



Cass County  
Local Emergency Planning Committee (LEPC)  
Meeting Minutes  
November 1, 2023 at 6pm

*Meeting held at the office of the Cass County Emergency Management Agency, 1227 N SR 17, Logansport, IN 46947*

- I. CALL TO ORDER
  - a. Meeting called to order by Rocky Buffum, Chairman
  - b. PRESENT: Phil Dials, Randy Pryor, Rocky Buffum, Herb Detrick, Rick Bair, Dan Mussleman, April Fillmore, Don Howard, Mike Deitrich, Jeff Smith
  - c. ABSENT: Robert Wydock, Brady Wiles, Dusty Frey, Ed Schroder
- II. APPROVAL OF MINUTES FROM LAST MEETING
  - a. Motion to approve minutes of the previous meeting by Herb Detrick, second by Mike Deitrich. Motion carried unanimously.
- III. 2023 DELIVERABLES (with Due Dates) (Items in Green Complete)
  - a. Legal Notice/Meeting Schedule Report (January 31)
  - b. Roster Report (March 1)
  - c. Fiscal Report and Auditors Report (March 1)
  - d. Bylaws Report (March 1)
  - e. Exercise Proposal (May 1)
  - f. Exercise Final Report (30 days after exercise)
  - g. Meeting Minutes (2 months after meeting)
    - i. Buffum reports this is meeting 4 of 4 with a quorum. He thanked everyone for attending and making the LEPC successful. The funding received makes a big difference in what we are able to do for responders and the community.
  - h. HAZMAT PLAN (Due October 17)
    - i. Submitted via email on September 18
    - ii. Submitted to online portal on October 2
    - iii. Plan was distributed for review electronically ahead of the meeting. Motion to approve by Dan Mussleman, seconded by April Fillmore. Motion carried unanimously.
- IV. OLD BUSINESS
  - a. Report of Completed Training
    - i. Report of completed training for the previous quarter shared as follows:



Cass County Emergency Management Agency  
Monthly Training and Exercise Summary  
Month of July 2023

Date	Title of Training	Organizing/Hosting Agency	Hours	Attendees					TOTAL HOURS
				EMA Personnel	EMA HOURS	Partner Public Safety Personnel	PARTNER HOURS	Community Organization/General Public	
7/1/2023	Propane Response: 101 to Advanced Tactics	Responder Training Enterprises	8	5	40	15	120	40	200
7/18/2023	Flooding Hazards: Science Preparedness	Federal Emergency Management Agency	8	2	16	0	0	0	16
7/25/2023	Risk Based Response to CNG Vehicles	Hazard 3	8	2	16	0	0	0	16
7/15/2023	Monthly Meeting	Cass County Amateur Radio Club	2	0	0	0	16	32	32
Outside Training Hours Reported by members				1	12.5				12.5
TOTAL HOURS			26		84.5		120	72	276.5



Cass County Emergency Management Agency  
Monthly Training and Exercise Summary  
Month of August 2023

Date	Title of Training	Organizing/Hosting Agency	Hours	Attendees					TOTAL HOURS
				EMA Personnel	EMA HOURS	Partner Public Safety Personnel	PARTNER HOURS	Community Organization/General Public	
8/7/2023	Fire Officer Strategy and Tactics	Cass County Emergency Management Agency	4	2	8	13	52	0	60
8/9/2023	Anhydrous Ammonia Response Workshop	New Waverly Fire Department	2	4	8	5	10	0	18
8/10/2023	Fire Officer Strategy and Tactics	Cass County Emergency Management Agency	4	2	8	11	44	0	52
8/14/2023	EMA Equipment Familiarization	Cass County Fire District 1	1	2	2	6	6	0	8
8/14/2023	Fire Officer Strategy and Tactics	Cass County Emergency Management Agency	4	2	8	12	48	0	56
8/15/2023	EMA Equipment Familiarization	Cass County Fire District 1	1	3	3	3	3	0	6
8/16/2023	EMA Equipment Familiarization	Cass County Fire District 1	1	1	1	6	6	0	7
8/16/2023	Fire Officer Strategy and Tactics	Cass County Emergency Management Agency	4	2	8	12	48	0	56
8/19/2023	Monthly Meeting	Cass County Amateur Radio Club	2	0	0	0	0	16	32
8/17/2023	Bimonthly Meeting/Burn Injuries	Cass County Fire Association	2	1	2	30	60	0	62
8/21/2023	Fire Officer Strategy and Tactics	Cass County Emergency Management Agency	4	2	8	10	40	0	48
8/24/2023	Fire Officer Strategy and Tactics	Cass County Emergency Management Agency	4	2	8	10	40	0	48
8/27/2023	Fire Officer I	Cass County Emergency Management Agency	8	3	24	0	0	0	24
8/28/2023	Fire Officer Strategy and Tactics	Cass County Emergency Management Agency	4	2	8	12	48	0	56
8/31/2023	Fire Officer Strategy and Tactics	Cass County Emergency Management Agency	3	2	6	11	33	0	39
Outside Training Hours Reported by members				4	46				46
TOTAL HOURS			48		148		438	32	618



