



## Meeting Minutes

October 12, 2023

### VIA TEAMS/TELECONFERENCE

Trice Burgess, Fairfax County, FRD / LEPC Coordinator  
Erik Peterson, INOVA  
Vanessa L. Baker, FMO  
Fernando Castaneda, DHS  
Ben Coffman, FRD Special Ops  
Joseph Colein, INOVA  
Johna Gagnon, EQAC  
Lynn Green, Citizen  
Richard Michelback, Chairman / FCPS  
Nathaniel Murray, Colonial Pipeline  
Cary Petrovich, Fairfax County Police Department  
Bart Roth, Vice-Chair / SICPA  
Matthew Schultz, Loudoun County LEPC  
Laurel Schultzberger, Fairfax County Public Works  
Jason Taylor, Colonial Pipeline  
Jason Thompson, Fairfax County Police Department  
Greg Zebrowski, Fairfax County DEMS  
Chief John O'Neil, Fairfax City Fire Department  
Amara Smith, Colonial Pipeline

### STAFF SUPPORT

Trice Burgess, Fairfax County, FRD  
Vanessa L. Baker (Vee), Fairfax County, FRD

### FJLEPC MEETING CALLED TO ORDER

Chairman Richard Michelback called the October 12, 2023, meeting of the Fairfax Joint Local Emergency Planning Committee to order at 10:00 a.m. He introduced himself as the current chair, representing Fairfax County Public Schools; Bart Roth the Vice Chair, and Vanessa Baker (a.k.a. Vee) as staff support. He also welcomed everyone to the virtual meeting, and roll call was taken by Trice Burgess. (See above)

Trice noted that a lot of folks were at a training session, a table exercise in Washington, DC today.

### APPROVAL OF MINUTES

Chairman Michelback asked everyone to review and approve the October 12, 2023, meeting minutes. He motioned for meeting minutes to be approved. Lynn Green and John O'Neil seconded the motion. Motion carried and was approved. Due to changes to the minutes, Jason Thompson motioned to unapprove and reapprove. Johna Gagnon second the motion again. Chairman Michelback, motion carries the minutes that have been unapproved and reapproved.

### REGULAR COMMITTEE REPORTS

**Public Communications:** Trice Burgess reported that he did not see anybody from the Department of Emergency Management and Security this morning; they were part of the tabletop training in DC.

**Business Outreach:** Greg Zebrowski mentioned that they've had robust business outreach. They had a lot of Success during September, which was National Preparedness Month; they continued to pursue relationships with the Chambers of Commerce throughout the county.

**HMERP Exercise Subcommittee:** Trice Burgess stated that our new Deputy Chief William D. Vannoy was promoted to the Fire Marshal's office; Kristi Bartlett took over his position for the HazMat Battalion Chief. They're both in DC today for a COG tabletop exercise and plan on doing the full LEPC full scale exercise on Wednesday, December 13<sup>th</sup>.

We'll receive more information once they get it, but right now it's being planned to be done at the Lorton USAR Training site near the Covanta incinerator, at the Lorton training site just down the street, off Furnace Road.

If you want to go ahead and put that on your calendar, (again, December 13<sup>th</sup>), we'll get back with you.

**CCC Liaison:** Chairman Michelback attended the last meeting (his first meeting) but had nothing to report.

**Ways and Means:** Erik Peterson, nothing new to report.

**Liaison with other LEPCs:** Matthew Schultz (Loudoun County LEPC) noted that they had their LEPC meeting a couple of weeks ago and Trice was there. He met with their public affairs and communication folks who are responsible for any public facing meetings. He also had to tighten down a couple of things in terms of meeting formats, access, and committee structure. Most notably, they decided to not hold their LEPC's in a hybrid fashion. They took away the in-person portion because historically, they only have a couple people show up at any given meeting.

Most of the attendees are online at the time that we were doing hybrid, we had Teams available, but according to our PAC folks, Teams is not for Loudoun, per Loudoun policy; we have to use Webex for a number of reasons just for controls. Therefore, I must refamiliarize myself with Webex which is not nearly as easy as Teams by all means.

Our next regularly scheduled meeting was supposed to be December 26th. So just based on the date, I went ahead and cancelled that meeting instead of trying to reshuffle it around. We just decided that we'll reconvene in March. So that puts us on a 6-month timeline, which gives me time to work through Webex and get everything set up in addition to the Webex platform.

