

**Chesterfield Emergency Planning Committee
Meeting Minutes
April 2, 2020**

Members Present:

Jason Bassett (Industrial Chemicals)	Paul Clements (Citizen)
Craig Eckrich (CPD – NW)	Kathy Eubank (Vol. Rescue Squads)
Brian Fox (Univar Solutions)	Brooke Gallahan (Dupont)
Bobby Lukhard (DuPont)	

Consultants/Guests:

Robert Barksdale (DuPont – Teijin Films)	Hunter Dovel (Evonik)
Andrew Glowatsky (Church and Dwight)	Ryan Shore (Aleris)

EM Staff:

Chief Sal Luciano	Steven Herring
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Welcome and Introductions

The meeting was called to order at 3:30 p.m. Brooke welcomed everyone, and introductions were made.

Presentation: None

Approval of Minutes

Minutes for the March meeting approved as posted.

Reports

Chairman's Report –

- None

Emergency Management –

- Jessica Robison has been appointed as the new Interim Emergency Management Coordinator.
- Chesterfield is currently considered open with limited operations during COVID-19 Pandemic.
- A virtual EOC has been opened with rotating shifts. PPE Shortage is currently the biggest concern.
- A virtual Call Center has been implemented for County Residents to call regarding questions about County services.

Community Emergency Response Team (CERT) –

- Steven Herring, the new CERT Coordinator, introduced himself to the group.
- The second Spring CERT Class has been canceled due to COVID-19. There are still plans to hold a CERT class in the Fall.

Health Department/ Medical Reserve Corps (MRC)

- None

Homeland Security

- None

Neighborhood Watch

- National Night Out kickoff has been postponed.

- All citizen academies have been cancelled until the end of the year.

CEPC Spotlight – None

Unfinished Business –

Officer Nominations are coming up for Chair and Vice-Chair. Any nominations are due during the May meeting, with voting taking place during the June Meeting. Any nominations should be emailed to Chair Gallahan, Jess Robison, or Steven Herring.

New Business –

- The HazMat Expo is being postponed. An evaluation of the expo will be made during the summer to determine if it should be canceled for the year or rescheduled in the Fall.

Roundtable Member Discussion:

Kathy Eubank (Vol. Rescue Squads) - The Volunteer Rescue Squads are following the same standards as Chesterfield Fire & EMS and are advocating the same quarantine pattern as everyone else. Volunteers are starting to pull back from duties with crews due to health issues and family responsibilities.

Brian Fox (Univar Solutions) - Univar Solutions is currently working at normal capacity, with some staff being able to telework. Travel has been shut down and visitors are not allowed in.

Bobby Lukhard (DuPont) - DuPont is staying open due to it being a critical facility. All non-essential personnel are working from home, however, there are still an average of 400-600 people on-site during the day, and 400 on-site during the night. Temperature checks have been instituted at all gates for personnel coming in. This includes construction workers and truck drivers. All employees are also asked to check their own temperature before coming in. If they have a temperature above 99.5 they are asked to contact their supervisor and they will not be allowed on-site. An increased cleaning regimen has been implemented. There have been 2 confirmed cases on-site. DuPont worked with the Health Department regarding screening to identify others who needed to be quarantined. The areas where the infected individuals worked were also deep cleaned. Have created a standard for wearing masks. Surgical masks should only be put on patients while dust masks should only be worn by Mechanics and those who have to be close to one another.

Robert Barksdale (DuPont – Teijin Films) - No confirmed cases yet, however, a lot of the same practices that DuPont is doing is currently being done. Daylight maintenance staff have been split up.

Andrew Glowatsky (Church and Dwight) - Currently fully operational due to the manufacturing of medical devices. A lot of personal hygiene procedures are currently being implemented, with increased sanitization of site and temperature checks of visitors being done. Lunches are currently split into breaks and shifts have been broken into pods. Visitor access has been restricted unless it is for essential services. Personnel travel has been restricted and employees are told to stay home if they have any form of illness. Virtual meetings have been maxed out and all overtime has been eliminated or minimized. Masks and bandanas have been handed out to employees. A drill regarding a controlled shutdown and what it looks like for the facility has been conducted. Will be working with the Regional IMT regarding donating masks for health care workers.

Ryan Shore (Aleris) - Implementing increased cleaning and disinfecting of site. Social distancing measures have also been implemented. Temperature checks will be implemented next week. All in person meetings have been canceled.

There being no further business, the meeting was adjourned. **The next CEPC Meeting will be on May 7, 2020. Discussion will be held in the coming weeks to determine if the meeting will be held in-person or via Skype.**