

LOCAL EMERGENCY PLANNING COMMITTEE

MAY 27, 2005

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

AGENDA

- | | |
|---|------------------------------|
| CALL TO ORDER | (Chairman) |
| ROLL CALL AND INTRODUCE GUESTS | (Membership) |
| APPROVAL OF APRIL MEETING MINUTES | (Membership) |
| 4. IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS
(There are several to review) | (EMA OFFICE)
(MEMBERSHIP) |
| 5. SUB-COMMITTEE REPORTS | |
| ➤ Final Exercise | S. Holbert |
| ➤ Tier II Committee | S. Holbert |
| ➤ G.I.S. Committee | T. Groves |
| ➤ Membership Committee | J. Korte |
| ➤ Chemical Response Plan
Review of Element 3
Review of Element 4 | Assigned Membership |
| 6. IDENTIFY NEXT STEPS | (MEMBERSHIP) |
| 7. CONFIRM NEXT MEETING DATE – June 24, 2008 | |

STEPHENSON COUNTY LEPC

Meeting Minutes

Date: 05 27 2008

Time: 1:00 P.M.

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

In Attendance:

A. Auld, TNT Industries	T. Groves, EMA
W. Bell, Red Cross	S. Holbert, EMA
K. Countryman, Freeport Fire	J. Korte, FHN
M. Green, Adkins Energy	B. Rosemeier, EMA

Absent with Prior Notice:

S. Allshouse, M. Liebenstein, S. McLeod, G. Munda, T. Welch

CALL TO ORDER

Chairman Green called the meeting to order at 1:10 P.M.

ROLL CALL AND INTRODUCE GUESTS

There were two guests attending the meeting, Mr. Matt Decker and Mr. Rocco Barbanente, representing WebQA. They represent a public warning and information company; and would be giving a presentation to the LEPC later in the meeting.

APPROVAL OF NOVEMBER MEETING MINUTES

A motion was made by J. Korte and seconded by B. Rosemeier to accept the minutes of the April 22, 2008 meeting as written. Motion carried.

IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS

Report by B. Rosemeier and T. Groves

SUB-COMMITTEE REPORTS

Exercise Development by S. Holbert

- Attached are the minutes of the May 22nd Design Committee Meeting. This was the last meeting of the committee as:
 - The After Action Report was completed and being reviewed by committee members (43 pages)
 - The Corrective Action Plan/Improvement Plan was completed and being reviewed by committee members (3 pages)
 - The reimbursement grants from MABAS and IEMA were completed and are in the process of being paid.
- Members will email corrections to the EMA Office and the reports should be sent to the State of Illinois by the first week of June.

- The HazMat portion of the exercise went very well, and the LEPC goals were tested. Some contact issues were detected and have since been corrected by the CN Railroad and the EMA Office.

Tier II Committee

Report by S. Holbert and B. Rosemeier

- As Tier II information has arrived at the EMA, Bill Rosemeier has been adding it to the Cameo file and the LEPC files.
- The State of Illinois should be contacting the EMA in the near future about sending the information they have received to the Office, which can be imported into the Cameo Program
- Bill has observed that we lack MDS sheets and in his research found that we will need MDS sheets from each facility as the materials vary between the specific chemical manufacturers. It was agreed by the members present to submit an email request to each facility and request copies of the MDS sheets. Emails were thought to be more efficient and personable.
- Bill learned in Cameo training at the Mid West Conference in Rockford earlier in the month that the State of Illinois was looking a new program for creating plume information. More information about this program will be released at the IEMA conference in September.

G.I.S. Committee by T. Groves

Report by T. Groves

- A grant has come to Mr. Groves EMA Office which makes it possible to have members of his staff trained in the use of the County's current G.I.S. instead of relying on another department's assistance. If he is successful in securing the grant the training would take place at the Highway Department Office and it could possibly be open to other county agencies that would want to send people at their agency's expense.

Membership Committee by J. Korte

- The letters requested at the April meeting did not go out as planned. This will be handled in the next week.

Chemical Response Plan

Plan Review by S. Holbert was postponed as several of the agencies needed to conduct the review of the pre-selected elements were not present.

IDENTIFY NEXT STEPS

The Emergency Management received new 2008 Emergency Response Guides and there were passed out to members present from Industry, Social Agencies and other responders not associated with MABAS or ILEAS, as those responders are getting their books from those agencies.

A 30 minutes presentation was given by Matt and Rocco regarding their company's web based public communication system. Subscribed users may log into the system and use the system to send service requests, check calendar dates, and receive emergency notifications, instructions, and information via email, text messages, and voice messages.

CONFIRM NEXT MEETING DATE

June 24, 2008 at 1:00 P.M. is the next scheduled meeting.

Meeting was adjourned at 2:15 P.M. with a motion from T. Groves and a second from K. Countryman. Motion Carried.

Prepared by:

Stephen Holbert, Secretary

AGENDA
2008 EXERCISE
PLANNING AND DEVELOPMENT COMMITTEE

Date: May 22, 2008

Time: 10:00 A.M.

