

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

DATE: February 23, 2010 TIME: 1:30 pm

LOCATION: Stephenson County Highway Department
295 W. Lamm Road
Freeport, Illinois 61032

AGENDA

1. Call to order Chairman
2. Roll call and introduction of guests Membership
3. Approve minutes of the January 26 Meeting Membership
4. Identify and Review relevant chemical incidents Membership
5. Sub-Committee Reports
 - Tier II Review Committee
 1. Incoming Tier II Information
 - Membership Committee
 - Preparedness Committee
 1. Chemical Response Plan
 2. Tier II Site Book
 3. Fire Agency Responses to Tier II Site Plans
6. Freedom of Information Act – LEPC Policy Mr. Groves
7. Identify next steps Membership
8. Open Comments Membership
9. Confirm March 23, 2010 Meeting Date Membership

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Meeting Minutes

Date: February 23, 2010

Time: 1:30 P.M.

Location: Stephenson County Highway Department
Conference Room
295 W. Lamm Road
Freeport, Illinois 61032

Roll Call

Allshouse, Scott	Red Cross	<u>X</u>
Auld, Adam	Leggett & Platt	<u> </u>
Beck, Jeremy	Pinnacle Metals	<u>X</u>
Buske, Scott	Sauer – Danfoss	<u>X</u>
Beintema, Craig	SC Health Dept	<u> </u>
Choppie, Jeff	Honeywell	<u>X</u>
Coers, Sue	IEMA	<u>X</u>
Countryman, Kevin	Freeport Fire	<u> </u>
Gerbode, Stephen	Freeport PD	<u>X</u>
Green, Mert	Adkins Energy	<u>X</u>
Groves, Terry	EMA	<u>X</u>
Groezienger, Pennie	Pearl City Elevator	<u>APN</u>
Fox, Jim	Com Ed	<u>X</u>
Holbert, Stephen	EMA	<u>X</u>
Isbell, Chris	SC Engineer	<u>X</u>
Liebenstein, Mike	EMA	<u> </u>
Martin, Mike	Health Dept	<u> </u>
McDonough, Rick	Health Dept	<u>X</u>
McLeod, Scott	CN Railway	<u>APN</u>
Munda, Greg	Dist 145	<u>X</u>
Rackow, Dallas	Dist 145	<u> </u>
Reed, Marty	Farm Service	<u>APN</u>
Rose, Matt	911 Coordinator	<u>X</u>
Salazar, Raymond	FHN/EMS	<u> </u>
Thompson, Andy	EMA	<u>X</u>
Toerber, Win	ARES/RACES	<u>APN</u>
Welch, Todd	Sheriff's Agency	<u>X</u>

CALL TO ORDER

Chairman Munda called the meeting to order at 1:30 pm

ROLLCALL AND INTRODUCTIONS

S. Holbert introduced Andy Thompson, newest member of the Stephenson County EMA, as Bill Rosemeier's replacement as the Secretary to the LEPC.

APPROVAL OF JANUARY 26 MINUTES

Minutes were reviewed and a correction was made denoting that Jeff Choppie was present at the January 26, 2010 meeting. S. Holbert made motion to approve amended minutes, Scott Allshouse second, all approved.

IDENTIFY AND REVIEW RELEVANT CHEMICAL INCIDENTS

The only report received by the EMA office was a follow-up report from the State of Illinois regarding the fuel tanks being removed at 220 N Galena, the old Clark Gas Station. This was discussed at the January 2010 meeting.

SUB-COMMITTEE REPORTS

- Tier II Review Committee
 1. Incoming Tier II Information

The EMA office received a revised emergency plan for Titan Tire

- Membership Committee

No report

- Preparedness Committee
 1. Chemical Response Plan

The LEPC Preparedness and Evaluation Committee met on February 11, 2010. A copy of the committee minutes is attached as **Attachment One**.

The committee has been reviewing Annex 11 of the County Disaster Plan, regarding Hazardous Materials along with the Chemical Response Plan. The Chemical Response Plan looks pretty good over and more in depth review will be done in the coming months. There was a question raised about language in the Disaster Plan regarding the County HazMat Team and description of the hospital. Changes will need to be made.
 2. Tier II Site Book

The EMA office has not received a response from the contractor regarding what the cost would be to create a digital only map of the CN right-of-way through the county with a one mile radius along the right-of-way.
 3. Fire Agency Responses to Tier II Site Plans

Each Fire Protection District/Department was given a letter and a sign-off form for the Tier II sites within their jurisdiction. **Attachment Two** details the response since the letter was sent. Follow up has been initiated to achieve 100%, but participation is strictly voluntary.

FREEDOM OF INFORMATION ACT AND POLICY

Terry Groves shared with committee he gave to his assistant, S. Holbert, a copy of the FOIA policy adopted by the Stephenson County ETSB. Mr. Groves originally wanted the new document to act as the policy and procedure for the LEPC, EMA and Zoning Administration. However, he learned that as budget information is included it would be better to develop three policy and procedures each reflecting a specific organization.

S. Holbert advised that a draft policy and procedure for the LEPC would be ready for review at the March 23, 2010 meeting.

IDENTIFY NEXT STEPS

Chairman Munda suggested committee brainstorm for facilities which have not yet been contacted, eg Titan Tire and Tate and Lyle Custom Ingredients for a tour of their areas. He took that thought one step further, whereby in order to achieve 100% compliance, we could somehow tie in the 25% of facilities which have not turned in their Tier 11 reports to do so at this time.

