

LOCAL EMERGENCY PLANNING COMMITTEE  
**MAY 22, 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 APRIL MEETING MINUTES (Membership)
4. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS (Chairman)
5. SUB-COMMITTEE REPORTS
  - o Exercise Development
  - o Tier II Committee
  - o G.I.S. Committee
  - o Presentation by Chris Isbell
  - o Membership Committee
  - o Chemical Response Plan
6. TIER II INFORMATION RECEIVED (EMA OFFICE)  
Stephenson Service Company  
Tate & Lyle Custom Ingredients
7. Freedom of Information Act (EMA OFFICE)
8. IDENTIFY NEXT STEPS (MEMBERSHIP)
9. CONFIRM NEXT MEETING DATE - **June 26, 2007**

# STEPHENSON COUNTY LEPC

## Meeting Minutes

Date: May 22 2007

Time: 1:00 P.M.

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

### In attendance:

S. Alles	S. Allshouse	C. Beintema	D. Bergman	W. Bell
F. Bruscato	S. Coers	K. Countryman	K. Eikstadt	M. Green
T. Groves	S. Holbert	C. Isbell	J. Korte	M. Liebenstein
M. Martin	G. Munda	M. Marti	D. Rackow	T. Welch

### Absent with prior notice:

D. Stoehr

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

### Introduction of Guests

Chief Deputy Keith Eikstadt introduced Sgt Todd Welch. Sgt Welch will be taking over some of the duties, as Keith is preparing to retire at the end of June.

### Approval of April Meeting Minutes

A motion was made to approve the April minutes as prepared. Motion by J. Korte and seconded by C. Beintema. Motion passed.

### Identify/Review Relevant Chemical Incidents

Chairman Green gave a verbal report to the LEPC regarding a spill that occurred on May 07, 2007 on W. Montague Road, 1/8 mile west of the Baileyville Coop. Chairman Green is the Safety Officer for the parent company Pearl City Elevator Inc. A copy of Chairman Green's report is attached to the minutes.

There were no other incidents reported or known to the members of the LEPC Present. A question was asked regarding a formal report to the release that occurred in Seward, Illinois April 24-25. At this time the EMA Office has not been advised of a report being filed. As areas of Stephenson County were affected, a check would be made at a later date.

### Sub Committee Reports

- ❖ Exercise Development  
S. Holbert gave a brief review of the progress the design committee has made in the past month. The committee met on May 08<sup>th</sup> at 10:00 AM and the meeting

was attended by two member of the U of I Fire Institute. They offered a unified command class to assist in the preparation for the exercise. S. McLeod of the CN Railroad also offered additional training to the various fire services on a flexible schedule. This will be discussed at the June Fire Chief's meeting. A walk thru of the Rawleigh site was conducted on the 10<sup>th</sup> of May. If the site is used there will need to be prep done to the site with a power washer due to animal and bird contamination. The City of Freeport is reconsidering liability issues and Chief Countryman will be reviewing these issues with the City's legal department.

The next drill committee meeting is May 29, 10:00 AM Highway Department Conference Room.

- ❖ Tier II Committee  
No report given

- ❖ G.I.S. Committee

Chris Isbell gave a presentation to the LEPC members present on the current state of the Stephenson County's G.I.S. system. The presentation was to show members what the system could do and how layers can be created. The amount of information potential is very impressive.

Currently one person is working the G.I.S. data importation. Chris explained that the Tier II information could be linked to the mapping program so that when a location is highlighted, you could learn that it is a Tier II site and have access to the important information for that site.

Mr. Groves, the EMA Director, advised that a version of the program is being developed as part of an all hazardous mitigation grant by contractors in Wisconsin. When the grant is finished, the completed program will be returned with the information in place.

The County is looking at security issues with the program to prevent unauthorized collection of sensitive material.

A question was asked to S. Coers, IEMA Region 2 Coordinator, if funds from the HMEP grant in the current year or the coming year be used to pay wages for a person hired to work data entry for the G.I.S. program. This will be researched. If the funds were available, an agreement would have to be reached with Mr. Ron Kane, the County Assessor, as he is in charge of the program.

- ❖ Membership Committee  
A meeting will be scheduled in the near future.
- ❖ Chemical Response Plan Review Committee  
A meeting will be scheduled in the near future.

### Tier II Information Received

The EMA Officer reported that at the current date there were still two outstanding Tier II reports. One is for Bowen Oil in Orangeville and the other is for Modern Plating in Freeport. Contact will be made with each site to determine the status of the report. It is possible is that with the earlier difficulties the reports are completed and have not made it to the EMA Office yet.

### Freedom of Information Act

The EMA Office has secured a couple of copies of Freedom of Information Act policies from other governmental agencies, and none seem to fit the needs of the LEPC. A request was made to IEMA and the response was favorable that a “boiler plate” type document was out there. Once the document is received the committee will need to review it to make sure it is appropriate for the Stephenson County LEPC. We are hopeful to have something to present to the committee by next month’s meeting.

### Identify Next Steps

Chairman Green advised the LEPC that our sub-committees were falling behind and urged them to “step up” so we could meet the goals we had decided upon in January.

S. Coers presented to the LEPC a document from IEMA, titled Emergency Release Notification Fact Sheet. The document was designed to assist individual agencies prepare the needed information to report to the State a spill or release. Also submitted was an untitled document that an other governmental unit or facility can put their own name on. Electronic version of these documents will be attached to the minutes.

Confirm Next Meeting Date     **June 26, 2007**

Prepared by:

Stephen Holbert  
Secretary