



LEPC MEETING MINUTES
 May 16, 2018 – 10:00 AM
Mitsubishi Hitachi Power Systems
Americas, Inc. Plant



I. **Call to Order and Welcome**..... Randall Mathews

II. **Roll Call & Introduction of Guest** Randall Mathews

III. **Minutes Review**..... Stephanie Cox

IV. **Treasurer’s Report** Stephanie Cox

Previous Account Balance (02/28/2018)	18,667.38
Interest Accrual	0.52
Deposits	0.00
Disbursements	0.00
Current Account Balance (04/30/2018)	18,667.90

V. **General Membership Comments**..... Randall Mathews

VI. **Old Business**

VII. **New Business**

- Subcommittee Reports..... Randall Mathews/Sub-chairs
 - ❖ Training and Exercise..... Vacant
 - ❖ By-Laws/Steering..... Tom Dolan
 - ❖ Grants and Finance.....Stephanie Cox
 - ❖ Support and Development Greg Rouse
 - ❖ OutreachSteve Thompson
 - ❖ Emergency Response..... James Vickers
- Membership ApplicationRandall Mathews
 - ❖ Georgia Freightways Corporation
 - ❖ United EMS, LLC
 - ❖ MBZ Industrial
- Lessons Learned Discussion.....Randall Mathews
- Agency Spotlight..... Randall Mathews

VIII. **Closing:**Next Meeting, July 18, 2018 at 10 am
 Oatland Island, Special Event Room



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Call to Order

Randall Mathews called the meeting to order at 10:04 AM on May 16, 2018 after a brief facilities introduction from Bobby Lamb of Mitsubishi Hitachi Power Systems Americas, Inc.

Roll Call and Introduction of Guests

Roll call was conducted from the member roster. A total of 13 member agencies were present, therefore there is a quorum.

Guests

- American Red Cross, Joyce Morse
- United EMS, Cal Rich and Summer Patterson
- Hunter Army Airfield and Ft. Stewart Representatives

Minutes Review

March meeting minutes were reviewed by Randall Mathews. No comments were made. Motion made to accept minutes. Motion was seconded. Minutes were approved.

Treasurer's Report

The treasurer's report for the March meeting was reviewed by the LEPC:

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Treasurer's report was reviewed by Stephanie Cox. No comments were made. Motion made to accept minutes. Motion was seconded. Minutes were approved.



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Membership Comments

- Public Health – currently working the media push for the hurricane registry. Using commercials, on-site registration, etc. to reach the Functional, Access and Medical Need population that need assistance during an evacuation and have no other means and pre-register them before the upcoming hurricane season.
- Chatham County Engineering (Flood Plain) – in the process of completing the 5/10 Flood Mitigation Plan. It must be updated every 5 years and will become a supplement to the CEMA All-Hazards Plan. The plan should be approved by the Board of Commissioners this summer. FEMA is saying that August 16, 2018 will be the formal adoption of the new flood maps.
- American Red Cross – co-sponsoring a blood drive with USCG
- USCG – www.homeport.uscg.mil website has information regarding maritime preparedness and hurricane information. This also includes marine safety information for Savannah and other helpful information for citizens.
- Hunter Army Airfield – working on an issue regarding potentially hazardous materials in the fire-fighting foam. Working with EPA to determine a solution. Once a solution is determined, information will be released.
- United EMS – working with social workers at dialysis facilities and other areas to make sure potential registrants are aware of the FAMN registry and are being registered in case of an evacuation. .
- OSHA - Heat stress is fast approaching, and their facility is preparing to re-educate employees on the precautions to take to avoid heat stress.
- Georgia Historical Records Society – sent a survey out to area EMAs to gauge interest in the course potentially being offered in January regarding records storage and recovery after a disaster. Referred to an article in the Savannah Morning News about a new policy that will request additional funding for projects to aid in resiliency. The Northeast Document Center now has a representative living in this area to assist with document restoration after a disaster.
- Pete Liakakis – Stressed the importance of organizations working together to compile a list of assets that would be available to other organizations in case of an emergency. For instance, sharing fire suppression foam in the case of hazardous materials fires (i.e. sugar refinery, oil towers, rubber plants, etc...)



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- CEMA – the April Hurricane conference was very successful and is a great way to get information out to partners. CEMA was also involved with the recent C130 plane crash and supported the on-scene responders. Hurricane Season begins June 1st.

New Business

- Subcommittee Reports
 - No Reports
- Membership Applications
 - United EMS – approved by Membership vote
 - Non-emergent transport service
 - Most transports are pre-scheduled
 - Handles emergency standby services for the Savannah International Trade and Convention Center, the racetrack and sporting events.
 - Can provide backup EMS services when needed.

