



**Adams County**  
Local Emergency Planning Committee (LEPC)  
December 14, 2015

**Minutes**

Attendees List: Please see attached.

Thank you to *Adams County OEM* for providing lunch!

The meeting was called to order by Abel Montoya, Committee Co-Chair, at 11:04 a.m. and was followed by introductions of attendees.

The August 24, and October 26, 2015 meeting minutes were unanimously approved after a motion to approve by Lisa Oliveto and was seconded by Glenn Grove.

**Legislative/Regulatory Update – Christine Francescani**

An update on the out of compliance asphalt shingle pile, discussed during the June meeting, was given. Adams County has reached a settlement with the owner of the property. All shingles must be removed from the site by June 1, 2016. The operator is currently grinding shingles on-site and CDPHE is overseeing these activities. The property is currently for sale.

**Continuing Business**

- a. *Hazard Vulnerability Assessment Update* – Heather McDermott discussed the assessment and found the population impact formula to be the most usable. From this formula, a list of the Top 10 facilities has been developed. One of the facilities on this Top 10 list has been contacted for further information but no response has been received. OEM will share the list of Top 10 (highest risk) facilities.
- b. *ESF 10 Annex Update* – Richard Atkins reported that the ESF 10 Annex is completed and has been distributed. Some signatures are still required. If your agency is named in the Annex, please make sure that the signature page has been completed and returned to Richard or Dawn Riggs. The ESF 10 Annex was approved in late May and an annual update of the Annex by the LEPC with a May anniversary would be appropriate. However, changes to the document can be made at any time as-needed.
- c. *Public Education & Outreach* – The brochure will be available online at the Adams County website, LEPC page, as soon as revisions are completed. There were also copies of the brochure available at the meeting for members who wanted to take some to share and are available at the offices of the Adams County OEM. Additional ideas were requested during the meeting for methods to promote the Adams County LEPC.  
Aurora LEPC has a similar brochure that they created that they hope to present at Home Owners Association (HOA) meetings, etc. They have been relying on fire districts to provide information about their LEPC to the facilities.  
Another idea presented was to possibly plan some “sand table” exercise/training with various facilities. This type of training could integrate communications and include the facility, the LEPC, and fire district.



- d. *Facility Emergency Planning – Data Management* – Richard Atkins and others discussed what an RMP facility is and how it differs from a Tier II facility. RMP (Risk Management Plan) facilities have different types of chemicals that pose a higher risk through airborne contamination. The amount of chemicals on-site may be more as well. RMP facilities are required to have a risk management plan while a Tier II facility may only have a facility emergency plan.

An email with the link to the EPCRA on-line training was previously sent out to all LEPC members. Richard reported that this is a good training and includes the statutes that require an LEPC (Community Right to Know). The link is:

[http://epawebconferencing.acms.com/epcranon313nonepa/event/event\\_info.html](http://epawebconferencing.acms.com/epcranon313nonepa/event/event_info.html)

- e. *LEPC/Facility Training* – Richard Atkins discussed the EPA Chemical Safety Workshops training that was previously available but is currently completed. The training focused on planning for the facility and fire districts and training with the facilities. EPA can also do specific training on one particular topic for a future LEPC meeting if requested.
- f. *Facility Emergency Planning* – Richard Atkins discussed the Tier II submittal process. Adams County has a total of 729 facilities, of which, 451 are oil well sites with storage tanks, 261 of these are chemical facilities, and 14 are also RMP facilities. Richard has been spending the past few months fixing incorrect data in the Tier 2 submittal data. Most of the errors included wrong county, incorrect map coordinates, incorrect address, missing or incorrect fire district, missing facility 24 hrs. contact number, and no email contact address. Several of the submittals did not include any chemicals.

Starting in 2016, The Colorado Department of Public Health and Environment (CDPHE) requires submittal of information to them as a single-point submission process for Tier II reporting. LEPC's and local fire districts have the right to have their own reporting requirements in addition to the State's legislative requirements.

Richard Atkins made a request for the Adams County LEPC to adopt its own reporting requirements. This would then require the Tier II facilities to submit their Tier II data to the Adams County LEPC in addition to the CDPHE. Richard presented a draft letter that he would like to send to Tier II facilities in Adams County requesting that their 2015 Tier II submittal data also be reported to Adams County LEPC.

He also requested in the letter that if the facility currently had a facility emergency plan, the Adams County LEPC would like a copy of it. If they didn't currently have a plan, the Adams County LEPC would like to help them develop one. These additional documents were being requested, but NOT required. Some Tier II facilities would have the information readily available, others would not.

After much discussion about this topic, it was decided that Heather McDermott and Richard Atkins would collaborate with CDPHE on a consistent letter to the facilities. This letter would request a local email contact, 24-hour phone contact information, verification of fire district jurisdiction, verification of physical location of the facility (including map coordinates) and accurate data. A vote was taken and it was unanimous to move forward with this process.



### New Business

- *Executive Board Term Expirations/Opening*s – Christine announced that there are 6 executive board positions that will be expiring in January. These are all non-county appointed positions and the current members were notified by email that their term is expiring and they must re-apply (online) to be considered to serve a new 2-year term. The board positions are also available to new applicants. If anyone is interested in applying for an LEPC Executive Board position they must complete the on-line application form. The deadline for applying is December 31, 2015. The website link is: <http://adcogov.org/index.aspx?nid=1453>
- *Meeting Presentations/Lunch Ideas* – several meeting presentation ideas were brought up during today's meeting included an LEPC 101 presentation. Meeting location and lunch sponsors are always needed. A sign-up sheet was passed around for businesses to sign up to show-case their business and sponsor lunch for an upcoming meeting.

### Additional Announcements

- Abel Montoya gave a brief update on the Synergy Oil & Gas project that is ongoing in Wadley Farms. There are multiple well sites proposed for the neighborhood. Adams County Officials and Synergy met for a study session on October 6<sup>th</sup>. Both parties would like to work towards an MOU but are waiting until after the January 26<sup>th</sup> rulemaking before submitting a permit application. The company is currently working on an alternate site assessment.
- City of Aurora LEPC will be electing officers to their newly formed Board of Directors at their January meeting.

### Adjourn

The meeting was adjourned at 12:54 pm. The next meeting will be on February 22, 2016 from 11 a.m. – 1 p.m. Location will be determined at a later date.

**NOTE: IF YOU WOULD LIKE TO VOLUNTEER FOR A PRESENTATION OR TO SHOWCASE YOUR BUSINESS AND SPONSOR LUNCH FOR THE NEXT MEETING PLEASE CONTACT RICHARD ATKINS.**

Meeting minutes respectfully submitted by Deanne Kelly, Tri-County Health Department, LEPC Secretary.