Cass County Emergency Management Agency  
Monthly Training and Exercise Summary  
Month of September 2023

Date	Title of Training	Organizing/Hosting Agency	Hours	Attendees						TOTAL HOURS
				EMA Personnel	EMA HOURS	Partner Public Safety Personnel	PARTNER HOURS	Community Organization/General Public	Community/Public Hours	
9/5/2023	Emergency Plan Exercise	Koch Fertilizer	1	2	2	4	4	2	2	8
9/8/2023	NWSChat 2.0 Training	National Weather Service	1	2	2	0	0	0	0	2
9/9/2023	Monthly Meeting	Cass County Amateur Radio Club	2	0	0	0	0	16	32	32
9/18/2023	Heidelberg Materials Facility Tour	Cass County Local Emergency Planning Committee	2	3	6	12	24	3	6	36
9/28/2023	Propane Flaring	Cass County Emergency Management Agency	1.5	3	4.5	7	10.5	0	0	15
9/28/2023	Total Solar Eclipse Seminar	Indiana Department of Homeland Security	7	2	14	0	0	0	0	14
9/14/2023	Fire Behavior and Thermal Imaging	Fire Engineering	1	2	2	0	0	0	0	2
9/29/2023	Streamlining Crisis Response: A Deep Dive into M	JEMS	1.25	2	2.5	0	0	0	0	2.5
9/21/2023	Quarterly Business Meeting	Indiana Department of Homeland Security	2	2	4	0	0	0	0	4
9/30/2023	Cybersecurity (Buffum Cumulative)	Texas A&M Engineering Extension Service	85.5	1	85.5	0	0	0	0	85.5
9/30/2023	Cybersecurity (Perez Cumulative)	Texas A&M Engineering Extension Service	79	1	79	0	0	0	0	79
Outside Training Hours Reported by members				5	20.5					20.5
<b>TOTAL HOURS</b>			183.25		222		38.5		40	300.5



Cass County Emergency Management Agency  
Monthly Training and Exercise Summary  
Month of October 2023

Date	Title of Training	Organizing/Hosting Agency	Hours	Attendees						TOTAL HOURS
				EMA Personnel	EMA HOURS	Partner Public Safety Personnel	PARTNER HOURS	Community Organization/General Public	Community/Public Hours	
10/4/2023	CPR Renewal	Cass County Emergency Medical Services	1	5	5	12	12	0	0	17
10/6/2023	Emergency Response Agencies Meeting	NIPSCO Royal Center Underground Storage	2	2	4	1	2	5	10	16
10/10/2023	Multi-Hazard Mitigation Plan	Indiana University	1	2	2	0	0	0	0	2
10/13/2023	Lithium Ion Battery Response	Logansport Fire Department	4	3	12	26	104	0	0	116
10/14/2023	Lithium Ion Battery Response	Logansport Fire Department	4	5	20	17	68	0	0	88
10/26/2023	Mass Care/Emergency Assistance Planning and Op	Federal Emergency Management Agency	20	1	20	0	0	0	0	20
10/21/2023	Monthly Meeting	Cass County Amateur Radio Club	2	0	0	0	0	16	32	32
10/27/2023	Annual Conference	Emergency Management Alliance of Indiana	32	1	32	0	0	0	0	32
10/24/2023	Nature Based Solutions for Mitigating Hazards	National Disaster Preparedness Training Center	4	1	4	0	0	0	0	4
10/24/2023	Lithium Ion Battery Response Annex	Cass County Emergency Management Agency	1	1	1	3	3	0	0	4
10/30/2023	Evacuation Drill	Cardinal Services	1	2	2	0	0	20	20	22
Outside Training Hours Reported by members				1	59					59
<b>TOTAL HOURS</b>			72		161		189		62	412

- b. Equipment Updates
  - i. Rocky Buffum reported on propane response and lithium ion battery response added to the response trailer since the last meeting.
- c. Any other old business

V. New Business

- a. Notice of 2024 Meeting Dates (to be published on or after January 1)
  - i. Proposed meeting dates presented. Motion to approve by Mike Deitrich, second by Herb Detrick. Motion carried unanimously. EMA Staff to arrange publication.

**LEPC Legal Notice**

The Cass County Local Emergency Planning Committee will hold its meetings for the year 2024 at 6 PM at Cass County Emergency Management Agency, 1227 N State Road 17, Logansport, IN 46947 on the following dates:

- February 7
- May 1
- August 7
- November 6

and at such other times as shall be duly authorized by act of the Committee or its Chairman.

