

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

DATE: April 27, 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 March 23 Meeting Membership
4. Identify and Review relevant chemical incidents Membership
5. Sub-Committee Reports
 - o Tier II Review Committee
 - 1. Incoming Tier II Information
 - o Membership Committee
 - 1. Site visits
 - o Preparedness Committee
 - 1. Chemical Response Plan
 - 2. Tier II Site Book
 - 3. Fire Agency Responses to Tier II Site Plans
6. Freedom of Information Requests EMA Office
7. Winnebago LEPC's Midwest Training Conference Membership
8. Identify next steps Membership
9. Open Comments Membership
10. Confirm May 25, 2010 Meeting Date Membership

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Meeting Minutes

Date: April 27, 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	_____
Beintema, Craig	SC Health Dept	_____
Buske, Scott	Sauer – Danfoss	_____
Choppie, Jeff	Honeywell	_____
Coers, Sue	IEMA	APN
Countryman, Kevin	Freeport Fire	_____
Gerbode, Stephen	Freeport PD	X
Green, Mert	Adkins Energy	X
Groves, Terry	EMA	X
Groezienger, Pennie	Pearl City Elevator	X
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	X
Rose, Matt	911 Coordinator	_____
Salazar, Raymond	FHN/EMS	APN
Thompson, Andy	EMA	APN
Toerber, Win	ARES/RACES	APN
Welch, Todd	Sheriff's Agency	X
Shore, Mike	RS&VP	X

CALL TO ORDER

Chairman Munda called the meeting to order at 1:35 pm

ROLLCALL AND INTRODUCTIONS

There were no Introductions.

APPROVAL OF FEBRUARY 23 MINUTES

S. Allshouse made motion to approve minutes as written, second by R. McDonough, motion carried.

IDENTIFY AND REVIEW RELEVANT CHEMICAL INCIDENTS

There were no reports received by the EMA Office. Stephenson Service Company reported that one of their farm customers had a coupling issue while injecting anhydrous and the Dakota Fire was called. There was not enough material released for a report.

SUB-COMMITTEE REPORTS

- Tier II Review Committee
 1. Incoming Tier II Information

S. Holbert advised he is still waiting for a response from the State.
- Membership Committee

No report
- Preparedness Committee
 1. Tier II Site Book

The EMA office has 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. The proposal is attached to these minutes as Attachment One.
 2. Fire Agency Responses to Tier II Site Plans

There is no change from the last audit
 3. Preparedness Sub-committee Meeting

The sub-committee was to meet on April 21, but there were only three people who attended the meeting. The decision was made that there were not enough members present to conduct business and the meeting was adjourned.

It was suggested that the sub-committee resume meeting on the 2nd Tuesday of each month at 1:30 pm. The next sub-committee meeting is May 11th, in the EMA conference room (west end of building)

FREEDOM OF INFORMATION ACT AND POLICY

Mr. Groves advised that a formal policy for Stephenson County Departments has been developed by Robert Smith, operating as a contractor. The Local Emergency Planning Committee policy adopted March 2010 has part of that package. Mr. Grove also advised he has spoken to Mr. Kane (web master) and the FOI policy will be placed on the LEPC portion of the web once a simple flow chart is developed.

Midwest Emergency and Preparedness Conference

Winnebago County LEPC sponsors the Midwest Emergency and Preparedness Conference, (May 5, 6, 7) in Rockford at the Radisson Hotel Conference Center. Our HMEP grant has funds dedicated for members to attend. Those interested should contact the EMA office.

IDENTIFY NEXT STEPS

S. Holbert asked members present if the Membership Committee could have more members as currently the only members of the sub-committee are A. Thompson and S. Holbert. Both are also members of all the sub-committees and it is getting a little tight time wise.

We need to determine a facility to ask for a site visit, and continue the visits started in the past years.

OPEN COMMENTS

Covered in the Midwest Preparedness Conference.

