

LOCAL EMERGENCY PLANNING COMMITTEE

APRIL 22, 2005

Stephenson County Highway Department
295 W. Lamm Road
1:00 PM

AGENDA

- | | |
|---|------------------------------|
| CALL TO ORDER | (Vice –Chairman) |
| ROLL CALL AND INTRODUCE GUESTS | (Membership) |
| APPROVAL OF MARCH MEETING MINUTES | (Membership) |
| 4. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS
(There are several to review) | (EMA OFFICE)
(MEMBERSHIP) |
| 5. SUB-COMMITTEE REPORTS | |
| ➤ Exercise | S. Holbert |
| ➤ Tier II Committee | S. Holbert |
| ➤ G.I.S. Committee | T. Groves |
| ➤ Membership Committee | J. Korte |
| ➤ Chemical Response Plan | S. Holbert |
| 6. IDENTIFY NEXT STEPS | (MEMBERSHIP) |
| 7. CONFIRM NEXT MEETING DATE – May 27, 2008 | |

STEPHENSON COUNTY LEPC

April Meeting Minutes

Date: April 22, 2008

Time: 1:00 P.M.

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

In Attendance

Allshouse, S - RACES	Choppie, J - Honeywell	Liebenstein, M - EMA
Auld, A - TNT Ind.	Countryman, K - Freeport Fire	McDonough, R - SCHD
Beintema, C - SCHD	Groves, T - EMA	Reed, M. – Farm Service
Bell, W - RC	Holbert, S - EMA	
Bruscato, F - RC	Korte, J - FHN	

Absent with Prior Notice

Coers, S; Green, M; Isbell, C; McLeod, S; Munda, G; O'Grady M; Welch, T

CALL TO ORDER

Vice-Chairman Countryman called the meeting to order at 1:05 P.M.

ROLL CALL AND INTRODUCE GUESTS

There were no guests to introduce

APPROVAL OF MARCH MEETING MINUTES

A motion was made by J. Korte and seconded by F. Bruscato to accept the minutes of the March meeting as written. Motion carried.

IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS

The Emergency Management Office received two reports in the past 30 days relating to releases.

- Report #1 April 19, 2008, reported by Sgt Carter of the Illinois State Police related to a traffic accident at Illinois Route 73 and US 20, released was diesel fuel
- Report #2 April 21, 2008, reported by Ted Neitzschman of CURA Emergency Services related to the cleanup of approx 250 gallons of diesel fuel relating to the traffic accident that had occurred earlier. Local waterway (with water) was involved

SUB-COMMITTEE REPORTS

- o Exercise by S. Holbert

The March 29-30 Full Scale Exercise took place as scheduled. The Exercise started shortly after 3:00 P. M. with the first calls to Metro 911 to begin Phase One. At 5:20 P.M. , or there-about, the Canadian Nation Railway initiated Phase Two with a call to 911 reporting the train derailment. During Phase Two, the Stephenson County Corrections and Sheriff's Agency held a table top to evaluate the Corrections Center's lock-down procedure and at the same time the actual movement of Emergency Response Teams to the Corrections Center for perimeter control. The movement of the prisoner was handled by air, instead of ground thus ending that phase of the Full Scale Exercise.

After the exercise was completed and as each Phase of the exercise was completed "hot washes were conducted with responders and controller for the purpose of completing the

required After Action Report (AAR) for the State of Illinois. Preliminary finds show that the exercise went very well and we are in the process of completing the AAR and will begin working on the Corrective Action Report (CAP) which then leads to the Improvement Plan (IP). The CAP and IP are also required by the State of Illinois. The drill committee will need to meet and discuss the CAP and IP. The completed reports should be done by the May meeting.

- Tier II Committee by S. Holbert
The has been a Tier II Committee meeting this month due to scheduling conflicts by the two principal members. However business was discussed over the phone. Our Intern, Bill Rosemeier is currently taking CAMEO training provided by the State of Illinois. Most of the required Tier II reports have been received and he will update the Cameo files along with the office files. We will be adding information or adjusting current information in each facility file in the next few months as we meet the requirements of the Chemical Emergency Plan.
- G.I.S. Committee by T. Groves
Mr. Groves reported that our contractor has been delayed by another commitment of his primary employer. However, we should see a demonstration in the next month.
- Membership Committee by J. Korte
Jean Korte advised that she has been in contact with the members of the sub-committee and they would like to continue with the site visits. A discussion was held and it was determined that we should petition Modern Plating Corp for a site visit in May and then move to Sauer-Danfoss in June. She asked that that the EMA Office send the letters to the property persons at each site.
- Chemical Response Plan by S. Holbert
Stephen Holbert reported that he had a discussion with Chairman Green (who could not make the current meeting to Adkins coming off of a scheduled shut down) regarding where in the Plan to begin the process. Chairman Green asked S. Holbert to make a recommendation to the members. He would like to ease into this project and not overwhelm the committee.
S. Holbert recommended to the members present that we begin with Elements 3 and 4. An annex to the monthly meeting minutes will be prepared advising what we will need to look at. There may be some work assigned out of this that will need to be done prior to the May meeting, which did not meet any opposition from the members present.

IDENTIFY NEXT STEPS

1. Mr. Groves discussed what he would need to do with his budgets including the HEMP budget to secure wages for Bill Rosemeier. After a short discussion a motion was made by Mike Liebenstein and seconded by Jean Korte that Mr. Groves approach the needed Board Committees and secure the needed changes to compensate Bill Rosemeier for his work with the LEPC records and Cameo Program. The motion was carried.
2. The Vice-Chairman asked if there was any new business and the Winnebago LEPC Conference, to be held May 8, 9 and 10 was brought up to the members present. So far there are only three persons attending the conference from our LEPC. Anyone wanting to attend should contact Mr. Groves about reimbursement for the registration fee of 110.00 per person.

CONFIRM NEXT MEETING DATE

MAY 27, 2008 at 1:00 P.M. is the next scheduled meeting.

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

Prepared by:

Stephen Holbert, LEPC Secretary

For the May 27 LEPC Meeting – Chemical Emergency Plan Review

Element THREE, titled Emergency Coordinator

- Annual Review of Chemical Plan
 - Completed February 2008 by LEPC
- Verification of site coordinator information semi-annually
 - W. Rosemeier will complete a list of site coordinators and contact information for review at May 27 meeting. Verification can be done by Tier II Committee

Element FOUR, titled Emergency Notification

- Identification of 911 Center notification procedures
 - Confirm Metro 911 identification/notification procedures – Lt Marti
 - Confirm Stephenson County 911 Center's identification notification procedures – Chief Deputy Welch
- Annual review to confirm emergency and public notification procedures are accurate and complete
 - Confirm emergency and public notification procedures are accurate and complete as laid out in Annex 3 of the County's Emergency Operations Plan – EMA Director Groves
- Post Incident – evaluation with EMA the notification procedure
 - Review notification procedures ask conducted during the March 29 drill – Canadian National Railroad – S. McLeod, FHN J. Korte, Fire – Chief Countryman with input from Chief Schneider from Pearl City and Law Enforcement – Chief Deputy Welch
- Post Incident – evaluation of public notification
 - EMA Director – Terry Groves

Member Responsibilities in Red