

LOCAL EMERGENCY PLANNING COMMITTEE
JUNE 26, 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 MAY MEETING MINUTES (Membership)
4. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS (EMA OFFICE)
(MEMBERSHIP)
5. SUB-COMMITTEE REPORTS
 - o Exercise Development
Haz Mat response portion of exercise
 - o Tier II Committee
Updating Cameo Program Info 2006 Tier II reports
 - o G.I.S. Committee
Potential use of HMEP grant funds for data entry purposes
 - o Membership Committee
Committee met June 14
 - o Chemical Response Plan
6. Freedom of Information Act Follow up information (EMA OFFICE)
7. IDENTIFY NEXT STEPS (MEMBERSHIP)
8. CONFIRM NEXT MEETING DATE - **July 24, 2007**

STEPHENSON COUNTY LEPC

Meeting Minutes

Date: June 26, 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	W. Bell	F. Bruscato	K. Spellman
K. Eikstadt	M. Green	T. Groves	S. Holbert	J. Korte
M. Liebenstein	D. Rackow	T. Welch	M. Reed	A. Diddens
D. Bowman	A. Auld			

Absent with prior notice:

C. Beintema K. Countryman G. Munda M. Marti

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

Introduction of Guests and New Members

Steve Alles, Honeywell, introduced Allison Diddens, who is a summer Intern working at Honeywell.

Mr. Adam Auld, Vice President of Operations, Leggett and Pratt (TNT Industries) attended the meeting.

Approval of Meeting Minutes

A motion to approve the May meeting minutes was made by M. Liebenstein and seconded by J. Korte. Motion carried.

Identify/Review Relevant Chemical Incidents

The Stephenson County EMA Office did not have notice of any spills or releases since the May meeting date. The Chairman asked the members in attendance if they had anything to report and there nothing to report.

Sub-Committee Reports

o Exercise Development

S. Holbert presented an over-view of the last design committee meeting to the LEPC members. The drill committee met on June 21, 2007.

- A tour of the old Highway Garage was made and that location will be the site of the 1st phase of the exercise
- A discussion was held on what is needed for the debris pile

- Should funding not be available for the full scale the committee is prepared an exercise that would fit the grant funds given.
 - The hazardous material portion of the exercise, on CN rail property is progressing well.
 - Next Committee Meeting date is July 10, 2007 at 10 A.M. County Highway conference room 295 W. Lamm Road
- Tier II Committee
 - S. Holbert reported on the progress of adding the Tier II data into the cameo program. At the time of the meeting there were 18 sites updated in the program, with 14 yet to be updated or entered (2 are new in 06)
 - Chairman Green asked if the committee would be meeting in the near future and it is unknown. He asked that this be looked into.
 - There were two sites yet to provide Tier II information to the LEPC, as identified last month. Contact was made with each site:
 - Modern Plating filed as required and it was an oversight that City Fire and County EMA were not sent reports. This will be corrected.
 - Bowen Oil, filed as required but could not print copies. A check will be made to get a copy of the report
- G.I.S. Committee
 - Mr. Groves advised that a check was made with the State and it is allowable to use HMEP grant funds to pay for data entry into the G.I.S. program. He has been in contact with the County Department that has jurisdiction over the program and an arrangement is pending to enter the Tier II site location and information into a Haz Mat overlay for the program.
- Membership Committee
 - J. Korte advised that the committee met on June 14, 2007. Letters were sent to: Modern Plating, TNT Industries, Van Diest Supply.
 - The committee determined that visits to Tier II sites should be made to the EHS sites first. However, there were a couple of questions raised on how to go about doing this, without interfering with the sites or giving the wrong impression. It was determined to raise these questions with the full LEPC committee at the next meeting
 - The next committee meeting is tentatively set for July 12, 2007 at 10:00 A.M. in the EMA conference room (smaller room west side of building) in the County Highway Department 295 W. Lamm Road.
- Chemical Response Plan

The committee did not meet.

Chairman Green opened the meeting up to a discussion on Tier II site visits so the sub-committee could ask questions of the facilities members present and help to determine what the LEPC would like accomplished by the visit.

- Marty Reed, Stephenson Service Company; Chairman Mert Green, Adkins Energy LLC; Adam Auld, TNT Industries; Steven Alles, Honeywell International, were asked by the sub-committee how the visits could be arrange, so the visit

was not intrusive, did not interfere with site operations, and would be well received by the sites' management.

- Contact should be made with the site to arrange a best time to visit
 - The visit should represent a "coordinated effort" between the LEPC and the site to respond to existing federal laws and guidelines.
 - An agenda should be presented before the visit so the site personnel can be prepared
 - If Photographs or drawings are needed, these should be arranged before the visit, as each site has its own corporate policy regarding this information.
 - Our Tier II sites, especially the EHS sites, are professional organization and are use to inspections. However, the LEPC visit is not an inspection, but an effort to gain a better understand of the site, its unique situations, its preparations, and the relationship of the site to the community around it.
- The LEPC members present felt that a review of the current Tier II report with the site management, a review of the sites emergency plan, a tour of the storage, processing, and holding area regarding EHS material.
 - A tour of the area around the site location to check for special population and transportation considerations should be made.
 - Site visits should be open to all LEPC Committee members, not just the three people on the committee.

Freedom of Information

S. Holbert prepared a handout regarding a potential Freedom of Information procedure for LEPC use. It is modeled after the existing Stephenson County procedure.

- However, the nature of the LEPC's information will require modifications be made to the potential procedure, and a request was made for a site representative to assist in preparing the draft for the Committee to review.
- Chairman Green advised that he would assist
- Additional questions were raised about what information is deemed personal, a security issue, and releasable pertaining to the Tier II forms required by the State of Illinois. It was determined to check with the State of Illinois for a clarification.

Identify Next Steps

Chairman Green would like to see the Tier II Committee meet and begin working on the information presented to the LEPC.

A draft version of the Freedom of Information procedure for the LEPC should be prepared for the July meeting.

Procedure for adding the Tier II sites and needed information to the G.I.S. should be presented at the July meeting.

Confirm Next Meeting Date: **July 24, 2007**

Prepared by:
Stephen Holbert
LEPC Secretary