

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

DATE: March 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 February 23 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
 1. Site visits
 - Preparedness Committee
 1. Chemical Response Plan
 2. Tier II Site Book
 3. Fire Agency Responses to Tier II Site Plans
6. Freedom of Information Policy Review LEPC Document Membership
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: March 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 | X |
| Auld, Adam | Leggett & Platt | |
| Beck, Jeremy | Pinnacle Metals | X |
| Beintema, Craig | SC Health Dept | |
| Buske, Scott | Sauer – Danfoss | |
| Choppie, Jeff | Honeywell | X |
| Coers, Sue | IEMA | |
| Countryman, Kevin | Freeport Fire | |
| Gerbode, Stephen | Freeport PD | APN |
| Green, Mert | Adkins Energy | APN |
| Groves, Terry | EMA | X |
| Groezienger, Pennie | Pearl City Elevator | APN |
| Fox, Jim | Com Ed | APN |
| Holbert, Stephen | EMA | X |
| Isbell, Chris | SC Engineer | |
| Liebenstein, Mike | EMA | |
| McDonough, Rick | Health Dept | X |
| McLeod, Scott | CN Railway | APN |
| Munda, Greg | Dist 145 | X |
| Rackow, Dallas | Dist 145 | |
| Reed, Marty | Farm Service | APN |
| Rose, Matt | 911 Coordinator | X |
| Salazar, Raymond | FHN/EMS | |
| Thompson, Andy | EMA | X |
| Toerber, Win | ARES/RACES | X |
| Welch, Todd | Sheriff's Agency | X |

CALL TO ORDER

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

ROLLCALL AND INTRODUCTIONS

Following the roll call, Chairman Munda asked if there were enough members present for a quorum. A quick check of the By-Laws indicated that there were enough members present to conduct a meeting.

APPROVAL OF FEBRUARY 23 MINUTES

S. Allshouse made motion to approve minutes as written, second by M. Rose, motion carried.

IDENTIFY AND REVIEW RELEVANT CHEMICAL INCIDENTS

There no reports received by the EMA Office and members present has nothing to add

SUB-COMMITTEE REPORTS

- Tier II Review Committee
 1. Incoming Tier II Information

An audit was conducted by the LEPC Secretary and there are approx 7 sites that have not reported. A check will be made with the State to see if the sites filed electronically.
- Membership Committee

No report
- Preparedness Committee
 1. Chemical Response Plan

The LEPC Preparedness and Evaluation Committee met on March 17, 2010. A copy of the committee minutes is attached as **Attachment One**.
 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

There is no change from the last audit

FREEDOM OF INFORMATION ACT AND POLICY

Mr. Groves signed the LEPC's Freedom of Information Policy and it is now in effect. Copies of the old policy should be discarded.

IDENTIFY NEXT STEPS

Mr. Groves brought up the Winnebago LEPC Midwest Emergency and Preparedness Conference which is on May 5, 6 and 7 in Rockford at the Radisson Hotel Conference Center.

Chairman Munda would like to begin site visits again, and asked for a list of potential sites to visit.

OPEN COMMENTS

Jeremy asked members present for more information on what each site thought was its biggest risk. He mention that for his site it was not the amount of a particular chemical, it was the loading and unloading of specific chemical.

Scott advised that when he filled out the questionnaire, he included specific information from the Honeywell plan which outlines the answer(s) to that question. In the discussion it was evident that the LEPC needs to continue to work with facilities on this question.

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 205 pm.

Prepared by:

Stephenson County EMA

Attachment #1

**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: thompsonandv96@yahoo.com

Date: March 17, 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> |
|-----------------|-----------------------|
| Jeremy Beck | Pinnacle Metals |
| Marty Reed | Stephenson Service Co |
| Scott Allshouse | Red Cross |
| Stephen Gerbode | Freeport PD |
| Rick McDonough | SC Health Dept |
| Andy Thompson | EMA |
| Stephen Holbert | EMA |

Meeting called to order at 1:35pm.

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

Agenda was approved by members in attendance.

Minutes of February 11 meeting were approved with no changes.

AGENDA

Review: LEPC Chemical Response Plan

1. Follow up to last month's recommendations
 - a. Ray forwarded the hospital information to the EMA Office along with his recommendations. Both the Chemical Plan and the Hazardous Materials Annex of the EOP will be modified to reflect these changes/suggestions.
2. Element (Chapter) discussion of the Chemical Plan
 - a. The members present went through each Elements Pre-Emergency, Emergency and Post-Emergency Phases and identified area of LEPC responsibility. These were discussed and the EMA Office will prepare a list of these responsibilities for the preparedness committee to work on.

Rural Fire Agencies - Response to Threat Inquiry

1. New responses
 - a. There is no change to the list as recorded last month.

Update on mapping book

1. S. Holbert took part in a conference call with Susan Shimkus and one of the agencies technicians earlier in the month. The current direction of the project is to determine the cost of having either an on-line site or a made for our county digital package showing the Canadian National's right of way across the county and Tier II facilities. Each would contain drop down boxes of information as specified earlier. Once this information is know, then a second request would be made to the State of Illinois for mitigation grant money to either purchase the information of for use of the information from the on-line site.

The next preparedness committee meeting will be 1:30 pm on April 21, 2010 at the EMA Office

Prepared by:

Stephen Holbert EMA Office

LEPC RESPONSIBILITES THAT NEED ATTENTION

ELEMENT ONE IDENTIFICATION OF EHS FACILITIES

| | | | |
|---------|---------------------|----|---|
| Page 14 | Pre-Emergency Phase | #3 | Maintain database of routes in the LEPC files likely to be used for |
| | | | transport of EHS |
| Page 14 | Pre-Emergency Phase | #4 | Annual review of plan |
| Page 14 | Pre-Emergency Phase | #6 | Verification of EHS facility and relevant information annually |

ELEMENT TWO PROCEDURES AND METHODS

None

ELEMENT THREE EMERGENCY COORDINATOR

Page 28 Pre-Emergency Phase #4 Annual review of Chemical Emergency Plan
Page 28 Pre-Emergency Phase #5 Verification of site coordinator information semi-annually

ELEMENT FOUR EMERGENCY NOTIFICATIONS

Page 33 Pre-Emergency Phase #5 Annual review to confirm emergency and public notification procedures are accurate and complete

ELEMENT FIVE METHODS FOR DETERMINING THE OCCURANCE OF RELEASE

Page 38 Pre-Emergency Phase #6 Annual Verification Survey

ELEMENT SIX EMERGENCY EQUIPMENT

Page 43 Pre-Emergency Phase #7 Create/Maintain list of equipment available to local contractors
Page 43 Pre-Emergency Phase #8 Create/Maintain file of completed NIMS resource lists
Page 44 Emergency Phase #4 Identify procedures for in-coming resources to use for contact
Page 45 Post-Emergency Phase #7 Annual review of equipment list and contact information

ELEMENT SEVEN EVACUATION PLANS

None

ELEMENT EIGHT TRAINING PROGRAMS AND SCHEDULES

Page 54 Pre-Emergency Phase #6 Attempt to develop training information for populations identified as being most at risk

ELEMENT NINE METHODS/SCHEDULES FOR EXERCISEING THE PLAN

Page 59 Pre-Emergency Phase #5 Reference the annual tabletop required by Illinois SERC as completed at the Winnebago Midwest LEPC Conference