All interested parties are encouraged to attend. The Cass County Emergency Plan for Hazardous Materials Incidents may be reviewed during regular business hours at the office of Cass County Emergency Management Agency, 1227 N State Road 17, Logansport, IN. All information filed by covered SARA Title III facilities in Cass County may be reviewed during regular business hours at the offices of the Cass County Emergency Management Agency, Logansport, IN. Copies of documents may be obtained at these offices, and the Committee may charge a fee for copying. For further information on these matters, please contact Rocky Buffum, Chairman, at 574-722-2484 or email rocky.buffum@co.cass.in.us.

- b. Roster Updates for 2024
  - i. Randy Pryor reported this will be his last meeting. He is stepping down after many years as a member. He was thanked for his service.
  - ii. Rocky Buffum reports he received notice Tom Pritts is leaving WSP. We will need another industry representative.
- c. 2023 Fiscal Report (to be submitted after January 1, 2024)
  - i. Fiscal report was presented. Motion to approve by Rick Bair, seconded by Randy Pryor. Motion carried unanimously.

**The 2024 Fiscal Report for 2023 expenditures for Cass County LEPC**

<b>Account Balance as of 1/1/2023</b>		<u>\$8,624.02</u>
<b>Total Money From the State/Grants/Interest in 2023</b>	(+)	<u>\$5,471.98</u>
<b>Subtotal</b>	(=)	<u>\$14,096.00</u>
<b>Disbursements for 2023:</b>		
1. <b>Emergency Planning</b>		<u>\$0.00</u>
2. <b>Data Management</b>		<u>\$0.00</u>
3. <b>Training</b>		<u>\$656.57</u>
4. <b>Hazardous Materials Response Equipment</b>		<u>\$2,343.43</u>
5. <b>Administrative Communication Equipment</b>		<u>\$18.97</u>
6. <b>Meeting Stipend</b>		<u>\$0.00</u>
7. <b>Special Projects Approved at a SERC Meeting</b>		<u>\$0.00</u>
<b>Total Disbursements for 2023</b>	(-)	<u>\$3,018.97</u>
<b>Account Balance as of 12/31/2023</b>	(=)	<u>\$11,077.03</u>
Report Completed By: <u>Rocky Buffum</u>	_____	_____
(Type or Print Name)	(Signature)	
<u>President</u>	<u>11/01/2023</u>	
(Title)	(Date)	

- d. Recent Response Activity
  - i. Buffum provided an update on recent responses including a propane truck rollover in Pulaski County, multiple gas line strikes and a vehicle into a creek with a small oil spill in the waterway.
- e. Multi-Hazard Mitigation Plan Update
  - i. Buffum invited all members to attend a community meeting on November 13 at 1pm, Ivy Tech Community room to discuss the Multi Hazard Mitigation Plan.
  - ii. Review of the purpose and functions of the plan were discussed.

- f. Hazardous Materials Emergency Preparedness Program Grant Award
  - i. Emergency Management received a grant of \$16,085.00 from the Indiana Department of Homeland Security. This will support the HAZMAT Technician course in 2024 and also support a response to train derailments course.
  - ii. EMA also received a \$4,000.000 grant from Duke Energy Foundation to support hazardous materials training in 2024.
- g. Planning Committee
  - i. Lithium Ion Battery Response Annex has been completed and distributed
  - ii. Completed following training provided by Noble and funded with a \$5,000.00 NIPSCO Grant. Event very well attended with 23 agencies present.
- h. Training and Exercise Committee
  - i. Training and exercise plan for 2024 discussed



## Cass County Emergency Management Agency Training and Exercise Plan Calendar Year 2024



Category	Jan	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
HAZMAT		HAZMAT TECHNICIAN	LEPC EX	RAIL RESPONSE COURSE		DECON EX					
ICS				ICS 300/400						WINTER WEATHER EX	
WEATHER		BASIC SPOTTER TRAINING						INTEGRATED WARNING TEAM	BASIC SPOTTER TRAINING		
COMMS					Radio Club Field Day						
INSTRUCTOR	Instructor 1						Instructor 2				Instructor 3

Additional trainings anticipated but not yet scheduled: NFA Safety Officer, Propane Response: 101 to Advanced Tactics, Noble Advanced Battery Course, Motorola Radio Programmer, Solar Farm Response

- i. Any Other New Business
- VI. Public Questions and Comments
  - a. Herb Detrick asked if there was a list of all the locations for solar vehicle charging. Locations those present were aware of included the City Building, The Science Project Brewery, Steinberger Construction, Home2Suites. Logansport Memorial Hospital had charging stations but removed them.
- VII. Adjournment
  - a. Motion to adjourn by Rick Bair, second by Don Howard. Motion carried unanimously.

NEXT MEETING: February 7, 2024 at 6pm

Respectfully submitted,

Rocky Buffum