

LOCAL EMERGENCY PLANNING COMMITTEE
OCTOBER 23, 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 SEPTEMBER 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
Set Date for Site Visit – Stephenson Service Co
 - o Chemical Response Plan
6. EPA INSPECTION ADKINS ENERGY (CHAIRMAN)
7. IDENTIFY NEXT STEPS (MEMBERSHIP)
8. CONFIRM NEXT MEETING DATE - **November 27, 2007**

STEPHENSON COUNTY LEPC

Meeting Minutes

Date: October 23, 2007

Time: 1:00 P.M.

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

In Attendance

S. Allshouse	A. Auld	W. Bell	S. Coers
J. Fox	M. Green	T. Groves	S. Holbert
C. Isbell	J. Korte	M. Liebenstein	M. Martin
M. Marti	M. O'Grady	M. Reed	

Absent with Prior Notice

F. Bruscato, K. Countryman, G. Munda, D. Stoehr

The meeting was called to order at 1:00 P.M. by Chairman Green.

Introductions

Com Ed will be representatives will be join the LEPC. Jim Fox and Mike O'Grady introduced themselves to the committee and advised that one of them will be attending future meetings.

Approval of September Minutes

A motion to approve the September 25, 2007 meeting minutes was made by J. Korte and seconded by M. Marti. The motion passed.

Identify / Review Relevant Chemical Incidents

The County Emergency Management Agency Office has not been advised of a release or spill in the past 30 day period. The members present were unaware of an incident also.

Sub-Committee Reports

- Exercise Development sub-committee report is attached to the meeting minutes.
- Tier II sub-committee is attached to the meeting minutes
- G.I.S. sub-committee report was given by T. Groves and S. Holbert. We consulted with Mike Munda, who will be inserting the Tier II information into the County G.I.S. Mike advised that he would prefer to work from property code numbers, PINs, and that once those were entered, each location could be labeled. It is also possible, as discussed at a previous meeting to add drop down boxes containing site specific information and to show exclusionary zones. The G.I.S. sub-committee will need information from the Tier II sub-committee as to the size of those zones.

- Membership sub-Committee report was given by J. Korte. A letter was received and read from Pearl City Elevator, Pearl City site. The letter also contained a revised site map showing the vehicle refueling station. The letter and site map would be placed in the Pearl City Elevator, Pearl City site folder. The next site visit would be one of Stephenson Farm Service's sites. M. Reed of Stephenson Farm Service advised that either the Ridott site or the Lena site would make the most sense as the other sites (in this county) are not constantly manned. After a short discussion the Ridott site was chosen and the date of November 15, 2007 at 10:00 A.M. was chosen. We will need five LEPC members to visit the site. Signed up so far are: Mike Martin (Public Health), Mike Liebenstein (EMS & EMA), with Jean Korte (FMH & EMS) as an alternate. Any Member who wishes to be on team please advise the Secretary by email and your name will be added to the list.
- Chemical Response Plan sub-committee. F. Bruscato advised earlier that he would not be able to attend as the Red Cross was trying to arrange for volunteers to go to San Diego to support sheltering operations. He did advise that the plan is being reviewed and progress is being made. S. Holbert asked Sue Coers (Coordinator IEMA Region 2) about the status of having the LEPC's Chemical Response Plan being a sub-plan of the County's Emergency Operations Plan (EOP). She advised that currently the State will accept the LEPC's plan as being a sub-plan of the EOP or the LEPC's plan could be the required annex of the County EOP.

EPA Inspection of Adkins Energy, LLC

Mert Green briefed the members in attendance on the recent EPA inspection of the Adkins Energy plant in Lena. He advised:

The EPA only inspects the permitted conditions of the submitted and approved plan. The submitted plan for Adkins was 70 pages long.

While the EPA is only interesting in environmental issues they do have close contact with OSHA and Department of Ag, meaning if something is seen they could and will probably contact either of those two agencies.

The EPA inspection can be scheduled or can be spontaneous.

The 2005 inspection took 10 hours. The 2007 inspection took 2 hours. Each was just as stressful for the people responsible to show compliance.

Failure to comply would result in a letter from the EPA advising the violations, some kind of corrective measures to be taken, and potentially a hefty fine.

Facilities members in attendance were polled on inspection requirements. Non agricultural faculties were mostly involved with OSHA and agricultural facilities were involved with OSHA and Department of Ag.

Identify Next Steps

The meeting calendar for 2008, which was handed out at the September meeting was brought up for modifications and approval to the members present. There were two possible conflicts found, one in February (Homeland Security Training which LEPC members are eligible to attend) and one in December (two days before Christmas). A motion was made by C. Isbell that the committee adopt the schedule with the February meeting being annulled so members could attend the Risk/Threat Assessment Training

and the December meeting being annulled because of the conflict with Christmas. The motion was seconded by S. Allshouse. The motion passed with a unanimous vote. 2008 Meeting Schedule is attached to these minutes.