CONFIRM NEXT MEETING DATE

Next meeting will be held on **May 25, 2010 at 1:30PM**; Stephenson County Highway Office

Motion to adjourn made by R. McDonough and seconded by P. Groezinger. Motion carried
Meeting adjourned 155 pm.

Prepared by:

Stephen Holbert
Stephenson County EMA

Note: Two Attachments to follow

1. Parson – Scope of work/cost estimate County Map Books
2. LEPC Sub-committee names, members and assignments

SCOPE OF WORK/COST ESTIMATE

County Map Books

Prepared for:

Stephenson County LEPC

Prepared by:

Parsons

April 2010

PURPOSE

The purpose of this project is to provide the Stephenson County LEPC with an overhead view (aerial maps) of major Tier II sites within the County, specifically within a 1 mile radius of the CN railway. County Map Books (similar to the Community Map Books created for the CN-EJ&E Acquisition) will be created to be used by first responders when responding to potentially hazardous situations that may occur as a result of a railroad incident. Electronic maps in pdf format will also be provided to the County that will have call-out boxes to be populated with current contact and chemical information at Tier II sites.

SCOPE

Collection, Compilation and Review

The Consultant will collect data from the appropriate local, State, and Federal agencies. The list of agencies to be contacted and the type of information to be requested is provided below.

- ***Resource Agencies:*** project-related information covering the agencies' areas of expertise, facilities, activities, or programs. Resource agencies to be contacted may include the Federal Railroad Administration, Illinois Department of Natural Resources, Illinois Department of Transportation, and the Canadian National Railroad.
- ***Counties and Local Municipalities:*** existing land use, zoning maps, proposed development, and transportation plans. Counties to be contacted include Stephenson, JoDaviess, and Winnebago. Local municipalities to be contacted will include Waddams Grove, Lena, Elroy, Freeport, and Evarts.
- ***School Districts:*** location of existing and proposed facilities, planned improvements to existing facilities, bus routes.
- ***Forest Preserve/Park Districts:*** location of existing and proposed facilities, and planned improvements to existing facilities.
- ***Fire Protection Districts:*** access routes, location of existing and proposed stations.

Mosaics

Stephenson County will provide digital orthophotos as well as ArcMap shapefiles or feature classes for key mapping such as Tier II properties, parcels, buildings, roads, and any other features to be highlighted in the maps.

The Consultant will create maps by merging the information from the shapefiles, using the digital orthophotos as the background.

The Consultant will verify the mapping and prepare base sheets to be used throughout

the project. Any useful ArcMap projects will be turned over to Stephenson County at the end of the project.

Data Verification and Inventory

It is estimated that approximately 7 maps will be required to cover the area of Stephenson County that the CN passes through. Approximate coverage for the maps, starting from the northwest corner of the county to the southeast, include:

1. County Line (JoDaviess County) to Waddams Grove
2. Waddams Grove to Lena
3. Lena to Elroy
4. Elroy to Freeport
5. Freeport
6. Freeport to the area of Evarts
7. Evarts to County Line (Winnebago County)

Items to be provided on the maps will include:

- Each aerial will extend a minimum 1 mile in each direction from the centerline of the CN
- Locations of government/communities along with population will be shown
- Corporate limits of each community will be depicted
- Major roadways or routes will be labeled
- Grade crossings and grade separations will be shown
- Police stations will be identified
- Fire Stations will be identified
- Schools within a ½ mile in each direction of the CN will be shown
- Parks within a ½ mile in each direction of the CN will be shown
- Hospitals/trauma centers will be shown
- Trauma centers that are within 10 miles of the relevant map will also be identified
- Railroad mileposts will be shown
- Drop down box for Tier II site information to be populated by Stephenson County will be provided

Administration

A Project Management Plan will be prepared at the beginning of the project. It will address and clarify all aspects of contract and project administration, quality assurance, contract deliverables, budget and cost control, record keeping, scheduling, and internal/external coordination.

