

REGION IV Hazardous Materials Response Commission (HMRC) AGENDA

Wednesday, April 26, 2023 @ 1:00 pm

ON-SITE: The Security Institute at WITCC, Lower Level

- I. Call to Order by Craig Anderson, Commission Chair
- II. Welcome and Introduction of Members and Guests
- III. Approve Agenda (**Approval Item**)
- IV. Approve April 27, 2022 Commission Minutes (**Approval Item**) **Handout provided**
- V. Officer Elections (**Approval Item**)
 - a. Current Chair – Craig Anderson, Plymouth County Board of Supervisors
 - b. Current Vice Chair – Duane Mummert, Cherokee County Board of Supervisors
- VI. LEPC Membership review and discussion **Handouts provided**
- VII. Update of Region IV Local Emergency Planning Committee (LEPC) Activities **Handouts provided**
 - a. FY22 Review (October 1, 2021 – Sep 30, 2022)
 - b. Completed training & exercises for FY23 (October 1, 2022 – Sep 30, 2023)
 - c. FY24 Pre-Award Overview
- VIII. Additional Comments
- IX. Set date for next meeting
- X. Adjourn

REGION IV Hazardous Materials Response Commission (HMRC) – MINUTES

Wednesday, April 27, 2022 @ 1:00 pm

ON-SITE: The Security Institute at WITCC, Lower Level

I. Call to Order by Craig Anderson, Commission Chair

II. Welcome and Introduction of Members and Guests.

Craig Anderson – Chair, Plymouth Co Supervisor
Vince Phillips, Vice Chair, Monona Co Supervisor
Duane Mummert –Cherokee Co Supervisor
Rocky DeWitt, Woodbury Co Supervisor
Ryan Collins, SFR Haz Mat
Don Fiser, Quimby FD, Cherokee Co
David Schipper, Le Mars FR
Ed Sohm, Ida Co EMA (LEPC Chair)
Justin Pritts, Cherokee Co EMA (LEPC Vice Chair)
Patrick Prorok, Monona Co EMA
Duane Walhof, Plymouth Co EMA
Dawn Kimmel, HMRC Facilitator, SIMPCO

III. Approve Agenda (**Approval Item**)

Motion made by DMummert, 2nd by VPhillips. All in favor. Motion carried.

IV. Approve April 28, 2021 Commission Minutes (**Approval Item**) **Handout provided**

Motion made by VPhillips, 2nd by DMummert. All in favor. Motion carried.

V. Officer Elections (**Approval Item**)

- a. Current Chair – Craig Anderson, Plymouth County Board of Supervisors
- b. Current Vice Chair – ~~Vince Phillips~~ Duane Mummert, Cherokee County Board of Supervisors (**NOTE: corrected to show Duane Mummert as current Vice Chair and included in nomination to retain officers**)

Motion made to retain existing representation by VPhillips, 2nd by DMummert. All in favor. Motion carried.

VI. LEPC Membership review and discussion **Handouts provided**

Discussion re: nomination/resignation form approvals. Included review of variations in practice where some forms are signed by Board of Supervisors rep and others by EMA. Commission agreed to defer decisions and approvals to LEPC & respective EMA with changes to be reported back to Board or Board Representative as information item.

VII. Update of Region IV Local Emergency Planning Committee (LEPC) Activities **Handouts provided**

- a. FY21 Review (October 1, 2020 – Sep 30, 2021)

Review of actuals from 2021 provided. No further discussion.

- b. Completed training & exercises for FY22 (October 1, 2021 – Sep 30, 2022)

Monona Co reported out on full-scale exercise as complete in FY2021 that included booming/diking and popcorn as contaminated material.

Cherokee reported out on 2021 exercise in Aurelia including lessons learned. Increased emphasis on chemical ID necessary and addressed in exercise wrap-up.

- c. FY23 Pre-Award Overview – **handout provided**

VIII. Additional Comments

SCFR equipment on site for tour immediately following meeting. LEPC meeting will commence after tour. No further discussion items added.