The PAC folks are also helping me to make some changes to our public facing website to update some of the information. For example, we need to take off that the meetings are publicly available or in person available, which they're not going to be. They're only going to be available online, and I will add a couple of links for people to access some of our committee documents. So, if the general public wants access to our meeting minutes from past meetings, they can access that. If they want to see the hazardous materials plan or our administrative procedures for the committee, then they can see all of those things. We also have a public facing on the Loudoun County website under the Emergency Management tab. There's a tab for the LEPC; it just gives a little bit of background on LEPC and Emergency Management as well as the Lync, some helpful resources. It has a link to the EPCRA and some other federal documentation, so pretty bare bones, but it meets our need at the moment.

Chairman Michelback asked Trice if he wanted to share anything about Loudoun LEPC that Trice attended.

Trice stated that a couple of months ago he actually went out to the site. We didn't realize that it had gone virtual, but we do now, and we appreciate that.

### **SUBCOMMITTEES REPORTS:**

#### **HAZMAT RESPONSE TEAM (HMRT) UPDATE**

HazMat – not present

#### **RECENT INCIDENTS**

Trice Burgess stated that there is not much to report this morning. Regarding the routine gas leaks, I think we had one white powder incident, but again that did not play out to do anything on as far as being a live incident.

#### **HMRT TRAINING**

Trice Burgess stated they're doing ongoing training with the HazMat team monthly. They had really good training on chemistry of HazMat with one of our old, retired firefighters. The Class was called Fire Department Chemistry, "Above the Line, Below the Line". Really good training program for street smart style, HazMat, training, and chemistry.

#### **FJLEPC COORDINATOR UPDATE**

#### **Tier II Manager Update and HMERP**

##### **EPCRA Tier II Report**

- The Online Tier II Manager Program has been renamed to Hazconnect.
- Online Tier II Manager Program stats:
  - 458 facilities in system
  - 423 active facilities
  - 160 inactive facilities (three of those being critical hazard facilities)
  - 162 Critical Hazard Facilities
- 2022 Annual Tier II Reporting cycle has been completed.
  - We're now finally up to 100% reporting for this past reporting cycle for 2022.

Thanks to the Environmental Protection Agency (EPA) region for assisting me to get one final business into compliance and that was taken care of in September.

As far as the LEPC website goes, I have updated it with the latest minutes and the assistant information that we discussed at our last meeting. Links to the website have been provided online.

Johna Gagnon, EQAC stated that she checked the LEPC website and noticed the minutes that we just approved from August were already up there, but it's the version that we didn't approve. She also asked Trice, in the future, do you post them before they get approved?

Trice replied, "We'll take care of changing that". It's just what we've been doing, and they've been in draft format.

Chairman Michelback asked Trice, how many facilities are in the system? Trice replied, A total of 548, but that includes inactive facilities also and I keep inactive facilities back to about eight years when they went inactive. Everything else that has been in the system prior to that has basically been archived into our deleted file folder. That frees up the licenses because we only have 600 licenses, we can have as far as facilities go and we're worth 548 right now. It's been a pretty major clean up here since the last meeting.

### **FJLEPC Website**

FJLEPC Website WordPress subscription was renewed in July.

The website has been updated to reflect changes to the Online Tier II Manager program being renamed to Hazconnect. If there is anything additional that the Committee would like to include on the website, please let me know.

**Old Business:** Chairman Michelback stated that there is nothing on the agenda.

Trice Burgess questioned "do we want to post the video of the meeting or online or not?" We would have to pay additional costs to put the video online; it was deferred. Trice will explore other options. He stated, "that's just something that I started doing back in April as far as recording meetings, just because it made it easier, forced to go through and do the meeting minutes afterwards.

Johna Gagnon (EQAC) asked, do you store the recordings that you use? Is there any rules on that?

Trice stated, I'm not sure about the rules on our system though it only stays online for 60 days, and it automatically deletes itself from Teams. I'll have to go back and say that before it does that or bring it back alive again of the right now. The WordPress program that we use to host our LPC website at the level we've got, does not support video. We would have to upgrade our license and account with WordPress to be allowed or to be able to use video.

