

LOCAL EMERGENCY PLANNING COMMITTEE  
**MARCH 28, 2007**

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

**AGENDA**

1. CALL TO ORDER (Chairman)
2. ROLL CALL AND INTRODUCE GUESTS (Membership)
3. APPROVAL OF FEBRUARY MEETING MINUTES (Membership)
4. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS (EMA OFFICE)
5. SUB-COMMITTEE REPORTS
  - o Exercise Development
  - o Tier II Committee
  - o G.I.S. Committee
  - o Membership Committee
  - o Chemical Response Plan
6. TIER II INFORMATION RECEIVED (EMA OFFICE)
7. LEPC related information from IEMA Region 2 Coordinators Meeting (S. Holbert)  
(S. Coers)
8. IDENTIFY NEXT STEPS (MEMBERSHIP)  
Attendance at Winnebago LEPC Conference
9. CONFIRM NEXT MEETING DATE - **April 24, 2007**

# STEPHENSON COUNTY LEPC

## Meeting Minutes

Date: March 28, 2007

Time: 1:00 P.M.

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

### In attendance:

S. Alles	C. Beintema	K. Countryman	M. Green
S. Holbert	M. Liebenstein	M. Martin	G. Munda
M. Marti	M. Reed		

### Absent with prior notice:

S. Allshouse, W. Bell, F. Bruscato, S. Coers, K. Eikstadt, T. Groves, C. Isbell, J. Korte, C. Martin, D. Rackow

The meeting was called to order by Chairman Green at 1:05 P.M.

There were no introductions to be made.

### Approval of February meeting minutes

A motion to approve the February minutes was made by M. Liebenstein and seconded by M. Marti. The motion was approved.

### Identify / Review Relevant Chemical Incidents

The Emergency Management Agency Office had not received any reports of release nor when asked were the members of the committee able to advise of a chemical incident.

### Sub-Committee Reports

- Exercise Development  
The Exercise Development Committee met on March 08 and the order of business was to select and review the exercise objectives and corresponding evaluation points.  
The Exercise and Development Committee also learned that the Illinois Terrorism Task Force Committee would like a presentation on the planned exercise, and would like this presentation at their regular April meeting. The exact date and time allotted will be given to the EMA Office in the near future. The next committee meeting is set for April 12, 2007 at 10:00 A.M.
- Tier II Committee  
The Tier II Committee will meet after the April filing deadline.

- G.I.S. Committee  
No report given
- Membership Committee  
The Membership Committee met briefly on March 08, 2007 and a letter has been sent to one facility advising them of an address change for Tier II reporting and an invitation to the next meeting.  
Similar invitations will be sent to all non-participating Tier II facilities along with two new facilities that have been identified.
- Chemical Response Plan  
No report given
- Communications Committee  
No report given

#### TIER II Information Received

A list of received Tier II facilities names was presented to the Committee as a handout. To date, 18 of the 30 have been received and 4 of the 18 have been updated into the Cameo program. The filing deadline has been extended to April 10, 2007 due to problems with the electronic filing process. The State of Illinois and other States with similar problems are working to solve these issues as soon as possible.

#### LEPC related information from IEMA Region 2 Coordinators Meeting

The EMA office advised the Committee that at the last Region 2 Coordinators Meeting, presentations were made by IEMA officials, Kathy Allen and Dave Smith, regarding Tier II reporting issues and LEPCs. A brief report was given to the Committee on these topics.

1. Clarification on what exact means and the purpose for this information as needed by responders.
  - a. The purpose of changing the language in this area of the Tier II was give responders and facilities an idea of how much material they would receive (maximum amount capable of taking) and what would their daily amount (what is on hand each production day). This would assist responders in figuring out how to respond given the day of the week in relation to the day material is received.
  - b. This lead to a discussion in the agricultural area, such as the farm site, where in the spring it is possible for a particular farm site to have a large amount of material, and then within a few weeks the material has been used and only residue is left.
    - i. In Jo Daviess, the County Board passed an ordinance that caused farm buildings to be clearly and properly marked (identified) so first responders would know that this particular building housed chemicals. Do we want to do something similar in Stephenson County?
    - ii. Also another issue the Ag Community has is the ever-changing operations of each farm. Chemicals and amounts of those chemicals that were used in 2006 may not be present in 2007. How would that issue be looked at?
    - iii. M. Reed brought up the point that in case of fire, there were times when the last thing they wanted was water added to the burning material, not because of chemical reaction, but to avoid having