Confirm next Meeting Date

The next meeting date for the LEPC is November 27, 2007 at 1:00 P.M. in the conference room of the Stephenson County Highway Department.

Prepared by:

Stephen Holbert
LEPC Secretary

Attachment 1

EXERCISE PLANNING / DEVELOPMENT COMMITTEE REPORT

The Planning / Development Committee met on October 16, 2007 at 10:00 AM in the Stephenson County Highway Department Conference Room. There were 11 committee members present. The following is a brief of the business conducted.

A discussion of the 1st Phase of the exercise by timeline took place.

- 911 would receive multiple calls
- First responder sequence was discussed
- A **key point** in the fire response is:
 - how much information will be released to the fire department responders
 - creating a box alarm card for the exercise
 - when do they notify the TRT teams.
- Formation of some kind of immediate IC
- Walking wounded will meet the responders upon their arrival to the scene, we want the responders to find the victims and triage them.
- EMS – 1st ambulance on scene will set up triage.
 - Schwartz, STAR and Freeport Rural are the three EMS teams that may be involved.
 - A **key point** with EMS is that we need to have a service take charge other than Freeport Fire, as their personnel will be involved in fire operations.
 - Someone from EMS needs to be involved with IC/UC.
- Will the IC move to UC, and when will this take place
- Handling Mutual Aid requests and requests for non-governmental agencies
- When will the County EOC be opened

The committee began to talk about the bombs that will be involved.

- It was emphasized that the responders need to find debris for them to know it is a bomb. Indicators could be various car parts and license plates.
- The second smaller device will be aimed toward the responders. The possibility of it being in a dumpster, 2nd car bomb (bomb making material left in the seat), device in the material pile or a U-Haul rental truck were all options for the second device.

Possible bomb deliver scenarios were discussed:

- Vehicle drove through the building
- Rental units reported stolen along with uniforms from a neighboring county.
- It is important to build in a key person from the facility to get information from them in regards to what happened.

Involving residents in the area of Phase 1 was discussed

- They will be notified in writing before the exercise.

- They will be asked if they want participate by evacuating their homes and going to a shelter. Special colored flags will be placed in the yards or attached to the homes of those willing to participate.
- We will need to address pets and other items that they will want to bring to the shelter with them.

Pending Business:

- submitting the new MABAS application for exercise funding.
- signed agreements of participation
- negotiating using a training day for ILEAS.
- a hotel and conference room to use in the exercise.
- use of the ITECHS trailer also was brought to the table.
- FHN will put together a list of expired supplies and bring to the next meeting.
- Bill will put together a list of food and bring to the next meeting.
- we will need a hazmat expert at the November 20th meeting.
- we need to get controller / evaluators invitation letters sent out as soon as possible.
- the Fire Chiefs need to set a date for the Unified Command Training in January.

Next meeting will be held on November 20th at 10:00 a.m.

Prepared by: S. Holbert

Attachment 2

TIER II SUB-COMMITTEE MEETING MINUTES

Date: October 17, 2007 at 1:00 P.M. till 2:15 P.M.

Location: EMA Office 295 W. Lamm Road, Freeport, IL 61032

Attending: D. Stoehr – Fehr Graham
S. Holbert – Emergency Management Office

Prior to the meeting, Stephen made Contact with Mr. Mike Munda on creating a Tier II overlay for the County's GIS mapping system. Mr. Munda advised that he would prefer that all Tier II sites use the County PIN for locations (Property Identification Number). Once located by PIN the site could be created with drop down menus for name, address, contact information and other information we would want to add. Stephen located and listed all the Tier II PINs and this information will be forwarded to Mr. Munda.

Dan and I discussed what we would want the GIS mapping to show. We went to the Cameo Program and looked at Marplot (mapping) and Aloha (plume) overlays. We found:

1. We needed to download the instruction manual for LandView 6 so we could use the program correctly. Currently it is not loaded into the Marplot program of Cameo.
2. To create an accurate plume for a site we need to know more specific information from the site on the size of containers, volume of containers, and where containers are stored in relation to the structure itself.
3. Once we could predict a "worse case" scenario for each Tier II site we could then go to the GIS program and advise what the maximum area around the site would be for specific conditions and chemicals.
4. Once this is done, we need to make sure that this information is available to the responders.

Before the next meeting, Stephen is to work on the LandView 6 program and learn how to use it property. Dan is going to work on chemical information relating to fixed sites as this is different that transportation based information.

We will need to review the files for each site and sent out a letter requesting the specific information needed for each site, for Aloha (plume) programming.

Prepared by: S. Holbert

Attachment 3

STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Mert Green, Chairman

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2008 MEETING SCHEDULE

JANUARY 22

FEBRUARY ANNULLED

MARCH 25

APRIL 22

MAY 27

JUNE 24

JULY 22

AUGUST 26

SEPTEMBER 23

OCTOBER 28

NOVEMBER 25

DECEMBER ANNULLED