Coordination

The project manager will be responsible for mobilizing and maintaining appropriate staff to meet the needs of the project.

The project manager will be responsible for coordinating with Stephenson County on all aspects of the project. Progress meetings will be held as needed to discuss pertinent work elements. Informal coordination meetings will also be held as appropriate.

A project schedule will be prepared and included as part of the Project Management Plan. The project manager will monitor the progress of all work against this schedule and advise of actions taken or required to avoid delays.

Cost Control

The project manager will implement the project cost control system, which generates appropriate cost control information, such as verifying all direct and indirect charges versus percent of work completed by task.

Documentation

The project manager will document and maintain files of all project activities, including

key telephone communications, correspondence, and meetings. The project manager will prepare notes for all formal meetings attended, and will provide copies to all associated parties. The project manager will standardize documentation procedures. A project master file will be established and maintained during the course of the project. It will contain copies of reports, correspondence and other documents.

Reports and Invoices

The project manager will keep Stephenson County advised as to project progress through monthly progress reports and invoices. The reports will summarize work accomplished during the previous month, anticipated work for the upcoming month, and actual or anticipated problems or challenges on the project. It will include an updated schedule with explanations of any delays or changes.

Quality Assurance/Quality Control

To ensure the level of quality essential for safe, reliable, and economical performance, a rigorous corporate **Quality Assurance Program** provides the framework for all Parsons operations. The program assures that work is performed in accordance with applicable codes, standards, and procedures.

Parsons' **Quality Assurance Manual** furnishes Project Managers and staff with specific, detailed information on report writing, design, construction management, and administrative services. All relevant Quality Assurance elements, such as document checking, contract administration, and quality audits are included. A copy of the **Quality**

Assurance Manual can be provided upon request.

Parsons has extended its Quality Program beyond the traditional Quality Assurance framework. The firm's entire staff participates in a **Quality Improvement Program** (QIP) that stresses the benefits to clients including meeting general and specific project objectives, time savings, and cost savings. The QIP applies to all projects and to Parsons' internal management process. The program is based on The Four Absolutes of Quality:

- Conformance to customer requirements.
- Prevention of defects.
- A performance standard of Zero Defects.
- Measuring quality through the price of non-conformance to customer's requirements.

DELIVERABLES

- 11 x 17 Bound County Map Books (50)
- CD-ROM (10) containing electronic files of aerials in pdf format with call-out boxes to be populated with contact and chemical information at Tier II sites

ESTIMATED COST

Collection, Compilation and Review	\$ 6,096
Mosaics	\$51,124
Data Verification and Inventory	\$ 3,145
Administration	\$ 1,797
Quality Assurance/Quality Control	\$ 2,833
Other Direct Costs	<u>\$ 1,521</u>
Total	\$66,516

Attachment Two

**STEPHENSON COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE
SUB-COMMITTEE TITLES AND RESPONSIBILITIES**

Tier II Committee

Members: S. Holbert, A. Thompson

Mission: Compare the current year's Tier II report against the previous report, noting changes.
Organize LEPC files to reflect current information and site specific plans.
Register new haz mat facilities.
Act as a Liaison between the LEPC and Tier II sites

Membership Committee

Members: S. Holbert, A. Thompson

Mission: Maintain contact with LEPC representatives
Determine if the LEPC is meeting Facilities needs
Request site visits from facilities for the purpose

- ✓ of viewing the site and reviewing site response plan
- ✓ Meeting site officials
- ✓ Arrange for designated LEPC representatives visit the Tier II sites and ensure that this will be performed in such a way as to not be intrusive or disruptive.

Preparedness Committee – Chairperson(s): Ray Salazar and Jeremy Beck

Members: Penny Groezinger, Mert Green, Scott Allshouse, Marty Reed, S. Thompson, S Holbert,
S. Gerbode, Rick
McDonough, Freeport Fire

Mission: Chemical Response Plan
Tier II Site Book
Fire Agency Response to Tier II Site Plans