Location: Stephenson County Highway Department

Conference Room

295 W. Lamm Road, Freeport, ILL 61032

Introductions (if needed)

- I. Review of the After Action Report
 - a. Changes or corrections
 - b. Lessons Learned by Function

- II. Fabricate the Corrective Action Plan – Improvement Plan
 - a. Identify what corrections are needed by discipline
 - i. Equipment
 - ii. Training
 - iii. Procedures
 - b. Identify how long it will take to make corrections identified

- III. Identify what was good about planning/execution of Full Scale Exercise and what was wrong with the planning/execution of the Exercise.
 - a. What would we recommend for next design committee to do
 - b. What would we recommend for next design committee to avoid
 - c. Recording of this information and how it will be shared for future exercises.

- IV. Do we need to meet again?

Planning Committee

Minutes/Notes

05/22/2008

Meeting called to order at 10:01am

Attending:

Kevin Countrymen	Freeport Fire Dept.	Mark Marti	Freeport Police Dept.
Mike Liebenstein	Steph. Co. EMA	Scott Allshouse	ARES/RACES
Tom Korte	Freeport Fire Dept.	Jean Korte	FHN
Terry Groves	Steph Co. EMA	Stephen Holbert	EMA
Bill Rosemeier	Steph Co. EMA	Kathy Spellman	IEMA

Absent with Prior Notice:

Todd Welch, Mike Weaver

Communications:

- Tom Korte's email was read.
 - Corrections and suggested made regarding MABAS Divisions represented and lessons learned were made to the After Action Report
- Scott McLeod's email was read.
 - Scott McLeod thought the AAR comments were fair. Overall the committee agreed, and was happy with the current AAR.
- Mike Weaver's email was read.

1. Lessons Learned Document – Copy to Tom Korte for MABAS.

I. Lessons Learned by Function

Law Enforcement

Command post needs to be modified
 Issues with two staging/command areas
 Command function, i.e. - fire ops personal left the scene.
 Did not know what equipment to send from staging area.
 Did not know names or proper ID of equipment from other agencies.
 Lack of training or general lack of forms.
 PPE – Masks were available but no filters.
 IC – training needed.
 Security issues – Was handled as a drill. Families were sitting around watching the “show”.
 Command Boards wanted/needed.

Fire Ops

Forms, command boards wanted/ needed.
 Command vehicle or post at scene.
 Introductions of some type so that the agencies can meet each other in a “non- threatening” way.
 More table top drills with other agency participation.
 Better Interagency communication requested.
 Did not realize what all available resources are.
 Shift personal do not realize capabilities of MABAS.

Haz Mat

PPE
 Drilitis
 Private Vehicles in way – need to think about a SOP on parking
 Weather station for the Haz Mat trailer.
 Possible night/low light training.

IC

Communication disciplines
 Back up plan for radios
 Radio frequencies were mislabeled

Would like more training
Relationship between IC and UC needs improvement
Can be used in current situations and planning of events.

EMS

Re-establish training for Triage
Professional conduct.

EOC

IC area was too small. Need to move to the large conference room.
IC to EOC communication needs to improve.
Relay interface training.
New communication area was a great resource. To relaxed.
Not enough Security.
Radio tech knowledge training needed.

ARC

Policy procedures were not comforting to others.

ARES

Over planned
Not enough people for frequency usage.
More training for radio personal in multi frequency usage.
Terminology Training needed
Possible onsite training with Fire and Police.

911

Pre testing of the frequencies
ID of the separate command post and scenes.
Faxes received and sent to the field.

2. Fabrication of the Corrective Action Plan / Improvement Plan
 - a. A discussion was held using a blank form to determine the corrective actions needed for each objective, how to address those corrective actions and the time needed to complete this task.
 - b. Stephen will work on the CAP/IP and will send it out after the Memorial Day weekend.

3. Identify what was good about planning/execution of Full Scale Exercise and what was wrong with the planning/execution of the Exercise.
 - a. Start in advance, but not too far as to lose sight of the purpose.
 - b. Asking governing bodies to starting a budget or a fund for doing future drills/exercise
 - c. The design committee format worked well
 - d. The information used to determine goals/objectives worked.
 - e. The responders asked for more training prior to the exercise
 - f. Responders were slow to sign up for the exercise, so we will need to spark motivation/enthusiasm
 - g. Need to make sure that all players have something to "do" while there.
 - h. No freelancing, stick to the plan
 - i. Controllers need more control
 - i. ID for controllers

- ii. Controllers need separate evaluators
 - iii. Better communications needed for controllers
 - iv. Controllers for the IC to set up properly
 - v. Controllers need to be controlled by a senior controller
 - vi. Controllers need to be trained in documentation
 - vii. Walk through with controllers to discuss scenarios
 - viii.
 - j. Communications issues in general
 - k. Some thought the exercise was too large of scale
 - l. Understanding of separate disciplines i.e. Bomb squad
 - m. Staging issues need to be addressed
 - n. Dealing with the state of IL in funding.
 - o. More open interactions between all disciplines prior to the exercise, during the exercise, and after the exercise.
4. Next Meeting?
- a. Was agreed that another meeting would not be needed. Any further communications would be electronically.

Meeting was adjourned at 11:32am

Prepared by: W. Rosemeier, EMA Office