

LOCAL EMERGENCY PLANNING COMMITTEE
JANUARY 23, 2007

**Stephenson County Highway Department
295 W. Lamm Road
1:00 PM**

AGENDA

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCE GUESTS
3. APPROVAL OF NOVEMBER MEETING MINUTES
 - a. December meeting was annulled
4. APPROVAL OF 2007 MEETING DATES
5. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS (EMA OFFICE)
 - a. One report received
6. EXERCISE DEVELOPMENT/PLANNING COMMITTEE REPORT (EMA OFFICE)
7. SUB-COMMITTEE APPOINTMENTS (CHAIRMAN)
8. IDENTIFY NEXT STEPS (MEMBERSHIP)
 - a. Updated Cameo program accessed
 - b. 2005 Tier II info from State accessed
9. CONFIRM NEXT MEETING DATE - **February 27, 2007**

STEPHENSON COUNTY LEPC

Meeting Minutes

Date: January 23, 2007 Time: 1:00 P.M.

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

In attendance:

S. Allshouse	W. Bell	Terry Groves	M. Marti	D. Stoehr
K. Beach	K. Countryman	S. Holbert	D. Rackow	
C. Beintema	M. Green	M. Martin	M. Reed	

Absent with prior notice:

D. Bowman S. Coers K. Eikstadt J. Korte M. Liebenstein G. Munda

Meeting called to order at 1:05 P.M. by Chairman Green.

Introductions:

- Mr. Beach advised that Mr. Steven Alles will be representing Honeywell. Mr. Beach will remain involved, but Mr. Alles will be making meetings.
- Mr. Michael Martin, Stephenson County Health Department – Emergency Coordinator/Planner was introduced by Mr. Craig Beintema (Public Health Administrator)

Approval of last meeting minutes:

- The minutes of the November 28, 2006 meeting were approved by the members present.
- The December 19, 2006 meeting was cancelled and the agenda carried forward to this meeting.

Approval of 2007 Meeting Dates:

- The meeting dates for the year 2007 were presented to the Committee and were approved. The August meeting date may need to be reviewed prior the Stephenson County Fair.
- The Secretary advised that the dates were posted in several government buildings and will be forwarded to the Journal Standard for publishing.

Identify and Review Relevant Chemical Incidents

- One report was received by the Emergency Management Office in the past 60 days from Illinois Emergency Management Agency regarding a fuel oil spill that occurred at 9453 Louise Road, Lena Illinois 61048.
- Chairman Green asked if any of the members in attendance were aware of any other incidents; there none discussed.

Exercise Development/Planning Committee

- Secretary Holbert advised that the development/planning committee met on January 10, 2007 and worked out the three phases of the planned full scale exercise.
 - Phase One involved a structure that will require site security by law enforcement, coordinated rescue by fire, ems, bomb squads, and technical rescue teams. Patients will be sent to the hospital during this phase.
 - Phase Two with the CN Railway is divided into two parts. The first part is a locomotive fire with crew rescue and training on how to fire a fire involving a locomotive. The second part involved a hazardous material leak with rail cars provided by the railroad. This will also involved law enforcement as the responders will be harassed by suspect(s)
 - Phase Three is a forced jail evacuation and prisoner take away by a group of suspects.
- A communication has been received via the IEMA Region 2 Office that advised;
 - “The funding application is still in the approval process, which does take time, so it is good they got it in early. I think it is wise on their part to either scale the exercise back or explore alternative funding sources, I will say that while it is probably they would be eligible for exercise funding it is very unlikely they will receive an award at the level of the original request as this would deplete a sizable portion of the state’s overall exercise budget.
I suggest they look at MABAS and ILEAS units responding to see if those two organizations, who have dedicated exercise money of their own, would be able to contribute to the exercise funding. We are unable due to scheduling conflicts to look at the application at this months ITTF meeting but it will be on the agenda at the February meeting.”
Justin Short
Executive Program Manager
- The committee started with the possible scenario that funding would not be available in the amount needed for a full 24 hour exercise and the phases could be trimmed to meet the funding actually available.
- Chief Countryman advised that both he and the police chief have included some extra overtime in their budgets for 2007 – 2008.

Sub-committee Appointments

- Chairman Green presented the membership, sub-committees based on our previously discussed 2007 goals and objectives. He personally contacted the members who will chair these sub-committees and discussed the sub-committee functions with them. It was suggested by Mr. Beach that the committees be named or numbered so for agenda presentation purposes and identification when discussions take place. Two of the four were given names at the meeting and the other two were not named. The committees are:
 - _____ Sub-committee, Chairperson Cindy Martin with Denny Bergman “A review of the LEPC chemical emergency plan, plan will need to be completed before October 2007. Appointment of a couple of LEPC members, not involved in the 2007 drill, to conduct a review of LEPC functions during the exercise.”
 - Tier II Reporting Sub-committee, Chairman Ken Beach, with Marty Reed and Dan Stoehr Compare past year’s tier II report with the report filed in

the new year for changes. Organize LEPC files to reflect current information and site specific plans. Register new haz mat facilities. Work on facility education as to support requirement and how the reporting system should work.

- G.I.S. Sub-committee, Chairman Chris Isbell, with Terry Groves and Scott Allshouse Research and secure GIS information for each tier II site. Review current facilities and government call lists.
- _____ Sub-committee, Chairperson Jean Korte, with Stephens Holbert and Keith Eikstadt Send a letter with a follow up phone call in February 2007 seeking the membership to the LEPC board in conjunction with the tier II process. Have LEPC representatives visit each tier II site to observe the site, meet company personnel, and observe site specific procedures. Done in such a way that it will not be threatening or invasive to the site.

Canadian National Railway Training Program

- Secretary Holbert advised the members present that March 28, 2007 at 6:30 P.M. has been settled on as the date and time for a training presentation by the CN Railway and the staff/command of local responder agencies. The training will take place at Highland Community College Building H. The necessary contract has been forwarded to Mr. Scott McLeod of the CN Railway and Mr. Groves has graciously offered to provide the refreshments. The scope of the program is to provide information on how the CN personnel and contactors would work with the local responders in Incident/Unified Command along with an information exchange. The EMA Office will be sending out letters of invitation to the CEOs of the local emergency response agencies inviting them to attend the training.
 - A suggestion was made to get the information out early enough so it has time to filter down, as those volunteer agencies only meet once a month.

Identify next Steps

- The newer version to the CAMEO program has been downloaded along with a complete file of the past year's Tier II information for Stephenson County. A check of the new data showed the operator's manual has been updated also and it was decided to have one new manual printed by a local printer and make the necessary copies from that manual.
- Chief Countryman advised that Van Deist, a new ware house and distribution site located in Freeport, is moving a little slower than they expected. However, once a manager is in place, he is sure they will seek membership in the LEPC.
- Mr. Ken Beach provided to the members present and article titled Fighting Ethanol Fire.
- A letter was read to the committee from Pearl Valley Eggs which is located at 968 South Kent Road Pearl City, IL 61062. The content of the letter was to advise, "to whom it may concern", that Pearl Valley Eggs was working with the US EPA to determine if Pearl Valley Eggs may be generating routine air emissions of Ammonia in excess of the reportable quantity of 100 pounds per 24 hours. When the emission rate has been determined they will notify us of any reportable releases pursuant to CERCLA section 103 or EPCRA section 304.

The next meeting date is February 27, 2007 at the Stephenson County Highway Department 295 W. Lamm Road, conference room.