IX. Set date for next meeting – Meeting set for April 26, 2023 @ 1 PM

X. Adjourn – meeting adjourned 13:26

| FFY 2022 Training Classes | | | |
|---|-----------------|---|-----------|
| Cherokee County | | | |
| Date | Class Name | Location | Cost |
| 03/07/22 | Ops Refresher | Aurelia | 616.32 |
| 03/09/22 | Ops Refresher | Cherokee | 693.20 |
| 03/21/22 | Ops Refresher | Marcus | 803.04 |
| 03/16/22 | Ops Refresher | Quimby | 779.68 |
| Ida County | | | |
| Date | Class Name | Location | Cost |
| 01/18/22 | Ops Refresher | Battle Creek | 498.40 |
| Monona County | | | |
| Date | Class Name | Location | Cost |
| 02/28/22 | Ops Refresher | Onawa | 1,015.00 |
| 02/08/22 | Ops Refresher | Ute | 618.80 |
| 02/01/22 | Ops Refresher | Mapleton | 566.00 |
| Plymouth County | | | |
| Date | Class Name | Location | Cost |
| 03/16/22 | Ops Refresher | Akron | 844.64 |
| 03/08/22 | Ops Refresher | Remsen | 672.40 |
| 03/21/22 | Ops Refresher | Oyens | 472.64 |
| 05/11/22 | Ops Refresher | Le Mars | 1,245.36 |
| Woodbury County | | | |
| Date | Class Name | Location | Cost |
| 02/24/22 | Ops Refresher | Correctionville | 379.50 |
| 03/31/22 | Ops Refresher | Danbury | 525.60 |
| 03/14/22 | Ops Refresher | Cushing | 412.88 |
| Additional Training | | | |
| Date | Exercise | Location | Cost |
| Sep 10 2022 | Fed Resources | pending in Woodbury Co (Unity Point) + 30 additional attendees (incldues \$100 per person add on) | 8,950.00 |
| 01/15/22 | ToxMedic | LeMars | 5,950.00 |
| | Full Operations | NONE PLANNED | |
| FFY 2022 Planning Exercises | | | |
| Date | Exercise | Location | Cost |
| 4/20 | Full Scale | Sergeant Bluff, Woodbury Co. | 3,364.47 |
| 6/15 | Full Scale | pending Le Mars, Plymouth Co. Avail: 4635.53 | 4,785.45 |
| | | | |
| | | | |
| BALANCE SHEET 2022 FUNDS | | | |
| (in-kind) Training Operations Refresher Award | | | 17,500.00 |
| due date: June 30, 2022 | | | 10,143.46 |
| | | | 7,356.54 |
| [in-kind required for this line item] Training Operations Award | | | 1,500.00 |
| due date: June 30, 2022 | | | 0.00 |
| No Full Ops Planned - close @ \$0.00 | | | 1,500.00 |
| [in-kind required for this line item] 2 @Training HazMat IQ &/or ToxMedic Award | | | 11,900.00 |
| due date: June 30, 2022 EXTENSION REQUESTED | | | 14,900.00 |
| | | | -3,000.00 |
| Planning Exercises Award - 2 Full-scale HazMat Exercises | | | 8,000.00 |
| due date: June 30, 2022 | | | 8,149.92 |
| | | | -149.92 |
| Planning Project(s) Award - GIS Mapping Ap - hosting costs & minimal maintenance | | | 2,860.00 |
| due date: June 30, 2022 | | | 800.00 |
| App has not been used enough to incur credit charges. Fee covers 2 annual editor certs @ \$800 | | | 2,060.00 |
| Total FFY 2022 Award | | | 41,760.00 |
| (Planned and Actual) Expended Funds for FFY 2022 Planning Year | | | 33,993.38 |
| TOTAL REMAINING FUNDS | | | 7,766.62 |

LEPC-Region 4
REVENUE AND EXPENDITURE REPORT
HAZMAT CONTRACT AND ADMINISTRATION
October 1, 2021 - September 30, 2022

| REVENUES: | Budget | Hazmat Services Actual | Administration Actual | Total | Budget % |
|--|------------------|---------------------------|--------------------------|------------------|----------------|
| Counties - Hazmat Services | 73,262.00 | 73,262.00 | - | 73,262.00 | 100.00% |
| Counties - Administration | 3,500.00 | - | 3,500.00 | 3,500.00 | 100.00% |
| Total Revenues | 76,762.00 | 73,262.00 | 3,500.00 | 76,762.00 | 100.00% |
| EXPENDITURES: | | | | | |
| Contract: Hazmat Services (Sioux City) | 73,262.00 | 73,262.00 | - | 73,262.00 | 100.00% |
| Administration: SIMPCO | 3,500.00 | - | 3,500.00 | 3,500.00 | 100.00% |
| Total Expenditures | 76,762.00 | 73,262.00 | 3,500.00 | 76,762.00 | 100.00% |
| Revenues Over Expenditures | - | - | - | - | |