Chairman Michelback asked is there a mechanism to save them beyond the 60 days? Trice stated, yes, but they must be saved on a hard drive.

Chairman Michelback stated, if there's no demand for these videos and it's going to cost money to save something, that there's no demand for, it doesn't make sense to post it.

Trice stated, I must make sure every 60 days I go back in and after they deleted or whatever, I bring it back into the system, so it'll be saved.

Chairman Michelback: If you're transcribing the whole meeting, which is what we have in front of us now from August 10th, that would be sufficient, I would think.

Trice: I'm just doing it again for the ease of going back and putting minutes together.

Chairman Michelback: I'm saying if you happen to resave the videos every 60 days, just save the transcribed minutes.

Erik Peterson, INOVA suggested "keep it simple". Chairman Michelback, Trice Burgess, and Johna Gagnon agreed.

Chairman Michelback: I think that the procedure to follow is just to transcribe the Minutes from Microsoft Teams instead of posting the video and have that available.

Chairman Michelback stated to Johna Gagnon, why don't we have our own little subcommittee on that (the India incident 40<sup>th</sup> anniversary), and I'll give you a call.

Chairman Michelback / Community Outreach: I'd like to see us getting out there at least once a year and letting people know who we are, what we do, and that we're available. I think the most obvious thing was the Fairfax Festival to Government center, which occurs in that late spring early summer.

Trice Burgess and Laurel Shultzberger, Fairfax County Public Works: I think it got cancelled this past summer (the Fairfax Festival).

Chairman Michelback: Is there any way you can look into and see how that works and if we can partner up with DEMS or somebody?

Laurel Shultzberger: I think they made a motion to do multiple smaller events across the county instead of a single centrally located event like the Fairfax County Fair.

Johna Gagnon, EQAC: We do have the October Environment marathon, I think they're still doing that one in October; the Environment Fund at the government center.

Trice Burgess: They used to do Earth Day there in October, but I haven't heard any new information if that is still happening.

Laurel Shultzberger: No Earth Day which is in April or May. It was a fall festival. There was one in the city and then there was one at the government center in the fall.

Chairman Michelback: Would it make sense to reach out to Emergency Management and ask them what they have going on and see if there's some way, we can piggyback on with them?

Chairman Michelback asked Greg Zebrowski, Fairfax County DEMS to reach out to them, and let us know.

### **New Business:**

Johna Gagnon, EQAC: Suggested that we bring back any dates of things at the next meeting in December and think about our calendar for 2024, what events we might want to try to do.

Greg Zebrowski, Fairfax County DEMS: I know that through our community engagement, they're heavily involved with a myriad of events and opportunities that happen. This weekend is Centerville Day, and we're having a table and representatives there. It's one of those that I think a lot of the legwork is already done with our community engagement and I could absolutely share that calendar with you.

Trice Burgess provided a quick overview of the Hazconnect Program.

Hazconnect is the system we use to collect our Tier 2 information annually. We've been using it since 2010 with our first set of reports were in from the 29th, 2009, a year. But that's reported in March of 2010. So, you know how many facilities we've got in the system? It's basically two sides to the system. There's an administrative side to the system and there is a user side as far as the submitters and the first responders go.

Fairfax County Fire and Rescue Department, Fairfax City Fire Department, DEMS, and the county PD, all have access to the program, along with the Virginia State Police and Fort Belvoir Fire has access to the program. The HAZMAT team uses a program pretty regularly when they were responding to fixed sites to see if that site is on list or not. It's also noted in our First Due Size-up response application that all of our first responders have on the emergency response apparatus. It will tell them to go look at the Hazconnect system with that facility that has chemicals on site at that location is accessible 24/7 365 days a year.

We use that for approving users making reports. I'll send notifications or emails about the upcoming reporting dates, etc.

We can go in and edit and save the emergency response plans that the businesses submit to us; they also provide resource links. We have a list of users in the system, we have 457 users, not all of them are active. The challenge with the system is, as far as users go, only one user can be assigned to a particular business account.

We're willing to update that so they can't have multiple users going in and working on that system. I can transfer information that's existing in the system to any new user that comes on board if they're replacing somebody or if the business changed hands.

