

# Local Emergency Planning Committee Meeting

## Thursday, February 17, 2022

### Minutes

**Members Present:** Chairperson Chief Josh Gill, Vice Chairperson James Altgelt, Christine Files, Lyndsey Schroeder, Diana Schulz, Steven Long, Chief Andres Rosales, Chief Bancroft, and Monica Malaer.

The Meeting Notice / Agenda was posted on the website and on the front door at the Mike Fisher Building. This meeting was conducted in person in the Central Management Suite (Room 101) at the Bastrop County Office of Emergency Management Mike Fisher Building, 1501 Business Park Drive, Bastrop, Texas 78602 and virtually via Webex.

**A. Call to order.**

The February 17, 2022 scheduled meeting of the Bastrop County Local Emergency Planning Committee (LEPC) was called to order at 10:00 A.M. by Chief Josh Gill. Chief Gill conducted a roll call and determined that a quorum was in attendance.

**B. Review and approval of the minutes for the November 18, 2021 meeting.**

Christine Files made a motion to approve the minutes as presented and Steve Long seconded the motion. The motion passed unanimously and the minutes from the November 18, 2021 meeting were approved.

**C. Citizens comments.**

There were no citizens comments made.

**D. Receive updates and discuss upcoming activities / projects for the following Standing Committees:**

**1) Right-to-Know Committee**

James Altgelt reported on behalf of Chairperson James Allen. The Right-to-Know Committee created a Mission Statement and Goals. The Right-to-Know Committee also created an Initial Report, a Follow-up Report, and a Final Report that can be completed every time a fire department encounters a hazardous material. Chairperson Allen will present the draft version of the three (3) reports to the fire chiefs for the input and subsequent approval. A copy of the Mission Statement and Goals and the three proposed reports are attached to the meeting minutes.

# Local Emergency Planning Committee Meeting

## Thursday, February 17, 2022

### Minutes

#### 2) **Public Education and Information Committee:**

Chairperson Lyndsey Schroeder she will be creating an LEPC website that will contain the following information:

- The names of the members of the LEPC including the officers and the committees
- A section for public notices to be posted
- A link for the public to use when making requests for public information
- A link to the Texas Commission on Environmental Quality (TCEQ)
- The LEPC email where citizens can contact members of the LEPC

#### 3) **Hazardous Materials Facilities Liaison Committee:**

Assistant Chief Daryl Ackerman reported on behalf of Chief Brandon Bancroft that they were still working on forming their committee.

#### 4) **Emergency Response and Resource Committee:**

James Altgelt reported on behalf of Chief Andres Rosales that they were waiting on a response from one volunteer to join the committee before they could begin planning. Chief Rosales hopes to have additional information to report during the next meeting.

#### E. **Adjournment.**

Christine Files made a motion to adjourn which was seconded by Steven Long. The motion passed unanimously, and the meeting ended at 10:13 AM.

## **Mission Statement**

*Bastrop County Texas LEPC is a cooperative partnership between community, government, emergency response agencies, businesses and industry striving to promote and maintain public health and safety by preparing for hazardous materials-related incidents as part of a comprehensive community program. Our goal is to protect citizens and the environment by providing hazard awareness education, training exercises, emergency response plans and an emergency notification system*

A. To carry out for Bastrop County Texas those responsibilities required of the LEPC pursuant to Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III, commonly referred to as the Emergency Planning and Community Right-to-know Act (EPCRA) and related regulations including,

1. Development, training, and testing of a hazardous substances emergency response plan for the Bastrop County Texas.
2. Development of procedures for regulated facilities to provide notification to the LEPC in accordance with EPCRA.
3. Development of procedures for receiving and processing requests from the public under the Community Right-To-Know provisions of EPCRA.
4. Provide for public notification of committee activities.

B. To implement such other and further related activities as may hereinafter be legally required by the Federal Government, the State Emergency Response Commission (SERC), County Judge, or the Mayor of Smithville, Elgin, Bastrop.

C. The formulation of all chemical release reporting procedures. When any fire department within Bastrop County runs on a hazmat release then the fire department will send a report to the LEPC within 10 days.

Emergency Planning and Community Right-To-Know Act (EPCRA) was created to protect communities from the health and environmental hazards associated with hazardous chemicals. Under Section 312 of the Act, regulated industries must file an annual Tier II report with the SERC, LEPC, and local fire department for hazardous and/or extremely hazardous substances stored, used, or manufactured on site for more than a 24 hour period at any time during the previous calendar year. The deadline for filing a Tier II report for the previous year is March 1st.

## INITIAL EVENT REPORT

- Report ASAP. DON'T wait for all the details.
- Start with the Initial Event Report, then use the Follow-up Event Report to update any information.
- Follow protocols developed by your Company, Responsible Agency and LEPC.
- Verify that the message has been received: talk to a person rather than a machine.

