

**Stephenson County Local Emergency Planning Committee (LEPC)  
Minutes from Meeting of: July 25, 2006**

President Dennis Bergman called the meeting to order at 1:05 pm in the conference room of the Stephenson County Highway Department Offices located at 295 West Lamm Road.

Members Present:

<b>Name</b>	<b>Representing</b>
Dennis Bergman	Lena Fire Department
Steve Mooney	Freeport Fire Department
Terry Groves	Stephenson County EMA
Stephen Holbert	Stephenson County EMA
Ron Halzel	Honeywell
Ashish Patel	Honeywell
Dan Bowman	ARES/RACES
Keith Eikstadt	Stephenson County Sheriff's Dept
Greg Munda	District 145
Craig Beintema	Stephenson County Health Department
Scott Allshouse	ARES/RACES
Mark Marti	Freeport PD
Mandy Hofmaster	American Red Cross
Dan Stoehr	Fehr-Graham
<b>ABSENT WITH PRIOR NOTICE</b> Mike Liebenstein Mert Green Jean Korte Kevin Countryman Ken Beach	Stephenson County EMA Adkins Energy FHN/EMS Freeport Fire Honeywell

Introductions

Mr. Ron Halzel           Honeywell  
Mr. Ashish Patel       Honeywell

Approval of Minutes

The minutes from the June 27, 2006 were approved.

Review Relevant Chemical Incidents

There was an unofficial report of a leaking rail car containing Carbon Dioxide that occurred between the hours of Dusk and Dawn on July 22-23. More information is needed on this.

2006 IEMA CONFERENCE INFORMATION

A handout was prepared for the members of the committee which outlined the training topics for the 2006 Conference. The HMEP grant would cover expenses for this conference and members of the committee who would like to attend need to advise Mr.

Groves' office before August 01, 2006 so registration can be completed. Registering with payment helps to ensure the possibility of staying at the host site and not a hotel off-site.

One of the conference items that may be of interest is the training for the EMA Office on the Illinois Terrorism Task Force's provided G.I.S. program which includes the soft ware, computer and a large printer.

#### CAMEO UPDATE

S. Holbert has learned that it would probably be better to download the new cameo information and put it onto a memory stick, rather than waiting for a CD. As cameo training was some time ago, there will be a little time spent relearning the tool.

A question was asked about the use of another program similar to CAMEO that is available. It is unknown if the current Tier II information is transferable to this program.

#### LEPC File Updates

The last two years of Tier II reports have been filed along with all information that was stored in the EMA Office, except for anything in the old file over two years.

#### Timeline for Tabletop Discussions

The Committee had previously discussed conducting tabletop discussions as a process of examining current site emergency plans and identifying areas that may be in need of improvement either by the site or by responders. It was brought to the Committee to formally establish a sub committee to set this process up.

A discussion followed covering

- Beginning with the Extremely Hazardous Sites first and then proceed to the Hazardous Sites.
- The personnel who should be on the committee
- A set agenda approved before the first tabletop discussion as to what the objectives would be, how they would be measured, and the reporting method used.
- How to determine which site would be the first selected.

President Bergman instructed S. Holbert form a tabletop committee. President Bergman felt that the committee should be formed and a first meeting scheduled with in the next couple of weeks. The first tabletop discussion would be held at the October 24, 2006 meeting and extra time will need to allotted for the tabletop.

Dan Stoehr, of Fehr-Graham, representing Titan Tires advised that he would check with Mr. Bart Knutson, of Titan Tire, and see if Titan would go first and if Mr. Knutson would represent Titan Tire on the committee.

#### Formation of a 2007 Drill Committee

The formation of a 2007 Drill Committee was laid over from the June meeting and a discussion was held on exploring the feasibility of conducting a Hazardous Material Training Exercise with in the City of Freeport. The Committee discussed some suggestions about the content of the drill, need for budgeting, looking for outside funds, and design considerations.

President Bergman appointed the following committee members to the 2007 Drill Committee:

D. Bergman	T. Schubert	K. Eikstadt
S. Holbert	J. Korte	
K. Countryman	M. Marti	

He would also like to see Tom Korte, of the S.T.A.R.T. invited to join the drill committee along with Sue Coers of the IEMA Region 2 Office.

President Bergman instructed an E-mail be sent to each appointee seeking the best date and time for an organizational meeting with in the next two weeks.

#### Next Steps

- The Committee was informed that a new chemical operation would be moving to the industrial park on the southeast part of Freeport, off of Baileyville Road. The facility would house chemicals for distribution.
- The August meeting date is the 22<sup>nd</sup>, but this is the Stephenson County Fair week and many members of the Committee would be occupied with the fair activities. A motion was made (and carried) to change the meeting date to August 29, 2006 at the regular time of 1:00 PM.
- President Bergman advised the Committee that in October it was time for election of Officers. A nominating committee would need to be formed for this purpose next month.
- S. Holbert asked if there were suggestions on how the Committee could reach out to members of the committee who have missed meetings this past year. D. Stoehr suggested a personal contact be made and offered to call one absent member.
- Mr. Groves was asked if we could identify a member of the media who would be interested in attending meetings.

#### Confirm the Next Meeting Date

#### **NEW MEETING DATE, PLEASE CHANGE YOUR CALENDARS**

**August 29, 2006** 1:00 PM Stephenson County Highway Department  
Conference Room  
295 W. Lamm Road

Prepared by:

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