FY 23 (Oct 1 2022 - Sep 30 2023)

| | 2020 Census | \$1.00 @ 2020 Census + \$700 Admin | Fall 2022 | Spring 2023 | Totals |
|-----------------|----------------|--|------------------|------------------|---------------|
| Hazmat Services | | | | | |
| Cherokee County | 11,658 | 12,358.00 | 6,529.00 | 5,829.00 | 12,358 |
| Ida County | 7,005 | 7,705.00 | 4,202.50 | 3,502.50 | 7,705 |
| Monona County | 8,751 | 9,451.00 | 5,075.50 | 4,375.50 | 9,451 |
| Plymouth County | 25,698 | 26,398.00 | 13,549.00 | 12,849.00 | 26,398 |
| Woodbury County | 20,150 | 20,850.00 | 10,775.00 | 10,075.00 | 20,850 |
| Total | 73,262 | 76,762.00 | 40,131.00 | 36,631.00 | 76,762 |

LEPC-Region 4
REVENUE AND EXPENDITURE REPORT
HAZMAT CONTRACT AND ADMINISTRATION

October 1, 2022 - March 31, 2023

| REVENUES: | Budget | Hazmat Services Actual | Administration Actual | Total | Budget % |
|--|----------------------------|---------------------------|--------------------------|------------------|---------------|
| | Counties - Hazmat Services | 73,262.00 | 36,631.00 | - | 36,631.00 |
| Counties - Administration | 3,500.00 | - | 3,500.00 | 3,500.00 | 100.00% |
| Total Revenues | 76,762.00 | 36,631.00 | 3,500.00 | 40,131.00 | 52.28% |
| EXPENDITURES: | | | | | |
| Contract: Hazmat Services (Sioux City) | 73,262.00 | 36,631.00 | - | 36,631.00 | 50.00% |
| Administration: SIMPCO | 3,500.00 | - | 930.41 | 930.41 | 26.58% |
| Total Expenditures | 76,762.00 | 36,631.00 | 930.41 | 37,561.41 | 48.93% |
| Revenues Over Expenditures | - | - | 2,569.59 | 2,569.59 | |

** please note correction under **Administration: SIMPCO**. Actual & Total Columns

Last meeting's report showed expenses YTD for SIMPCO's FY23. The corrected amount as shown is YTD LEPC FY23.

FY 23 (Oct 1 2022 - Sep 30 2023)

| Hazmat Services | 2020 Census | \$1.00 @ | | Fall 2022 | Spring 2023* | Totals |
|-----------------|----------------|------------------------------|--|------------------|------------------|---------------|
| | | 2020 Census + \$700 Admin | | | | |
| Cherokee County | 11,658 | 12,358.00 | | 6,529.00 | 5,829.00 | 12,358 |
| Ida County | 7,005 | 7,705.00 | | 4,202.50 | 3,502.50 | 7,705 |
| Monona County | 8,751 | 9,451.00 | | 5,075.50 | 4,375.50 | 9,451 |
| Plymouth County | 25,698 | 26,398.00 | | 13,549.00 | 12,849.00 | 26,398 |
| Woodbury County | 20,150 | 20,850.00 | | 10,775.00 | 10,075.00 | 20,850 |
| Total | 73,262 | 76,762.00 | | 40,131.00 | 36,631.00 | 76,762 |

FFY 2023 Training Classes

Cherokee County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| | Ops Refresher | Aurelia | 636.56 |
| | Ops Refresher | Cherokee | 813.44 |
| | Ops Refresher | Marcus | |
| | Ops Refresher | Quimby | 570.80 |

Ida County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| | Ops Refresher | Battle Creek | |
| | Ops Refresher | Holstein | |
| | Ops Refresher | Ida Grove | |

Monona County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| 02/27/23 | Ops Refresher | Onawa | 949.52 |
| 02/--/2023 | Ops Refresher | Ute | 684.32 |
| 01/30/23 | Ops Refresher | Mapleton | 416.00 |

Plymouth County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| 04/18/23 | Ops Refresher | Akron | |
| 02/27/23 | Ops Refresher | Remsen | 436.80 |
| 04/03/23 | Ops Refresher | Oyens | |
| 05/17/23 | Ops Refresher | Le Mars | |
| 03/15/23 | Ops Refresher | Kingsley | 650.00 |

Woodbury County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| | Ops Refresher | Correctionville | |
| | Ops Refresher | Danbury | |

