

LOCAL EMERGENCY PLANNING COMMITTEE
DECEMBER 18, 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 NOVEMBER MEETING MINUTES (Membership)
4. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS (EMA OFFICE)
(MEMBERSHIP)
5. SUB-COMMITTEE REPORTS
 - o Exercise Development Report – S. Holbert
 - o Tier II Committee Report – D. Stoehr
 - o G.I.S. Committee Report – T. Groves
 - o Membership Committee Recommendation – J. Korte
 - o Chemical Response Plan Ready for Review – F. Bruscato/S. Holbert
6. IDENTIFY NEXT STEPS (MEMBERSHIP)
Review of 2007 Goals - Chairman
7. CONFIRM NEXT MEETING DATE – **January 22, 2008**

STEPHENSON COUNTY LEPC

Meeting Minutes

Date: December 18, 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 F. Bruscato M. Green T. Groves
S. Holbert J. Korte M. Martin M. Marti W. Welch
W. Rosemeier

Absent with Prior Notice

W. Bell S. Coers K. Countryman M. Liebenstein
G. Munda D. Stoehr

CALL TO ORDER

Chairman Green called the meeting to order at 1:05 P.M.

ROLL CALL AND INTRODUCE GUESTS

Bill Rosemeier was introduced by Frank Bruscato as a volunteer for the Northwest Illinois Chapter of the American Red Cross.

Charley Engasser was introduced by Terry Groves. Mr. Engasser represents Honeywell as an Incident Communications Consultant and was going to make a presentation to the Unified Command Committee later in the afternoon.

APPROVAL OF NOVEMBER MEETING MINUTES

A motion was made by Jean Korte and seconded by Scott Allshouse to accept the minutes of the November 27th meeting as written. Motion carried.

IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS

Terry Groves advised that the EMA Office has not received notification from the State of Illinois regarding chemical releases or spills in the past reporting period. Members were not aware of any releases or spills.

SUB-COMMITTEE REPORTS

- o Exercise Development by S. Holbert
The Design Committee met on December 12th at 10 A.M. in the conference room of the Highway Department Offices. Phase Two, the hazardous material portion of the exercise was briefly reviewed, concerning the use of a tank car destined for Adkins Energy. Between the Railroad, EMA Office and Adkins the details are being worked out. Phase Three was discussed with the law enforcement agencies represented. Phase Three is basically a law enforcement exercise and following the field activities would become a table top for a short period of time while supervisors outlined their response to the activities that took place in the field.
Also discussed were controller issues, command issues, pre training issues.

The meeting was adjourned about 11:20 P.M.
Next meeting date is January 08, 2008 at 10 A.M. Conference Room Highway
Department Offices

- Tier II Committee by S. Holbert
Dan Stoehr was not able to attend and the report was given by S. Holbert. The sub-committee met on December 17th at 2:00 P.M. in the EMA Office. Dan had been working on the Landview program and the following was determined:
 1. The program's main benefit is its ability to report population centers from the last census (2000) around specific points on the mapplot map.
 2. Instead of trying to ask the program something we can not do, use the program to assist the current information in the Cameo files (Tier II reporting information) and support the data created in the Aloha file (plume information)
 3. The sub-committee will be working in this directions.
 4. The sub-committee also will be sending information to the EHS facilities regarding tank sizes which is needed for menus in the Aloha program.
 5. The next meeting date for the sub-committee will be in January but was not set.

- G.I.S. Committee by T. Groves
Terry Groves advised that the County GIS official has been busy with new assessment information entry and work for the assessor's office. He felt that he would have something in January.

- Membership Committee by J. Korte
Jean made a recommendation to the full committee regarding facility visiting. She recommended that following the Honeywell visit the program be put on hold until May, as members of the LEPC and Unified Command would be busy with upcoming training, the exercise, and the exercise generated review procedures.
The full LEPC committee agreed with the recommendation.
The Honeywell visit is scheduled for January 16th at 10:00 A.M. Steve Alles will need the names of the visiting members prior to the visit and the team should enter the Plant 4 building via the West Entrance.
Members advising they would be attending are: Frank Bruscato, Mark Marti, Kevin Countryman was mentioned but was not present to confirm. Two other members are needed.

- Chemical Response Plan by F. Bruscato and S. Holbert
Frank Bruscato and Stephen Holbert presented the revised Chemical Response Plan to the members present. Changes to the plan include revising responsibilities to reflect a Unified Command and National Incident Management System recommendations. Annexes with major changes include, Evacuation, Training, and Exercise.
Before preparing the required State Plan Development and Review (PDR) Stephen asked the members present for a motion to accept the plan. A motion was made and seconded. The motion passed.

The Chemical Response Plan will be submitted to IEMA Region 2 in the next couple of weeks following completion of the PDR. Once the plan has been reviewed and is accepted, the contractor being used to make the County Emergency Operations Plan interactive will be given the word document to make the Chemical Response Plan interactive also.

Frank asked the members present to consider keeping the Response Plan on the agenda each month so that issues could be discussed and modification made if needed. Terry Groves made the motion to add the Chemical Response Plan to the monthly agenda and seconded by Scott Allshouse. The motion carried.

IDENTIFY NEXT STEPS

Review of 2007 Goals by Chairman Green

Mert thanked the members present for the goals that were achieved in 2007. We got off to a slow start but much progress has been made. He asked the members to consider the goals for 2008. He asked the current sub-committee chairpersons to consider if they were comfortable with their responsibilities or are changes needed. We will discuss those goals at the January meeting.

CONFIRM NEXT MEETING DATE

January 22, 2008 at 1:00 P.M. is the next scheduled meeting. The location will be the conference room of the Stephenson County Highway Department 295 W. Lamm Road.

Meeting was adjourned at 1:40 P.M. with a motion from F. Bruscato and a second from J. Korte. Motion Carried.

Prepared by:

Stephen Holbert, Secretary