OPEN COMMENTS

There were no comments

CONFIRM NEXT MEETING DATE

Next meeting will be held on **March 23, 2010 at 1:30PM**; Stephenson County Highway Office

Motion to Adjourn made by R. McDonough and seconded by J. Beck. Meeting Adjourned 150 pm.

Prepared by:

A. Thompson
Stephenson County EMA

Note: Two Documents Attached

Attachment One

**STEPHENSON COUNTY LOCAL EMERGENCY
PLANNING COMMITTEE**

Preparedness & Evaluation Sub-Committee
295 W. LAMM ROAD Phone: 815-599-0344
Freeport, Illinois 61032 Fax: 815-235-9356
Email: thompsonandy96@yahoo.com

February 11, 2010

Location: Stephenson County EMA Office
295 W. Lamm Road
Freeport, Illinois 61032

Time: 1:30 pm

1. Roll Call
2. Introductions
3. Approve Agenda
4. Approve minutes of January 14, 2010 meeting

AGENDA

- A. Review LEPC Chemical Response Plan and Hazardous Materials Annex (Stephenson County Emergency Operations Plan – EOP)
- B. Response to Threat Inquiry
- C. Update on mapping book
- D. Open Comments
- E. Next Meeting Date

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Preparedness & Evaluation Sub-Committee

295 W. LAMM ROAD Phone: 815-599-0344
Freeport, Illinois 61032 Fax: 815-235-9356
Email: thompsonandy96@yahoo.com

Date: January 14, 2010

Time: 1:30pm

Location: Emergency Management Agency Conference Room
295 W Lamm Road,
Freeport, Illinois 61032-9628

Attending

<u>Name</u>	<u>Representing</u>	<u>E-Mail</u>
Mert Green	Adkins Energy	mertgreen@adkinsenergy.com
Pennie Groezinger	Pearl City Elevator	pgroezinger@pce-coops.com
Ray Salazar	FHN	rdstss5@aol.com
Scott Allshouse	Red Cross	disaster.nwirc@comcast.net
Stephen Gerbode	Freeport PD	sgerbode@freeportpd.com
Terry Groves	EMA	stcozon@yahoo.com
Andy Thompson	EMA	stcoema3@yahoo.com
Stephen Holbert	EMA	stcoema2@yahoo.com

Meeting called to order at 1:30p.

Members present were known to each other so no introductions were needed.

Agenda was approved by members in attendance.

Minutes of January 14, 2010 meeting were not available at this time.

Review of LEPC Chemical Response Plan and Annex 11 (Hazardous Material) of the EOP

Upon review of the LEPC Chemical Response Plan and Hazardous Materials Annex (Stephenson County Emergency Operations Plan – EOP), Ray clarified that Freeport Hospital Network is not JCAHO accredited as stated in the EOP. Stephen Holbert asked Ray if he would re-write that paragraph with the correct information so it could be inserted into the plan update.

Ray questioned the terminology used in the County EOP – Annex 11 (Hazardous Materials), page 4, 1st paragraph and page 5, 1st paragraph – 1st bullet point, where the term HazMat Director is used. Ray stated that he was under the impression that the proper description would be HazMat Leader. Stephen Holbert advised that he would check with the Fire Department to determine the correct terminology utilized.

Update on Mapping Book

Stephenson County EMA office has not yet had a response from Susan Simkins regarding a cost estimate to create a digital file showing the CN Railroad right of way through our County. In December 2009 she requested additional information forwarded to her which was sent. The initial request for funding information from the State was not recognized because FEMA does not fund GIS mapping, however, we are pursuing a non-GIS type format, and another request will be made.

Technology for Fire Service Use in Field

As outlined in the January minutes, the ETSB would like to have each fire command vehicle outfitted with a laptop computer, and software with the capability of interfacing with the 911 system. At this time the 911 Board is researching options. The ETSB is working on installing new software and determining what needs to be done or can be done to reach the above stated goal.

Response to Threat Inquiry

Stephenson Service Company, Com Ed, Adkins Energy, Honeywell International and Pearl City Elevator responded in regards to what they feel are the major threats posed at their facilities. We are still awaiting a response from the other Tier 11 sites. Please see attachment.

Open Comments

It was brought up in open comments that the LEPC has not received a response to the letters sent to each fire agency regarding reviewing site emergency plans of the Tier 11 facilities within each jurisdiction. Ray asked if the EMA office could provide a list of jurisdictions that have and have not responded. Stephen H advised that this would be done.

Pennie asked if she could be informed as to whether Pearl City had responded or not so she could initiate compliance.

Mert informed the committee that Brad Strong is the new Fire Chief in Lena.

Next meeting date is March 17, 1:30p

Prepared by:

Andy Thompson
Stephenson County EMA

ATTACHMENT TWO

**Stephenson County LEPC
Tier II Emergency Response Site Plan Review**

Response Summary as of 02/16/10

<u>AGENCY</u>	<u>DATE RECEIVED</u>
Cedarville.....	07/21/09
McConnell.....	08/10/09
Dakota.....	
Davis.....	07/21/09
Freeport.....	09/29/09
Freeport Rural.....	
German Valley.....	
Lena.....	
Orangeville.....	07/02/09
Pearl City.....	
Rock City.....	07/21/09

Prepared By:

S. Holbert
Stephenson County EMA Office