I can make a list of the actual facilities that we have out there. Again, it shows down here while 548 that are in the system and then I can go through and just make a check for the activity levels and that's 423 there that are active.

Matthew Schultz; How does that work? For example, we have a dozen Amazon data centers here at different physical addresses. Can each location have a representative?

Trice Burgess: Yes, they can. Normally what happens is they'll have one central person that does the Tier 2 reporting to that person, gets assigned to do that for all the facilities. The information in the Tier 2 reports would give you the actual local contact information if they provided that for that facility. So, you will see that as far as who you need to contact.

Umm, just quick show you here one of the Tier 2 reports it'll pull up here and then it'll have a list of your contacts here. And this one happens to be the same person all the way across. That basically says facility owner operator contact Information, direct site communications, phone numbers, and addresses. They have a regulatory person as a contact in your emergency contacts and they can put in as many contacts as they want in the system (ex: seven or eight different contacts where at that facility).

I can go through and do system reports and I can pull them up if I want to check facilities within the County that have extremely hazardous substances on site.

And I've got like 163 in here (CHF). You know exactly. List them all out as far as that goes. You can search by address, and you search by facility name. If you want to post something quickly, like if they're responding to a call, I can change over the roles here from like a responder's side of the house and the planner side of the house, and this will actually bring me up some mapping software with this.

I had to contact the IT this morning. They needed to restart their mapping system. For me this morning, which see all the dots on the map here, they're all active Tier 2 facilities that are in the county.

Which is one of our big water treatment plants down in the Lorton area.

Laurel Shultzaberger: Wastewater treatment plant. There's a difference.

Trice Burgess: Wastewater absolutely.

So, the way this shows that facility down here, I can go in and actually map the worst case of vulnerability zones for that facility, and it'll do an overlay of the of the map there that we need to look out as far as the areas go. It can pull up the at-risk populations for that area and those threats zones.

Trice Burgess: Yes. You're like 3100 and the most probable and then worst-case scenario 5000 as far as that population goes. Oh, at risk sites there were none for that there, but at-risk sites such as stuff like schools, nursing homes and stuff like that will pop up in there. 3100 people for most probably vulnerability Zone and worst-case scenario is 5000 people.

If we have a situation where I can pull up the chemicals that are stored at that facility and this just took gives me a list of those chemicals, they have turned on site that they were reporting that have over 10,000 pounds. Currently they only have one chemical. It's considered an extremely hazardous substance.

You can actually go in and pull up the attached safety data sheets that are provided with that particular chemical. I don't know if you'll be able to see this or not. When I pull this up, you'll see that MSDS pop up.

We can do that if we don't know they didn't attach a SDS sheet, we can go to account for cameo data sheet and we can go in and pull it up that chemical that way. If we're calcium oxide, we could pull up that eye daily sheet. As far as that goes and provides the first responders with information on what they're dealing with, it tells you all sorts of hazards that are involved. The fire health reactivity.

Our response recommendations on it gives you the actual emergency response guides that are in the emergency response guidebook that all first responders have on the apparatus, and then you can click on that, and it'll take you through that guide page immediately. So, you have an idea of what you need to deal with.

It stores isolating distances, stuff that are involved in a fire, it's like 1/2-mile direction in this one. There's some of the stuff you can do with this program right here. Again, we've been using it since 2010. They changed the name within the last year (Hazconnect). It used to be called the Online Tier Two Manager Program.

If any of the facilities out there as far as on the public side and what information about facilities feel free to contact me and I can share the information as far as first responders, police or DEMS, if y'all ever wanted to train to bring your new folks up to date on how to use the system again, please contact me and be happy to come out and provide training for that on the mapping on the system, It's tied in directly with the county's GIS map layers that that we give them or we can also do some air modeling through Aloha and drop a plume on a map. And so, we can get a better idea of where chemical is going on, if it's in that system.

It also provides a site map if they've attached that to the system. So, we know where the buildings are involved and where they are located on the property. Noman Cole Pollution Control Plant is a huge plant, so it covers quite the area with that.

It's just nice to have that information available right to the first responders as they're getting out on scene or responding to that location. Again, that's just a quick overview on the program.

Anybody got any questions for me on it?