Additional Training

| <u>Date</u> | <u>Exercise</u> | <u>Location</u> | <u>Cost</u> |
|-------------|--------------------|--------------------------------|-------------|
| | Fed Resources Trng | 2 HazMat/IQ Refresher sessions | |
| | (Choose 1) | Full HazMat/IQ | |
| | | ToxMedic | |

FFY 2022 Planning Exercises

| <u>Date</u> | <u>Exercise</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-----------------|-----------------|-------------|
| | Full Scale | Cherokee Co | 0.00 |
| | Full Scale | Ida Co | |

BALANCE SHEET 2023 FUNDS

| | | |
|--|---|------------------|
| | Training Operations Refresher Award | 12,600.00 |
| | due date: June 30, 2023 | 5,157.44 |
| | | 7,442.56 |
| | [in-kind required for this line item] Training HazMat IQ &/or ToxMedic Award | 5,950.00 |
| | due date: June 30, 2023 | 0.00 |
| | (note: 18.85% @ \$1487.50 in-kind required for this line item) | 5,950.00 |
| | Planning Exercises Award - 2 Full-scale HazMat Exercises | 6,600.00 |
| | due date: June 30, 2023 | 0.00 |
| | | 6,600.00 |
| | Planning Project(s) Award - GIS Mapping Ap - <i>hosting costs & minimal maintenance</i> | 1,150.00 |
| | due date: June 30, 2023 | 0.00 |
| | | 1,150.00 |
| | Planning Project(s) Award - regional training op; EMA systems & tech in pract. TBD | 0.00 |
| | due date: June 30, 2023 | 0.00 |
| | | 0.00 |
| | Total FFY 2022 Award | 26,300.00 |
| | Expended Funds for FFY 2023 Planning Year | 5,157.44 |
| | TOTAL REMAINING FUNDS | 21,142.56 |

FFY 2024 Training Classes

Cherokee County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| | Ops Refresher | Aurelia | |
| | Ops Refresher | Cherokee | |
| | Ops Refresher | Marcus | |
| | Ops Refresher | Quimby | |

Ida County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| | Ops Refresher | Battle Creek | |
| | Ops Refresher | Holstein | |
| | Ops Refresher | Ida Grove | |

Monona County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| | Ops Refresher | Onawa | |
| | Ops Refresher | Ute | |
| | Ops Refresher | Mapleton | |

Plymouth County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| | Ops Refresher | Akron | |
| | Ops Refresher | Remsen | |
| | Ops Refresher | Oyens | |
| | Ops Refresher | Le Mars | |
| | Ops Refresher | Kingsley | |

Woodbury County

| <u>Date</u> | <u>Class Name</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-------------------|-----------------|-------------|
| | Ops Refresher | Correctionville | |
| | Ops Refresher | Danbury | |

Additional Training

| <u>Date</u> | <u>Exercise</u> | <u>Location</u> | <u>Cost</u> |
|-------------|--------------------|-----------------------------------|-------------|
| | Fed Resources Trng | 2 HazMatIQ refresher sessions, or | |
| | Choose One: | Full HazMatIQ, or | |
| | | ToxMedic | |
| | Full Operations | Full Operations | |

FFY 2024 Planning Exercises

| <u>Date</u> | <u>Exercise</u> | <u>Location</u> | <u>Cost</u> |
|-------------|-----------------|-----------------|-------------|
| | Full Scale | @ \$2,683.95 | 0.00 |
| | Full Scale | @ \$2,683.95 | |

BALANCE SHEET 2024 FUNDS

| | |
|---|------------------|
| Training Operations Refresher Award | 11,500.00 |
| due date: June 30, 2024 | 0.00 |
| | 11,500.00 |
| [in-kind required for this line item] Training HazMat IQ &/or ToxMedic Award | 5,950.00 |
| due date: June 30, 2024 | 0.00 |
| | 5,950.00 |
| Planning Exercises Award - Regionwide Full-scale HazMat Exercises | 5,367.90 |
| due date: June 30, 2024 | 0.00 |
| | 5,367.90 |
| Planning Project(s) Award - GIS Mapping Ap - <i>hosting costs & minimal maintenance</i> | 0.00 |
| due date: June 30, 2024 | 0.00 |
| | 0.00 |
| Planning Project(s) TBD | 0.00 |
| due date: June 30, 2023 | 0.00 |
| | 0.00 |
| Total FFY 2022 Award | 22,817.90 |
| Expended Funds for FFY 2023 Planning Year | 0.00 |
| (Local match planned @ \$4,360.00) TOTAL REMAINING FUNDS | 22,817.90 |