

LOCAL EMERGENCY PLANNING COMMITTEE
JANUARY 22, 2008

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 DECEMBER 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. DETERMINE GOALS FOR 2008 (MEMBERSHIP)
7. IDENTIFY NEXT STEPS (MEMBERSHIP)
8. CONFIRM NEXT MEETING DATE – **March 25, 2008**

STEPHENSON COUNTY LEPC

Meeting Minutes

Date: January 22, 2008

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, A. Auld, C. Beintema, W. Bell, K. Countryman, J. Fox, M. Green, T. Groves, S. Holbert, J. Korte, M. Reed, T. Welch

Absent with Prior Notice

S. Coers, G. Munda, M. O'Grady, D. Rackow, D. Stoehr

CALL TO ORDER

Chairman Green called the meeting to order at 1:10 P.M. as members were still arriving.

ROLL CALL AND INTRODUCE GUESTS

There were introductions required.

APPROVAL OF NOVEMBER MEETING MINUTES

A motion was made by J. Korte and seconded by S. Allshouse to accept the minutes of the December meeting as written. Motion carried.

IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS

The County EMA Office had received one notification from the Illinois Emergency Management Agency of a suspected release from an underground gasoline tank at an abandoned gas station in Pearl City. In the discussion of the notice it was learned that the release was discovered while the tank(s) were being excavated for removal. It is unknown how much material was released for any follow up action to be taken.

SUB-COMMITTEE REPORTS

o Exercise Development by S. Holbert

The Exercise Design Committee met on January 08, at 10 A.M. in the conference room of the Highway Department. On the order of business was determining who would be able to act as the leader of the committee, as S. Holbert advised his wife's condition may prevent him from having an active role in the design and implementation of the planned exercise. Chief K. Countryman of Freeport Fire will assume the leadership role and S. Holbert along with the rest of the committee will support him as the drill nears the jump-off date. Discussed was the current state of the MABAS application, the number of controllers needed, and preparation of a Master Scenario Event List (which is another way of saying a time line)

The committee decided to meet more frequently and the next meeting is scheduled for January 29th, 10 A.M. in the Highway Department Conference Room.

o Tier II Committee by S. Holbert

The sub-committee was not able to meet in January, but D. Stoehr has been in contact with a person who is knowledgeable with LandView 2006. The sub-committee

should be meeting before the end of February.

- o G.I.S. Committee by T. Groves

T. Groves advised that he has been in contact with the G.I.S. technician for the County and he is waiting for some information from a Tier II.

S. Holbert advised that he will forward that information on a sample EHS site to the technician before the next meeting. A review of minutes from an earlier meeting will need to be done we had decided what information we wanted in drop down boxes, but that escapes S. Holbert's memory at this time.

- o Membership Committee by J. Korte

On January 16, 2008 at 10 A.M. representatives from the LEPC were given a tour of Honeywell's Plant Four operations regarding how they accept, use, store and dispose of hazardous materials. The members attending found the tour to be excellent and very informative.

- o Chemical Response Plan by S. Holbert

The Plan has been submitted to IEMA's Region 2 Office along with the required Plan Development and Review paperwork. The plan is currently being evaluated and we will be notified if changes or clarifications are needed or the plan is accepted as written.

IDENTIFY NEXT STEPS

The Chairman had asked the LEPC to think of goals for the year 2008. He asked if the sub-committee chairpersons were willing to remain as chairperson and hearing nothing to the contrary it was decided that the existing sub-committee chairpersons would remain the same.

S. Holbert brought to the Chairman's attention, at the Chairman's request, a list of LEPC responsibilities from the Chemical Response Plan. (See Attachment One) The Chairman made request while reviewing the final version of the plan before signing the required signature page with T. Groves (County EMA).

Chairman Green advised that as a whole committee the LEPC should review and become familiar with the Chemical Response Plan and conduct audits to make sure the LEPC responsibilities as outlined in the Plan are met.

A discussion on those responsibilities took place with a review of the submitted list.

Following the discuss it was determined that in 2008 the LEPC would review the plan annex by annex looking at LEPC responsibilities and seeing how those responsibilities are attained.

A motion was made by J. Korte and seconded by C. Beintema to this effect. The motion was carried.