Matthew Schultz: Once again, I know you did one previously. There was a slight change in leadership in the one part of the fire department where previously they didn't seem too interested in this program. I think it would be a tremendous benefit for everybody. Everybody from the folks that submit the reports to the fire department OEM. I'm going to try to take the opportunity and see if I can generate some interest in this program.

Matthew Schultz, Loudon County Fire and Rescue: Again, you had mentioned the First Due App. Well, relatively recently. Fully implemented the First Due App with the different modules like the Fire Inspector module and everything else.

I'm still not clear on the relationship between First Due and Hazconnect. If there is one, I think.

Trice Burgess: There is not one currently. Basically, what I do is I go in and manually enter all of our data for all of our facilities. As far as chemicals go, I put that in the First Due App so that our first responders are aware of it. It'll tell them to go to Tier 2 facility and go to the Hazconnect program for more information. But I do actually attach chemical information SDS sheets. I've got it to the First Due App so that I got an idea of when the responding out there to do more research and there's a hazard present. So, it would be preparing for it when we get on site.

Matthew Schultz: So, for example, you can attach a designation of EHS present, alright.

Trice Burgess: I'm going to pull up Noman Cole on the First Due App here. This is the plant that we just showed you on the Hazconnect program. This is the water treatment plant and if you see here, it shows the little 704 diamonds throughout the plant here and I can click on those and that tells me what is stored at location like the methanol is stored here and it tells you about the different locations in the amounts that are there. When you actually click on the First Due App, the actual address, you can go to a dashboard here. And it will pop up all sorts of information on that plant that we put in. Basically, it's just saying a Tier 2 hazard facility there.

And to go look at the online Tier 2 manager program for that information? This gives me the individual chemicals that they provided to us. Again, this is all manually entered, and you can go to that ERG guidebook. Right from the side there with that chemical.



Matthew Schultz: That's an awesome overview.

Next agenda item: **Member Updates / Roundtable:**

Chairman Michelback: I have nothing to share.

Trice Burgess: If anybody has anything to add, please do as far as what's going on with your facilities.

Eric Peterson with NOVA: We will have our fourth quarter hospital chemical spill response team training in November on track with that. And then we're still working our way through. Lithium-ion battery extinguishers and not moving as quickly as we'd like, but we're making progress.

Trice Burgess: Keep me posted on the fire extinguishers. We're interested in that too. We're doing a lot of research around the county here too, and across the country with these batteries, they're a big issue in a hot topic these days.

Fernando Castaneda: Nothing to report from DHS this time.

Ben Kaufman: Nothing for me, just glad to be here and listening in. I did submit my registration so that's pending for you Trice.

Joseph Colein: Nothing to add to what Erik mentioned.

Johna Gagnon (EQAC): I just want to let you know we just finished wrapping up its annual report on the environment. We think we'll be presenting to the Board of Supervisors in December and then we're going to have our annual public comment period on the second Wednesday in January.

Lynn Green: I don't have anything today, Trice. You did a great presentation. That was awesome.

Nathaniel Murray, Colonial Pipeline: I have nothing to respond.

Chief John O'Neil, Fairfax City Fire: Nothing for the good of the order this morning, Sir.

Cary Petrovich: No, I have nothing. I just thank you for the invitation to the meeting today. I'm just here learning.

Trice Burgess: If anything, I can do to help you out and give you more information on the LPC or that Hazconnect Tier 2 program. Let me know and I'll be happy to do so for you.

Bart Routh: Nothing to report.

Mathew Schultz: Nothing additional. Thank you very much for the presentation.

Laurel Shultzaberger: Other than a thank you for the walk down memory lane at Noman Cole, which caused a little PTSD, Nothing to add. I used to be that I HazMat coordinator, down at Noman Cole, that's how I met Trice.

Amara Smith: Nothing to report.

Jason Taylor: I have nothing to report.

Jason Thompson: Nothing. Thanks.

Gregory Zebrowski: I have nothing additional.

**ADJOURNMENT OF MEETING**

Chairman Michelback called for a motion to adjourn the meeting. Johna Gagnon moved to adjourn. Chairman Michelback, Eric Peterson, and Jason Thompson seconded the motion. Motion carried and the meeting was adjourned.

***The next meeting of the Fairfax Joint Local Emergency Planning Committee  
will be held on December 14, 2023***