

**STEPHENSON COUNTY
UNIFIED COMMAND PLANNING COMMITTEE**

DECEMBER MEETING AGENDA

Date: December 20, 2005

Time: 200 PM

Introductions

Approve November meeting minutes

Old business

Report: Special Needs All Hazard Radio Program (S. Holbert)

Report: Haz Mat Exercise Planning Committee (D. Bergman)

Homeland Security Grant Tow Vehicle (C. Isbell)

New Business

Resignation of SC Animal Emergency Coordinator (T. Groves)

Potential Full Scale Exercise by IDPH and IEMA
For State Illinois May 2006 (T. Groves)
(C. Beintema)

Modification of County Emergency Ops Plan
Direction and Control Annex (S. Holbert)

Open Comments

Confirm Next Meeting Date of January 24, 2006

STEPHENSON COUNTY EMERGENCY MANAGEMENT PLANNING COMMITTEE

DECEMBER MEETING AGENDA

Date: December 20, 2005

Time: 200 PM

Attending:

Terry Groves	EMA Director	Craig Beintema	SCHD
Mike Liebenstein	EMA Office	Dennis Berman	Lena Fire
Craig Mutchler	Freeport PD	Ray Busker	Sheriff's Reserve
Kevin Countryman	Freeport Fire	Dan Bowman	ARES/RACES
Mandy Hofmaster	American Red Cross	Stephen Holbert	EMA Office
Jean Korte	Freeport Memorial	Chris Isbell	County Engineer

Meeting called to order at 200PM by Chairman Groves.

Introductions: Ray Busker, Stephenson County Sheriff's Reserve

Minutes of the November were approved.

OLD BUSINESS

Special Needs All Hazards Radio Grant

S. Holbert advised the Committee that the Red Cross, Malcomb Eaton, and School District 145 were contacted and asked to send a letter (provided by the Stephenson County Emergency Management Office) explaining the radio program to their special needs clients. Malcomb Eaton and District 145 then forwarded the copies of the letters to families. At the meeting Red Cross advised that they had a FAX copied and wanted a "clean copy" to send to the persons on their list. (A copy was provided to the Red Cross at the conclusion of the meeting.) At the time of the meeting the original supply of radios had been exhausted and an order for 100 more units had been made by Mr. Groves. Delivery is expected around the first of the New Year.

Stats:

Radios picked up or delivered	14
Person on waiting list	22

Hazardous Materials Training Exercises

Chief Bergman reported that a drill planning sub-committee consisting of Mr. Mert Green of Adkins Energy, Chief Bergman of Lena Fire, Chief Countryman of Freeport Fire, Lt T. Schubert of Freeport Fire, T. Groves and S. Holbert of Stephenson County EMA Office and Ms Sue Coors of IEMA meet on December 13 at Fire Station Three in Freeport for the purpose of reviewing the proposed table top exercise, a functional exercise and a full scale exercise to be conducted at the Lena Ethanol Plant. Discussed were the new State of Illinois requirements for each type of exercise and what resources would be needed to conduct each type of exercise. The committee decided that based on the resources needed, the time available to design each exercise, and the

available time needed by resources to prepare; that a table top exercise and a functional exercise would be appropriate for the time period available.

Each member of the design committee was given a copy of the States training Objectives and it was decided that time was needed for Lena Fire, Freeport Fire and Adkins Energy to study the objectives. The next meeting date was set for the 20th of December, at 11:00 AM.

The December 20th meeting was attended by Chief Berman, Chief Countryman, T. Groves, S. Holbert, and T. Schubert. The following was decided upon after talks between responders and information provided by the facility.

Exercise Dates:	Table Top	February 23, 2006	1:30 PM thru 4:00 PM
	Functional	April 29, 2006	8:00 AM thru 1:00 PM

Locations:	Table Top	Meeting Room County Highway Department
	Functional	Akins Energy

Each Exercise has a set of Objectives required. The committee determined what Objectives would be tested in the table top and what Objectives would be tested at the Functional.

Each Objective has sections that are evaluated to determine if the Objective was met or not by the participants. These may separated, depending on the type of exercise planned. A list of the Objectives and sub-points will be prepared by S. Holbert and available at the next UCC meeting.

The next committee meeting is scheduled for January 06, 2006 at Adkins Energy. Members of the LEPC were invited to attend.

Homeland Security Grant Tow Vehicle

Chris Isbell advised that currently the Ford Truck ordered has not been manufactured yet. The response to the grant (35 units) was sent to Ford at change of model year. Therefore, production was delayed and as of earlier this month production had not started yet. The dealer advised that he feels the earliest the truck could be made as early as February of 2006. Also due to the type of trailer purchased a change of hitch mechanism was needed. Chris advised that the purchase options were modified to compensate for the new hitch.

NEW BUSINESS

Resignation of Stephenson County Animal Emergency Coordinator

Mr. Groves advised that Dr Slueter has resigned as the Animal Emergency Coordinator. She was instrumental in the development of the Animal Emergency Annex. He has several people in mind for the position and will seek them out.

Potential Full Scale Exercise for State of Illinois

While attending a meeting Craig Beintema, Director Stephenson County Health Department, learned that the State of Illinois was possibly planning a full scale exercise in early 2006. Mr Groves asked IEMA about this and learned that there was the possibility of an exercise being planned by IEMA and IDPH. Both Craig and Terry advised the dates of May 5 or 6, 2006 were given as a target dates and that the drill most likely would be a continuation of the SNS type drill, with the agent being infectious in nature. Craig expressed a concern over a pandemic vs. an avian scenario. There difference is that pandemic is very infectious person to person and avian is

bird to human. Currently there is very little planning being done should the virus or bacteria be highly infectious as persons dealing with victims would be at a very high risk unless vaccinated. Some types of agents take up to a week to become effective for the rejection of the virus or bacterial. He has attended a recent meeting where this was being discussed and is being looked at by the medical community.

Revised Emergency Operations Plan Work

S. Holbert handed out a revised Direction and Control Annex. This is the first draft of the annex after revisions were made to incorporate NIMS. The annex was discussed and was laid over till the next meeting allowing members of the committee to review the changes.

This annex will be followed by Annexes covering Incident Command, Unified Command, and Emergency Operations Center. The committee was advised that the format for these annexes may be different due to the type of material covered and the use of illustration would probably be incorporated more to help explain the procedures and positions involved.

OPEN COMMENTS

Meeting adjourned at 300 PM

Next Meeting Date: January 24, 2006

If you have an item(s) you would like to have placed on the agenda please email the information to Stephen Holbert at stcoema2@yahoo.com by Monday the 23rd so it can be added to the agenda.