CONFIRM NEXT MEETING DATE

S. Holbert advised the scheduled training in February that conflicted with the regularly scheduled LEPC meeting date was canceled and the date was now open. Following a short discussion it was agreed that the LEPC would meet on **February 26, 2008 at 1:00 P.M.**

Meeting was adjourned at 1:45 P.M. with a motion from S. Allshouse and a second from W. Bell. Motion Carried.

Prepared by:

Stephen Holbert, Secretary

Attachment One

LEPC responsibilities as outlined in the Chemical Emergency Response Plan

Element ONE, titled Identification of EHS facilities

- Identification of EHS facilities
- Identification of facilities contributing or subjected to additional
- Risk due to their proximity of facilities subject to requirements of Annex One
- Identification of routes likely to be used for transport of EHS
- Maintain data base of EHS facilities and relevant information
- Annually Review Plan
- Annually verify EHS facility and relevant information
- Share EHS facility data with 911 Center(s)
- Review of any incidents for relevant information

Comments from the PDR: The Chairman has outlined goals to be completed by the LEPC which include installing the chemical plan information on the GIS as an overlay and using CAMEO/ALOHA/and LandView 2006 as tools to provide information responders would potentially request when responding or on scene.

Element TWO, titled Procedures and Methods

- Post incident review
- Formation of a corrective action plan (in cooperation with Unified Command) and time line to carry out that plan

Comments from the PDR: Freeport Fire is scheduled to receive a piece of equipment developed solely for decontamination of responders and victims, not requiring immediate medical attention. EMS and FHN Memorial are currently performing decontamination as outlined by accepted medical techniques and modify their procedures as new techniques are approved by the medical profession and accreditation services.

Element THREE, titled Emergency Coordinator

- Annual Review of Chemical Plan
- Verification of site coordinator information semi-annually

Comments from the PDR: None

Element FOUR, titled Emergency Notification

- Identification of 911 Center notification procedures
- Annual review to confirm emergency and public notification procedures are accurate and complete
- Post Incident – evaluation with EMA the notification procedure
- Post Incident – evaluation of public notification

Comments from the PDR: The Stephenson County EOP in Annex 3, titled Warning and Emergency Information outlines the methods used to advise responders of an emergency and on page 5 outlines the County's Emergency Alert System for use in public information.

Element FIVE, titled Methods for Determining the Occurrence of a Release

- Maintain a data base of county-wide release detection methods
- Annual review of this element
- Annual verification survey
- Post Incident review of incident for relevant information

Comments from the PDR: The LEPC is relying on the County GIS technology to be able to provide the needed information in a map type format with the ability to bring specialized information forward in drop boxes. Doing this requires the assistance of two different County Offices and the LEPC. It is a slow process, but is moving forward. The current goal is to establish this overlay for the current EHS facilities and then move on to HS facilities located in populated areas.

Element SIX, titled Emergency Equipment and Facilities

- Create list of equipment available to EHS facilities
- Create list of equipment available to local contractors
- Maintain data base of completed resource lists
- Annual review of equipment list and contact information

Comments from the PDR: The current LEPC files for each facility site have this information requested and most facilities have provided the needed information. A goal for 2998 is to create a master list(s) which will make reviewing and updating the information easier.

Element SEVEN, titled Evacuation Plans

- Review Tier II site locations in relationship to population centers near site
- Review this Element based on changes made to the County EOP or past experience

Comments from the PDR: The Stephenson County EOP Annex 6, titled Evacuation, deals with the evacuation process and responsibilities. The LEPC is in the process of using the County GIS technology to identify primary and secondary routes that could be used relating to a chemical emergency. This information is being placed in each facility location file.

Element EIGHT, titled Training Programs and Schedules

- Attempt to develop training information for populations identified as being most at risk
- With Unified Command review incident and effectiveness of current training programs relevant to the response
- With Unified Command update training program and schedules to reflect needs of emergency response and medical personnel

Comments from the PDR: Basic and Advance Training for first responders is prescribed by MABAS and the Accreditation process medical organizations and EMS must adhere to. The LEPC needs to prepare a list of suggested training programs for the public around the potential exposure sites and working with Unified Command ensure this information is presented to the public. This a goal for 2008.

Element NINE, titled Methods and Schedules for Exercising the Emergency Plan

- With Unified Command determine:
 - Schedule for exercising the plan
 - Exercise methods
 - Objectives to be tested
- With Unified Command create an exercise plan which includes the testing of selected objectives, safety concerns and method to evaluate the results of the exercise

Comments from the PDR: None