updates included making some staff changes to the document and the minor addition of sanitizers/disinfectants.

At Allied Machinery, an update on resins was provided. Changes to the amounts of propane were discussed as the business is attempting to deplete the supply they have on hand. It was shared that Michael DelSignore and Dave Lomas are contacts for the facility.

A review of Walmart's plan revealed no changes.

At this time, approval of the facility off site plans was requested. Chris Kanable moved to approve the changes. Ryan McBride seconded. There was no discussion in response and the motion carried. Emails of these changes will be sent to Brian Jones and Steve Krueger of the Richland Center Fire Department.

8. The next meeting date was discussed. A meeting will need to be held in December after Novares' Post-closure inspection. This should occur approximately three weeks after the onsite inspection. A date and time of December 10, 2020, at 6PM was agreed upon. The location will be determined at a later date.
9. **Meeting adjourned** by Chair Fetterly at 6:57 PM as there was no further business.