

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

DATE: November 23, 2010

TIME: 1:30 pm

LOCATION: Freeport Public Library (Ground floor meeting room, across from coffee shop)
100 E Douglas Street
Freeport, Illinois 61032

AGENDA

1. Call to order Chairman
2. Roll call and introduction of guests Chairman
3. Approve minutes of the October 26, 2010 meeting Chairman
4. Identify and Review relevant chemical incidents Membership
 1. Caller: Manager of Crop Production Services. Incident Date: 10.31.10
 2. Caller: Marty Reed of Stephenson Service Company. Incident 11.09.10
5. Sub-Committee Reports
 - o Tier II Review Committee Rick McDonough
 - o Membership Committee Pennie Groezinger
 1. Baileyville site visit 11/16/10
 - o Prep & Eval Subcommittee Jeff Choppie
 2. Next meeting date Jan 4, 2011
6. Identify next steps EMA
 - a. Next meeting date Jan 25, 2011
 - b. Commodity Transportation Flow Feasibility Study Prep & Eval members
7. De Kalb LEPC Chair request EMA Office
8. Open Comments
 - a. FEMA update Terry Groves
9. Confirm Jan 25, 2011 Meeting Date Membership

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

November Meeting Minutes

DATE: November 23, 2010

TIME: 1:30 pm

LOCATION: Freeport Public Library
Meeting Room B
100 E Douglas Street
Freeport, Illinois 61032

1. Call to order

The meeting was called to order at 1:30 PM by Vice-Chairman Mert Green as the Chairman was not able to attend the meeting.

2. Roll call and introduction of guests

Present:	Scott Allshouse	Red Cross
	Jeff Choppie	Honeywell
	Sue Coers	IEMA
	Stephen Gerbode	Freeport PD
	Mert Green	Adkins Energy
	Terry Groves	EMA Office
	Pennie Groezinger	Pearl City Elevator
	Jim Fox	Com ED
	Stephen Holbert	EMA Office
	Rick McDonough	Health Dept
	Matt Rose	911 Coordinator
	Todd Welch	Sheriff's Agency

Absent with prior notice (APN):	Kevin Countryman	Freeport Fire
	Charlene Hale	Salvation Army
	Scott McLeod	CN Railroad
	Greg Munda	School Dist 145
	Andy Thompson	EMA Office

3. Approve minutes of the October 26, 2010 meeting

Vice-Chairman Green determined, after polling the members present that approval of the meeting minutes from October 26 should be held over till the January 25th 2011 meeting as only one member present had a copy of the minutes and was prepared to vote on them.

4. Identify and Review relevant chemical incidents

The following IEMA Hazardous Materials Incident Reports were received by the EMA Office since the October 26rd 2010 meeting:

1. Caller: Manager of Crop Production Services. Incident Date: 10.31.10
 - Location of Incident was 5987 Preston Road – Agricultural release of Anhydrous Ammonia due to equipment failure
2. Caller: Marty Reed of Stephenson Service Company. Incident Date: 11.09.10
 - Location of Incident was west side of Schuman Road between Block and Loren Roads – Agricultural release, 3500 pounds of Anhydrous Ammonia due to equipment failure

5. Sub-Committee Reports

Tier II Review Committee

Sub-Committee Chairman Rick McDonough advised there was no report.

Membership Committee

Sub-Committee Chairman Pennie Groezinger reported on the site visit conducted November 16, 2010 at the Baileyville Coop site (Pearl City Elevator). Report added to these minutes as attachment #1.

Prep & Eval Subcommittee

Sub-Committee Chairman Jeff Choppie reported on the sub-committee meeting held November 06, 2010. Sub-committee meeting minutes added to these minutes as attachment #2.

- The next sub-committee meeting is scheduled for Jan 4, 2011 with the location to be announced. Several members advised they did not receive notice of the November meeting and Chairman Choppie will review the sub-committee membership list with Andy Thompson.
- Jeff advised that he has several ideas the sub-committee could explore in collecting information from the Tier II facilities regarding transportation routes used by suppliers.
- Also discussed briefly was putting together a presentation for the NIU engineering class on the LEPC

6. Identify next steps

- See if a site visit to Kolb Lena Cheese could be set up.
- Continue to work on the Hazardous Materials Flow Study
- 2011 LEPC Committee Meeting Schedule see attachment #3

7. De Kalb LEPC Chair request

The Emergency Management Agency received a request for contact information from Mr. Frank Beierlotzer, Chairman of the DeKalb County LEPC. This was discussed with member present and after confirmation (by the EMA Office) that Mr. Beierlotzer is indeed from the DeKalb LEPC, information should be provided.

8. Open Comments

Mr. Groves gave a quick FEMA update to members present. To date, FEMA has approved approximately \$4,000,000 in assistance to individuals in Stephenson County from the July flooding. The Nine Counties in declaration 1935 have received almost \$10,000,000 in assistance. This exceeds the amount allotted during the Mississippi River flooding. Presently the Individual Assistance program closed, having closed November 16, 2010 and the Public Assistance program is still open.

9. Confirm January 25, 2011 Meeting Date.

Note: Beginning in January the conference rooms of the EMA Office will be available for sub-committee and LEPC Committee meetings.

Prepared by: Stephen Holbert, EMA

ATTACHEMENT #1

Baileyville COOP Site Visit Report

November 16, 2010

Site: Pearl City Elevator, Inc
Baileyville Coop
4068 E Montague Road
Baileyville, IL 61007

Host: Randy Julius
Manager

LEPC Representatives: Rick McDonough Stephenson County Public Health
Lt. Stephen Gerbode Freeport Police Department
Stephen Holbert Stephenson County EMA

LEPC Representatives met with Randy Julius in his office at the Baileyville Coop complex on November 16, 2010 about 1:30 pm. Mr. Julius reviewed the 2009 Tier II report with the representatives. We learned that: The German Valley Fire Department visits the site at least once a year for an orientation walk through. Mr. Julius feels that the most hazardous material on site is the ammonia. Also that the amount of reportable products on site is minimal most of the year as he is able to order materials and receive that material in the same day.

