

LOCAL EMERGENCY PLANNING COMMITTEE
SEPTEMBER 25, 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 AUGUST MEETING MINUTES (Membership)
4. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS (EMA OFFICE)
(MEMBERSHIP)
5. SUB-COMMITTEE REPORTS
 - o Exercise Development
 - 1. Met 09/11 – Report
 - o Tier II Committee
 - 1. Met 09/19 – Report
 - o G.I.S. Committee
 - o Membership Committee
 - 1. Pearl City Visit – Report
 - o Chemical Response Plan
 - 1. Progress Report
 - 2. Help Needed
6. IDENTIFY NEXT STEPS (MEMBERSHIP)
 - NIPA – 2007 Pipeline Safety Meeting Info
 - October 17 Rock Falls Evening
 - October 18 Galena Luncheon
7. CONFIRM NEXT MEETING DATE - **October 23, 2007**

STEPHENSON COUNTY LEPC Meeting Minutes

Date: September 25, 2007

Time: 1:10 P.M.

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

In attendance:

S. Alles	S. Allshouse	C. Beintema	S. Coers
K. Countryman	T. Groves	S. Holbert	J. Korte
M. Marti	T. Welch		

Absent with prior notice:

W. Bell, F. Bruscato, M. Green, M. Liebenstein, M. Martin, S. McLeod, G. Munda
D. Stoehr

The meeting was called to order at 1:10 PM by Vice-Chairman Countryman as Chairman Green was meeting with members of the Environmental Protection Agency for a scheduled inspection of Adkins Energy LLC.

Introductions

There were no guests or new member to introduce.

Approval of August Minutes

A motion was made by S. Allshouse and seconded by J. Korte to approve the minutes as written. Motion was passed.

Identity / Review Relevant Chemical Incidents

The EMA Office has not received any reports over the past month.

Chief Countryman advised that Freeport Fire responded to a box car fire on the CN Railroad. The report was a box car on fire, and it was thought a first there may be some hazardous materials involved. However, it turned out that the box car contents (rolled paper) were not hazardous.

Sub-Committee Reports

❖ Exercise Development

The Drill Committee met on September 11, 2007 at 10:00 A. M. in the Stephenson County Highway Department EMA Conference Room.

Since the August 21, 2007 meeting and the decision to postpone the exercise till April of 2008, we learned that to be funded by the State of Illinois and MABAS the funds need to be used prior to April 01. Therefore the committee determined that the new drill date should be **March 29th & 30th**.

Tom Korte discussed the MABAS funding. He explained that the funds were originally from FY05 grant funds. The funds were supposed to be spent in FY06, they were held until FY07. There is no guarantee that they will be available in FY08. We will have to re-apply and re-submit the paperwork. Tom did mention that MABAS doesn't see a problem with postponing the exercise to April 2008. Tom also needs to get signed agreements of participation to submit with the application.

The Drill Committee wants to sure that all agency leaders understand Incident Command / Unified Command. We have access to trainers and it was decided to set up training in January.

Budget – MABAS Funds total \$39,500, IEMA/ITTF funds total 20,000. IEMA/ITTF will deduct any amount that ILEAS would contribute from their funds. We should be able to meet the requirements for the exercise that we previously set.

The committee reviewed the revised scenario that Steve sent to the committee members and it will be tweaked in the coming meetings. The total exercise time (in the field activities) is conservatively estimated at 18 hours. The County EOC will probably be open longer than that to facilitate the accumulation of debriefing reports, and collection of field information.

The meeting schedule has been changed, and the new meeting dates thru January 01 of 2008 are:
October 16th – 10:00 a.m. November 20th – 10:00 a.m. December 11th – 10:00 a.m.

❖ Tier II Committee

Given by: Stephen Holbert

The sub-committee met on September 19, 2007 at 9:00 A.M. till 1015 A.M.

Attending: D. Stoehr – Fehr Graham

S. Holbert – Emergency Management Office



The sub-committee members met in the EMA Office and began a file review. Each Tier II site has a file, by name containing the following sub-files:

Cover Sheet – letters received with Tier II Reports

Maps – site specific information

Emergency Plans – site specific

Tier II Reports – current year and all previous years

Vulnerability Assessments – information about surrounding area

Detection Mechanisms – how spills or leaks detected

List of On-Site Resources – material on site to control leaks or spills

Confidential – information about the site that is not for release

We began a check of the files and determined that:

There was information that had been previous requested that was not present.

Some plans contained too much information for the LEPC's purpose and needed to be trimmed down.

Each file would take a short period of time to review and detail what is missing or what needs to be added.

The sub-committee would like to propose to the full LEPC that there is a need for another committee to do follow up from the 2006 information request in an attempt to get needed information from EHS and HS facilities that was asked for in 2006. Individual contact was felt to be the best way to do this, in person or by phone.

The sub-committee will meet again in the next couple of weeks to continue working on the files and determining what is needed.

❖ G.I.S. Committee

Given by: Terry Groves

The sub-committee has made arrangements to have an example made for presentation. They had been waiting for the files to be reviewed and can now proceed. T. Groves will make the arrangements with the Assessor's Office to have M. Munda prepare the overlay

❖ Membership Committee

Given by: Jean Korte

Site Visited: Pearl City Elevator Main Facility 119 S. Main, Pearl City, IL. 61062

Date: September 21st, 2007 10:00 A M

LEPC Representatives

Mark Marty, Jean Korte, Mike Liebenstein, Todd Welch, Frank Bruscatto

Meet In The Conference Room

1. Plant Representatives Introduction: Penny Groezinger, Earl Heimerdinger
2. Pearl City Elevator Plant History
3. Present Company Profile
4. Plant Tour
5. Return To Conference Room / Q & A's, Final Discussions

Specific Concerns

1. Detection & Monitoring Equipment
2. Diesel Storage Location Close to Ammonia
3. Diesel Storage Location Not On Site Map
4. Perimeter Fence
5. Security Cameras

Following Jean's report it was decided that the LEPC should send a letter to the visited site with any comments or recommendations made by the representative. The letter should also contain a thank you for the opportunity to make the visit.

❖ Chemical Response Plan

Given by: Stephen Holbert

Frank Bruscato advised Stephen that he found not be able to attend the meeting and he has downloaded the document and is about half way the review process of the plan. He is in need of some help, and has asked for assistance.

Chief Countryman advised that he will discuss this with one of his Haz Mat personnel and will see if they can assist Frank with the review.

Identify Next Steps

Training: The Northern Illinois Pipeline Association (NIPA) is hosting several information sessions in our area. Members of the committee present were asked if they would be interested in attending this pipeline safety meeting. The EMA Office has made arrangement to sign up the following members for the October 18, 2007 meeting to be held at Stoney Creek Inn, Galena Illinois.

S. Allhouse, S. Holbert, K. Countryman, J. Korte, T. Welch

Next Site Visit: The LEPC discussed the next site visit and as the weather was still good, it was decided to seek a visit to a Stephenson Service Company location. Contact will be made with Marty Reed to see what could be arranged.

2008 Meeting Calendar: A Tentative meeting schedule for 2008 was handed out to the members present for review at the October Meeting.

Confirm next meeting date

October 23, 2007

Prepared by:

Stephen Holbert
LEPC Secretary