

LOCAL EMERGENCY PLANNING COMMITTEE  
**JULY 24, 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 JUNE MEETING MINUTES (Membership)
4. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS (EMA OFFICE)  
(MEMBERSHIP)
5. SUB-COMMITTEE REPORTS
  - o Exercise Development
  - o Tier II Committee
  - o G.I.S. Committee
  - o Membership Committee
  - o Chemical Response Plan
6. Presentation to the Committee of a completed Freedom Information Policy/Procedure/Guidelines For review/discussion/implementation (EMA Office)
6. IDENTIFY NEXT STEPS (MEMBERSHIP)
7. CONFIRM NEXT MEETING DATE - **August 28, 2007**

# STEPHENSON COUNTY LEPC

## Meeting Minutes

Date: July 24, 2007

Time: 1:00 P.M.

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

### In attendance:

S. Allen	S. Allshouse	A. Auld	C. Beintema
W. Bell	S. Coers	K. Countryman	T. Groves
S. Holbert	C. Isbell	M. Liebenstein	M. Martin
G. Munda	D. Rackow	M. Reed	J. Choppie

### Absent with prior notice:

M. Green, J. Korte, M. Marti, S. McLeod, D. Stoehr, T. Welch,

Meeting was called to order at 1:00 by Vice - Chairman Countryman.

### Introduction of Guests and New Members

Steve Allen introduced Jeff Choppie, who is working at Honeywell as a summer intern.

### Approval of Meeting Minutes

A motion to approve the June meeting minutes was made by Mike Liebenstein and seconded by Scott Allshouse. Motion carried.

### Identify/Review Relevant Chemical Incidents

The Stephenson County EMA Office was advised of a release/spill of unknown date at Sparkle Car Wash. The evidence of the release was found while removing three under ground storage tanks. S. Holbert contacted the reporting person, who is employed by Fehr-Graham and learned that the release was most likely an old incident that occurred while a tanker was filling a tank. The amount of gasoline released is unknown as is the date of the release.

### Sub-Committee Reports

#### o Exercise Development

The sub-committee met on July 10 at 10 A.M.

- The debris pile construction was discussed and a design will be sought by the Tech Rescue Team. The County Engineer, C. Isbell, was asked (and he accepted) to supervise the construction of the pile following the design and to make the final inspection of the pile before the exercise begins.

- Logistical problems were discussed and action will be taken on recommendation from sub-committee members
  - Finalizing a training schedule for area first responders was discussed, Unified Command training and specialized skills training. Classes will be scheduled.
  - Funding still remains a question with the answer to come in the near future. The next meeting is July 30 at 10 A.M. and on the table will be a potential discussion on that funding and the drill plan's modification to fit the funding available.
- Tier II Committee  
No Report
- G.I.S. Committee  
No Report
- Membership Committee  
The sub committee met on July 03 at 10 A.M. and July 16 at 10 A.M. A rough draft of the letter asking for permission to visit was written on the 03<sup>rd</sup> along with a review of which of the reporting facilities we would want to visit and in what order.  
On the 16<sup>th</sup>, the sub-committee met again and the letter was reviewed in preparation for presentation at the monthly LEPC meeting. Also a list of facilities was reviewed to be presented at the LEPC meeting also. Input from the full membership is sought. The draft of the letter is presented to the full membership at this time for input and approval.  
The sub-committee thinks that we should follow Chairman Green's suggestion and visit Pearl City Elevator's Pearl City site first – as a "shake - down" for the process, and follow the process from start to finish with a review taking place afterwards, regarding how we did.  
  
The letter was presented to the members present and after a short discussion was approved. The first letter will be sent to Pearl City Elevator to request a visit to the Pearl City site.  
  
Members interested in participating in site visits besides the sub-committee members are:  
Mike Martin, Mike Liebenstein, Dallas Rackow, Greg Munda, Kevin Countryman, Adam Auld, Scott Allshouse, Craig Beintema, Chris Isbell.
- Chemical Response Plan  
No Report

### Freedom of Information

S. Holbert presented to the membership the final draft of the Freedom of Information Policy, Request form, and procedure guide. The draft has been reviewed by different agencies, private and government. Suggested changes and modifications have been made and the documents are ready for final review by the committee. After a short discussion a motion was made by Craig Beintema to accept the documents and seconded by Chris Isbell. The motion was carried.

### Identify Next Steps

Terry Groves suggested to the members present that we may want post the minutes of the monthly meeting on the County Web Page, under the Emergency Management Agency title. This was discussed and the members present agreed. Contact will be made with the web master to begin this procedure.

A training notice was given to the members present. The training is for anhydrous ammonia emergencies and will be held September 08, 2007 from 8:00 A.M. to 5:00 P.M. at the Stephenson Service Ridott Plant. The training is sponsored by Stephenson Service Company and German Valley Fire Protection District.

It was brought to the committee's attention that fire personnel from Stephenson County may be called to Green County under the Mutual Aid Box Alarm System call out procedure. At the same time fire personnel from Green County could respond to Stephenson County under the same system. It was suggested that the Stephenson County LEPC should make contact with Badger State Ethanol, Monroe Fire, and Green County EMA in an attempt to open the lines of communication between these agencies and the LEPC. During the discussion Juda Fire and Browntown Fire were also mentioned and it was suggested to add that MABAS Division to the contact list.

The meeting was adjourned at 1:40 P.M.

Confirm Next Meeting Date:        **August 28, 2007**

Prepared by:  
Stephen Holbert  
LEPC Secretary