### PLANT OR COMPANY CONTACT INFORMATION:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Event Address: \_\_\_\_\_ Key Map: \_\_\_\_\_  
\_\_\_\_\_  
City State ZIP Code  
Callback Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_  
Date: \_\_\_\_\_ Time Event Started: \_\_\_\_\_ Time Reported: \_\_\_\_\_

### EVENT LEVEL:

- Non-emergency event     Training     Drill     Other: \_\_\_\_\_
- Level 1: (Courtesy Message): Is it noticeable to community?     No     Yes
- What is noticeable?     Activity     Flames/Flaring     Noise     Odor     Sirens     Smoke
- Level 2: (Watch): MAY impact community
- Level 3: (Warning): IS impacting or WILL impact community

### PRODUCT INFORMATION:

Type of Event:     Vapor Release     Liquid Spill     Fire     Explosion     \_\_\_\_\_

Chemical name(s): \_\_\_\_\_     Unknown

Released from: \_\_\_\_\_ (type of unit, tank, or container)

Released to:     Air     Ground: \_\_\_\_\_     Water: \_\_\_\_\_

Can you e-mail or fax a Material Safety Data Sheet (MSDS)?     No     Yes     Already sent

**WIND DIRECTION AND SPEED** from the \_\_\_\_\_ at \_\_\_\_\_ mph

Additional Information: \_\_\_\_\_

# FOLLOW-UP EVENT REPORT

- Use page 1 to update your Initial Event Report.
- Use page 2 to provide additional information or notify when *All Clear* is issued.
- Follow protocols developed by your Company, Responsible Agency and LEPC
- Verify that the message has been received: talk to a person rather than a machine.

## PLANT OR COMPANY CONTACT INFORMATION:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Event Address: \_\_\_\_\_ Key Map: \_\_\_\_\_

\_\_\_\_\_

City State ZIP Code

Callback Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Date: \_\_\_\_\_ Time Event Started: \_\_\_\_\_ Time Reported: \_\_\_\_\_

## EVENT LEVEL:

Non-emergency event     Training     Drill     Other: \_\_\_\_\_

Level 1: (*Courtesy Message*): Is it noticeable to community?     No     Yes

What is noticeable?     Activity     Flames/Flaring     Noise     Odor     Sirens     Smoke

Level 2: (*Watch*): MAY impact community

Level 3: (*Warning*): IS impacting or WILL impact community

## PRODUCT INFORMATION:

Type of Event:     Vapor Release     Liquid Spill     Fire     Explosion     \_\_\_\_\_

Chemical name(s): \_\_\_\_\_  Unknown

Released from: \_\_\_\_\_ (type of unit, tank, or container)

Released to:     Air     Ground: \_\_\_\_\_     Water: \_\_\_\_\_

Can you e-mail or fax a Material Safety Data Sheet (MSDS)?     No     Yes     Already sent

**WIND DIRECTION AND SPEED** from the \_\_\_\_\_ at \_\_\_\_\_ mph

## NEEDED FROM RESPONSIBLE AGENCY(S):

Agency Name(s): \_\_\_\_\_

Response Needed (from whom):

Nothing     EMS: \_\_\_\_\_     Fire: \_\_\_\_\_     Police: \_\_\_\_\_     Other: \_\_\_\_\_

Issue a Message:     None required     Courtesy Message     Watch     Warning

Recommended public protective action:     None     Shelter In Place     Evacuate

Using major streets or other landmarks, define the boundaries of any *Watch* or *Warning* areas:

BOUNDARY	WARNING	WATCH
North		
South		
East		
West		

# FOLLOW-UP EVENT REPORT

## PLANT OR COMPANY CONTACT INFORMATION:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Event Address: \_\_\_\_\_ Key Map: \_\_\_\_\_  
\_\_\_\_\_  
City State ZIP Code  
Callback Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_  
Date: \_\_\_\_\_ Time Event Started: \_\_\_\_\_ Time Reported: \_\_\_\_\_

## INCIDENT UPDATE:

Is any release stopped and the incident under control?  No  Yes  
Has CIMA been notified?  No  On Standby  On-Scene Response  Special Call  
Has any fence-line or community air monitoring been conducted?  No  Yes  
If Yes, list each location and the concentrations detected:  
Location: \_\_\_\_\_ Concentration: \_\_\_\_\_  
Location: \_\_\_\_\_ Concentration: \_\_\_\_\_  
Location: \_\_\_\_\_ Concentration: \_\_\_\_\_  
When does the Company expect to provide another Incident Update? \_\_\_\_\_

## COMMUNITY INFORMATION OR WARNING:

Check the community information or warning systems that the Company has utilized:  
 None  CAER Line  FirstCall  MANS  Plant sirens  Website  
 Other \_\_\_\_\_  
List any Community members that the Company has contacted directly:  None  
(such as CAC/CAP, church, hospital, library, neighbors, park, pool, schools, shopping center):  
\_\_\_\_\_  
\_\_\_\_\_

## MEDIA INQUIRIES:

If the Responsible Agency receives any media inquiries, to whom should inquiries be referred?  
Company's media spokesperson: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Has Company received any media inquiries?  No  Yes  Unknown  
Does Company plan to issue a News Release?  No  Yes  Unknown  
Does Company plan to hold a Media Briefing?  No  Yes  Unknown  
If Yes, when: \_\_\_\_\_ Where: \_\_\_\_\_

## ALL CLEAR:

Has an "All Clear" been issued for the Community?  No  Yes If yes, time? \_\_\_\_\_  
Reason: \_\_\_\_\_  
Has an "All Clear" been issued for Plant Personnel?  No  Yes If yes, time? \_\_\_\_\_  
Reason: \_\_\_\_\_