Mr. Julius knows his neighbors and has phone contacts that he could use should there be an emergency.

Release detection is done by sight and sense of smell.

Following the office meeting, Mr. Julius escorted the representatives around the site and explained the site operation. The Baileyville site services most of the Pearl City Elevator's equipment so the service area is large. Located to the front of the site is the main power distribution building, from which power can be shut off to the whole site or parts of the site. The mixing room, located inside the diked Fertilizer/Chemical tank area is a series of valves and controls that regulate the combination of products into the transport vehicle, so all mixing is done in the vehicle.

Representatives noted that placards were in place along with emergency contact information. Mr. Julius advised that one large building, currently holding corn, is also a temporary machine shed, or could be used to store bulk chemicals. Should it be used for chemical storage there are placards that could be placed on the building denoting its contents.

Representatives noted that the site was well maintained, labeled and picked up. The area around the various loading, unloading, and storage containers were free of debris and open. Mr. Julius pointed out the tank truck unloading area for anhydrous ammonia and the nurse tank loading area for anhydrous ammonia, along with the safety devices and security devices.

Compiled by: Stephen Holbert, Stephenson County EMA

ATTACHEMENT #2 Prep and Eval Committee Meeting Minutes

Meeting Date: November 06, 2010

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

Time: 1:30 pm

Attending:

Rick McDonough	Public Health
Scott Allshouse	ARC
Stephen Gerbode	FPD
Marty Reed	Stephenson Service Co
Stephen Holbert	EMA

Absent with prior notice:

Jeff Choppie	Honeywell
Andy Thompson	EMA

Agenda

Hazardous Materials Flow Study

Stephen Holbert brought the members present up to the present on actions taken by the EMA Office.

- A. Andy Thompson thru checking on the internet has learned that the only other county in Illinois to attempt a flow study began but did not finish the project
- B. Her contact at the Northern Illinois University, Dr Hansen, of the engineering department would like a presentation done explain what an LEPC is and what the LEPC would like the students to do.
 1. He originally wanted the presentation done as soon as possible and Andy was working on having the presentation done in January, with the start of the new semester.
 2. The students participating in the collection of data from the field would be contractors and not volunteers

Following 30 minutes of discussion regarding the flow study the members present would like to present to the full LEPC at the November meeting these recommendations for discussion and approval.

- A. The Stephenson County LEPC should proceed with the flow study in the following manner.
1. The preparedness committee would begin to develop a list of hazardous and extremely hazardous chemicals already in the county thru Tier II reporting which begins in January 2011.
 2. The LEPC seek the assistance of the facilities in asking each facility about the transportation of the materials, types of trucks, routes taken by the drivers and cycle of delivery (regular or seasonal).
 3. The LEPC seek contractors to do field work, the actual collection of placard information, vehicle information, time of day, direction of travel and any other information the LEPC deems necessary.
 4. The field work begins with the State Routes, particularly where those routes enter into the County from Winnebago, Carroll, Ogle, Jo Daviess or the State of Wisconsin.
 - a) Those Routes would be:
 - Route 20
 - Route 26
 - Route 75
 - Route 73
 5. The survey would then move to major secondary routes, being:
 - a) Montague Road
 - b) Baileyville Road
 - c) Trask Bridge/Cedarville Road
 - d) McConnell Road
 - e) Bolton Road
 6. The last classification of routes to be surveyed would be:
 - a) Stage Coach Road
 - b) Loren Road
 - c) Rock Grove Road
 - d) Dakota Road
 - e) Rock City Road
 - f) Edwardsville Road
 - g) E. Ridott Road
 - h) North Davis Road
 - i) Warren Road
 7. Parameters for the second and third tiers of roadways would be to monitor where they enter the county, or where they begin or end on a major road. The purpose of this survey not to catch illegal movement of material, but rather to see what materials are moving.
 8. Members of the preparedness committee should take the forms out to the field and test the form before it is used by contractors to ensure it is as complete as possible.
 9. We may want to furnish the survey team(s) with cameras to take pictures of the placard instead of trying to write down the placard number and trucking company name (if visible).
 10. All data collected would be entered into a spread sheet developed by the committee for the purpose of analysis.
 11. All data collected would be considered sensitive and would not be released to the public, other than the name of materials transported.

- B. Further discussion was based on the above listed recommendations. The members present felt that primary, secondary and third tier routes could be agreed upon by the full LEPC.
- C. Cooperation from the facilities and local transportation companies would be critical
- D. The survey should take seasons into account, such as winter, spring, summer and fall mean different things to agricultural and industrial facilities.
- E. We should approach the CN Railroad to determine if they will provide a list of names of materials transported, just to make sure local responders are prepared. Dates, times, amounts of rail shipments are considered sensitive information by the railroad.
- F. We should make every effort to begin the actually survey process in late January or early February so in this budget year we can do several seasons.
- G. We may need to figure out how we want to do repetitious shipments of the same chemicals, such as gasoline.

Prepared by: Stephen Holbert EMA Office

ATTACHEMENT #3 2011 LEPC MEETING SCHEDULE

JANUARY 25

FEBRUARY 22

MARCH 22

APRIL 26

MAY 24

JUNE 28

JULY 26

AUGUST 23

SEPTEMBER 27

OCTOBER 25

NOVEMBER 22