environmental issues; the containment and clean up of the run off. If it can be safely allowed to burn, it is in the best interest of the property owner/operator to allow the material to burn completely. In Stephenson County firefighting practices can the owner/operators make this request to the responding fire unit(s)? It was determined to request this information from the MABAS Division 17 President, and then bring the response back to the Committee.

2. Clarification on the purpose of the Local Emergency Planning Committee and how it should fit into the Local Emergency Operational Planning scheme.
  - a. When the State of Illinois was first confronted with the need to create a response to the new federal legislation regarding the SARA Act and other chemical programs, it was determined that it would be best to place this responsibility in each County. The idea of "regional" LEPCs has some appeal to counties that do not have many Tier II facilities in their boundaries and it may serve those more efficiently to join with another county.
  - b. County governments are not required to have an LEPC; therefore LEPCs while working with County governments are not really a part of the county government. This gives LEPCs a little more operational freedom.
  - c. The LEPC is to act as an advisory group to the County Emergency Management Agency. The LEPC is charged with creating a chemical emergency plan and the testing of that plan is the responsibility of the EMA.
  - d. The LEPC also handles coordination of the public's right to know what is in their neighborhoods with the site/facilities need to report to the State of Illinois chemicals defined in the Tier II legislations.
  - e. From Mr. Smith's presentation, Stephenson County LEPC is functioning as designed.
3. Freedom of information requests by the public or special interest groups.
  - a. A lively discussion and several questions came from this exchange of information. The State of Illinois advised that the handling of requests for information regarding Tier II sites has changed since September 11, 2001. Now such requests have to be balanced by the what the public would have a right to have and what is need to keep the facility or site secure. The following recommendation was made:
    - i. When receiving a Freedom of Information Request from a citizen regarding a Tier II site, the LEPC should have a prepared response that would give "a concepts of operations" for that site, versus a response giving "too much information" about the site layout, chemical content, and exact response plan.
    - ii. The question was raised about the Stephenson County LEPC having the needed Freedom of Information Request forms, protocols, legal advice, and a formal policy on this topic.
    - iii. The EMA Office will check into this and report back at the next meeting.

4. The LEPC Chemical Emergency Plan
  - a. The Chemical Response Plan needs to be tested and needs to be reviewed every two years.
  - b. The Stephenson County LEPC is up to date in its plan maintenance and review process. The plan is to be submitted to the State of Illinois for review later this year.
  - c. The County Emergency Operations Plan's Hazardous Material Annex, which is a required annex, should be in-sync with the LEPC's Chemical Emergency Plan and the E.O.P. may refer in part or in whole to the plan. The current Stephenson County Emergency Operations plan does this.

#### Identify Next Steps

1. Attendance at Winnebago LEPC Conference was brought up to the Committee. Mr. Groves would prefer that the EMA Office handle registration for those who will be attending this year's conference. This way the payment for attendees consolidated into one amount and funds to cover that amount are available in the current HMEP (Hazardous Materials Emergency Preparedness) Grant. Registration needs to be done before April 19, 2007. Anyone submitting after this date will not be covered by the HMEP Grant funds.
2. A reminder was made to the members present that the Canadian National Railway's presentation was scheduled for 6:30 P.M. this evening (the 28<sup>th</sup>) at Highland College.
3. There would be available on Saturday March 31, 2007 a chance for members to see several mobile command posts and the I-Tec trailer at the Stephenson County Highway Department garage complex. At 8:00 A.M. units would be set up for the purpose of checking interoperability of communications equipment and each unit's ability to access the I-Tec Trailer.

#### Confirm Next Meeting Date

The next meeting date is **April 24, 2007** at 1:00 P.M. The meeting will be held at the Stephenson County Highway Department Conference Room 295 W. Lamm Road, Freeport, Illinois.

Prepared by:

Stephen Holbert  
Secretary