Presentation

- Hurricane preparedness is very important. Having a solid Continuity of Operations Plan for a facility is helpful as it provides a list of what needs to be completed prior to, during and after an incident. It is important to share this information to employees so that they are aware what their roles, responsibilities and expectations are during an incident.
- Skidaway Island State Park – Mr. Cox was at Magnolia State Park and they took in refugees from Chatham County. The next morning, they were evacuated from the State Park due to a gas leak. The park did not have a backup plan for these instances. Applying this lesson, Mr. Cox has created an evacuation trailer and a backup plan for Skidaway Island State Park future evacuations.
- EMD – Plant has a plan that once the evacuation order is issued for their area, certain steps begin. This isn't always practical as the weather is unpredictable and employees reside all over the county, outside the county and outside of the state. After Hurricane Matthew, the facility contracted with Everbridge to communicate with all employees and to determine where employees reside to make better decisions for their safety. When CEMA begins



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hurricane preparations, they begin meeting with Senior Staff to discuss plans and necessary steps to prepare the facility, contact suppliers and customers.

- CEMA – CEMA does not make the recommendation to elected leadership to evacuate Chatham County lightly. Surrounding areas have different criteria that trigger their evacuation decisions. When these areas make an evacuation announcement, it can trigger actions within Chatham County that lead to closures and possible evacuations.
- General Comments – Other mass communication systems are available for use. Different systems allow for various uses.
- Mitsubishi – had a plan that senior leadership would evacuate to one location. When the time came, it was hard to book lodging as areas had no vacancy. Not having leadership in one location was not conducive to the COOP plan. The Pooler Fire Chief has requested information regarding who will be staying behind in the facility during an evacuation so they can maintain contact and perform wellness checks as needed. Mitsubishi also uses a mass notification system to contact employees and provide them information regarding the event. They have also found it hard to get donations to sister facilities in areas of disasters.
- OSHA – CEMA has been sending out great preparedness information. There has been miscommunication regarding re-entry information and how the re-entry process works. It is also important to make sure you are also embedded with EMAs and counties in the surrounding area in order to obtain information and disseminate information.
 - Re-entry can be frustrating, as the timelines are looser. Re-entry was updated to include a tiered re-entry process to alleviate the return of everyone at one time to the county.
- Public Health – After Matthew, it was important to identify additional staff for the EOC to alleviate the amount of time a staff member spent in the EOC. Additional staff has been trained on EOC procedures and EOC shifts will be 8 hours as opposed to 12. Communication issues with District Operations Center and the State Operations Center wasn't always effective so a patient tracking board was created so that both sides can determine where patients are, their needs and the status of their ability to return home.
 - CEMA Planning has worked to have face-to-face meetings to discuss plans and operations with the people who will be executing the plans. CEMA is also drilling and exercising plans and plan components to test the practicality of the plan. This can be done within facilities too, even with mass communication systems.



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- Impulse Safety - It would be helpful to have a template to ensure that facilities have captured everything they need to within their COOP plan. This should include a place to list lessons learned and any special needs that may arise from an incident. A board or area where members can post what they need and other members can view it and supply the item if they have it. This would be more beneficial than a list that could quickly become outdated.
 - CEMA – it can be tough logistically for facilities to state everything they have for usage by others. A Swiftreach group could be set up and a mass text could go out to the group asking for the need.
 - USCG uses templates and online training to assist in making their plans and for additional training. Checklists are beneficial and include important historical records.
- Georgia Historical Records – stressed the importance of ensuring hotel rooms are booked and will be ready. Also, some people in Puerto Rico were tasked with determining if damage was due to the storm or to lack of maintenance. Having maintenance records and current videos should be part of vital records when evacuating. Also, make sure cleaning companies are thoroughly cleaning facilities and not just surface cleaning. Mold can be hidden in vents, carpets, baseboards, etc. Make sure evacuation bags include a headlamp for assistance in dark areas. Have a plan for communicating closed streets, necessary detours and loss of street signs. Be prepared on how to interact with citizens who were left behind and need supplies that may not be readily available.
 - Picking Up the Pieces: Helping Puerto Rican Cultural Heritage Organizations After Hurricanes Irma and Maria https://youtu.be/QA4L9HWX_Vo
 - CEMA – make sure you take pictures for documentation of items within the facility and personal belongings.

Old Business

None

Closing

- Meeting schedule – the July 18, 2018 LEPC meeting will be at Oatland Island in the Special Event Room.
- Meeting adjourned at 11:04 am.