

# STEPHENSON COUNTY LEPC

## Meeting Minutes

Date: November 28, 2006

Time: 1:00 P.M.

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

### In attendance:

S. Allshouse	C. Beintema	K. Eikstadt	J. Korte	B. Murphy
W. Bell	D. Bowman	M. Green	M. Marti	
K. Beach	K. Countryman	S. Holbert	G. Martin	

Meeting called to order at 1:00 P.M. by Chairman Green.

### Roll call and introduction of guests

Frank Bruscato - Northwest Illinois Chapter American Red Cross was introduced. He has taken the position of Disaster Services Director.

### Approval of October Meeting Minutes

Motion made to approve the minutes by C. Beintema, seconded by D. Bowman, motion carried and the minutes were approved.

### Identify and Review Relevant Chemical Incidents

1. Tank truck roll over Rt. 73 and Wire Road, October 24, 2006
  - ▶ Discussed and determined that contact would have to be made with State Police for accident report, to date a HAZ MAT report has not been received from IEMA. EMA Office to pursue.
2. IEMA HAZ MAT report received by EMA Office 11-27-2006. Copy of report on file.
  - ▶ Stephenson Service Co reported a nurse tank over-turned 11-25-2006 Dublin Rd off Silverman Rd. Tank contained anhydrous ammonia and approx 3,000 lbs of material was suspected of being released. There were no injuries noted.
3. Follow-up on Bowen Oil, car striking a gas pump in August or early September showed that the pump may have been "bumped" but there was no release or spill of product. No report is on file.
4. City of Freeport, accident at or near the intersection of South Street and West Street.
  - ▶ One of the attending members mentioned a motor vehicle accident at the intersection listed above resulting in a leak of diesel fuel, from the vehicle fuel tank and not a product being carried by the vehicle.

### Exercise Development/Planning Committee Report

S. Holbert gave a verbal report to the Committee on the status of the Exercise Funding Application.

- ▶ Application is finished and members advised to send it to IEMA Region 2 Office so it may be reviewed and forwarded to Springfield.

- ▶ Copy of the Application is on file and copies are available upon request by Committee members
- ▶ Next Meeting Dates
  - ✓ **December 14, 2006, at 130 PM**, County Highway Department Conference Room - to discuss what is required to perform the need activities in the various sub-sections of the exercise.
  - ✓ **January 11, 2007, at 1030 AM**, (a potential 3 hour meeting) - to finalize the drill plan.

### Emergency Contact Information

Chairman Green asked to the Committee to review emergency contact information. In his current position as the Safety Officer for Adkins Energy he carries with him a list of contact numbers he would need to use should an emergency at Adkins arise. He would like to do the same as the Chairman of the LEPC.

- ▶ Scott Allshouse advised that he is in the process of updating the Emergency Operations Center contact log and would be sending messages to members to up date last years emergency contact procedures.
- ▶ The Committee authorized the EMA Office to share emergency contact information with Chairman Green
- ▶ Keith Eikstadt advised that we should investigate using the LEPC part of the County Web page to install a pass word protected members only section, which would allow members to access their specific emergency call information for review and updating.

### Setting a Date for CN Rail Table top

Scott McLeod of the Canadian National Railroad asked the Committee to determine a date that could be used for the tabletop/training session. After much discussion it was determined that a primary date of March 21<sup>st</sup> at 6:30 PM would be sought at Highland Community College with a backup date of March 28<sup>th</sup> at 6:30 PM. The EMA Office will contact Highland about the dates and advise.

### 2007 Meeting Schedule

Instead of taking up meeting time looking at each month of 2007 for conflicts the secretary should prepare a 2007 meeting schedule so it may be reviewed at the December meeting for potential conflicts. The Committee moved to continue meeting on the 4<sup>th</sup> Tuesday of each month.

#### 2007 Meeting Schedule

January 23  
 February 27  
 March 27  
 April 24  
 May 22  
 June 26  
 July 24  
 August 28  
 September 25  
 October 23  
 November 27  
 December 18

### Identification of Next Steps

Chairman Green presented the Committee a list of objectives that were discussed at the October meeting. A copy of the list is on file and available to members requesting the information.

1. At the December meeting Chairman Green will present to the Committee his ideas on sub-committees to work on the various tasks outlined;
  - ▶ Sub-Committee to review of the Chemical Emergency Plan before October 2007 and monitor the full scale exercise in 2007.
  - ▶ Sub-Committee to work on facility education regarding the requirements of the LEPC and seeking representatives to attend regular meetings.
  - ▶ Sub-Committee or organize facility site visits for the purposes of reviewing site plans and familiarization with the actual site and area around the site.
  - ▶ Sub-Committee to secure the needed GIS information so that information can be added to the Stephenson County GIS system.

The EMA Office was contact by Lori Canterbury of IEMA regarding the LEPC and a review of the registration information sent to IEMA. She advised that the office as a new supervisor and there have been some changes in personnel assignments. She has sent information to the EMA Office for release of Tier II data that can be imported to the CAMEO file and advised that there have been enough requests made for IEMA to consider new CAMEO training.

Next Meeting Date: **December 19, 2006**

Meeting Adjourned at 1:50 PM on a motion by Jean Korte and seconded by Scott Allshouse. Motion carried.

Minutes Prepared by:

Stephen Holbert, Secretary