

STEPHENSON COUNTY LEPC Meeting Minutes

Date: October 24, 2006

Time: 1:00 P.M.

Location: Stephenson County Highway Department
Conference Room
295 W. Lamm Road
Freeport, Illinois 61032

In attendance:

S. Allshouse	S. Coers	M. Liebenstein
K. Beach	K. Countryman	C. Martin
C. Beintema	M. Green	G. Munda
D. Bergman	S. Holbert	
D. Bowman	J. Korte	

Absent with Prior Notice:

B. Bell	K. Eikstadt	C. Isbell
R. Busker	T. Groves	M. Marti

Meeting called to order at 1:00pm by Chairman Bergman.

Introductions – no guests or alternates present

Approval of September LEPC meeting minutes- Motioned by: J. Korte
Second by: K. Countryman
Motion approved.

Relevant Chemical Incidents – The EMA Office has received no reports from the State of Illinois or other agency/party for the period of September 26, 2006 thru October 23, 2006. Members of the Committee were asked if anyone had anything to add, and an accident in the Orangeville, Illinois area was mentioned. Secretary will attempt to get an accident report to verify this incident.

Exercise Development/Planning Committee Report – Report by S. Holbert

The sub-committee met on October 12, 2006. Discussed at the meeting was:

- Follow-up activities from the previous meeting
- Exercise Goals and Objectives
- Agency Requirements
- Assigned tasks to be completed before November 09, 2006 meeting

A copy of the handout prepared by S. Holbert is attached to this month's meeting minutes.

Note: It was decided and agreed upon that the specific exercise details would be held back to prevent preconceived notions and action plans by responders creating potential mistakes and misunderstanding.

Nomination and Election of New Officers – Presented by the Nomination Committee

The nominating committee presented the following nominations for the offices of Chairman, Vice-Chairman, and Secretary for the term of October 2006 thru October 2008.

Chairman	Mert Green	Adkins Energy LLC
Vice-Chairman	Chief Kevin Countryman	Freeport Fire Department
Secretary	Stephen Holbert	Stephenson County EMA Office

The nominations were open to the members present and having no nominations made a motion was made to close the nominations.

Motion by: M. Liebenstein
Second by: S. Allshouse
Motion Carried

The nominations (as made by the nominating committee) were then approved by the members present.

Canadian National Railroad conducted Tabletop Exercise – Report by S. Holbert

Scott McLeod was unable to attend the meeting as he was attending another training session. He provided the following information for the LEPC through the EMA Office.

- The CN would host a training session for Command Staff personnel relating to a rail transportation accident
- A tentative time line would be March or April 2007, date needs to be firmed up
- The first part of the meeting would be a training session geared to familiarize responders with the Railroad protocols and services
- The second part of the meeting would be a simple tabletop exercise, geared to demonstrate the protocols and services previously discussed, along with Unified Command following the NIMS guidelines.
- Participants would be the leaders from the jurisdictions along the rail right-of-way

A handout of the Canadian Nationals training protocols was presented to the committee. An electronic version is available upon request to the Stephenson County EMA Office.

Identify Next Steps – Members Present

D. Bergman – As agreed upon at the September meeting, a review of the LEPC Chemical Emergency Plan will need to be completed before October 2007. He suggested the LEPC appoint a couple of members that are not involved in the 2007 Full Scale Exercise to follow the exercise and evaluate the current chemical emergency plan effectiveness. Based on what is determined, recommendations would be made for the plans modification as needed. There was a brief discussion on this and it was decided to hold this over for the January meeting.

K. Beach – had several suggestions regarding objectives for the Committee in the year 2007.

- ❖ Review current facilities and governmental call lists
- ❖ Schedule the reviews through out the year, so they don't all happen at the same meeting
- ❖ Compare past year's Tier II report with the report filed in the new year for changes
- ❖ Register new haz mat facilities
- ❖ Work on Facility Education as to report requirement and how the reporting system should work
- ❖ The LEPC files need to be organized to reflect current information and site specific plans

