

# STEPHENSON COUNTY LEPC

## Meeting Minutes

Date: August 26, 2008

Time: 1:00 P.M.

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

### In Attendance

Bruscato, F	Red Cross	Holbert, S	EMA
Choppie, J	Honeywell	Korte, J	FHN/EMS
Countryman, K	Freeport Fire	McDonough, R	Health Dpt
Green, M	Adkins Energy	Munda, G	Dist 145
Groves, T	EMA	Rosemeier, W	EMA
Fox, J	Com Ed	Welch, T	Sheriff's Agency

### Absent with Prior Notice

Allshouse S, Coers S, Liebenstein S, McLeod S,

### CALL TO ORDER

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

### ROLL CALL AND INTRODUCE GUESTS

There were no guests or new members

### APPROVAL OF NOVEMBER MEETING MINUTES

A motion was made by J. Korte and seconded by T. Groves to accept the minutes of the July 22, 2008 meeting as written. Motion carried.

### IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS

W. Rosemeier gave a report on a ruptured NiCor underground pipeline during excavating at the southeast corner of Galena and Greenfield in Freeport. During excavation the backhoe operator struck the line causing a gash in the 2 to 3 inch line. Freeport Fire and Police were called to the scene and secured the scene. NiCor dispatched a crew and after the line was located, a new shut off valve was installed the gash was repaired. During the repair time, a precautionary evacuation and sheltering in place was ordered for surrounding homes, which effected approx 50 people.

### SUB-COMMITTEE REPORTS

- o Membership Committee
  1. Visit to Sauer Danfoss by S. Holbert. Annex One is a copy of the information presented.
  2. Response from Modern Plating. S. Holbert advised that there has not been a response and he will be making phone contact in the near future.
- o Tier II Committee
  1. The State will be making a presentation at the IEMA Conference on the new electronic Tier II filing program, which will allow access by authorized agencies to access the State's Tier II records. This would help eliminate the paper versions of the Tier II reports as currently being sent to the County Office and local responders. There is also a mapping program that can interface with GIS for plume information.

2. Chairman Green asked about securing MSDS information from each Tier II site (for that sites file). While this was started June, the required communications between the EMA Office and the site contacts was set up for email purposes, but the communication requesting the information had yet to be sent out. Chairman Green asked that this be addressed in the near future.
- o G.I.S. Committee
    1. Mr. Groves advised that a vendor looking to add to the County ETSB mapping and data programs is giving a presentation on September 23<sup>rd</sup> at 10:00 AM in the conference room with software mapping programs that can be overlaid on the County G.I.S. mapping and used to Tier II site information.
  - o Chemical Response Plan
    1. The Chemical Response Plan calls for a bi annual check of the contact information for each Tier II site, and members are asked to help with this task. Please contact either Stephen or Bill at the EMA Office.

#### IDENTIFY NEXT STEPS

1. Election of new officers. The by-laws call for the election of new officer at the annual meeting in October. Officers are elected for a two year term and it was suggested that a nomination committee be formed and present candidates at the September meeting. F. Bruscato advised that he would be on the nomination committee along with R. McDonough and T. Groves. A motion was made to form the committee, seek out nominees, and present this information at the September meeting. The motion was seconded by T. Groves and seconded by G. Munda. The motion carried.

#### CONFIRM NEXT MEETING DATE

**September 23, 2008** at 1:00 P.M. is the next scheduled meeting.

Meeting was adjourned at 1:40 P.M. with a motion from R. McDonough and a second from W. Rosemeier. Motion Carried.

Prepared by:

Stephen Holbert, Secretary

# Annex One

August 26, 2008

Reference: Site Visit to Sauer Danfoss LEPC Representatives: Stephen  
Holbert  
580 N Henderson Road William  
Rosemeier  
Freeport, Illinois 61032

Members of the Stephenson County Local Emergency Planning Committee met with representatives of Sauer Danfoss on July 31, 2008 at 10:00 A.M. Present at the initial meeting were members of the Sauer Danfoss management team and Engineering Consultants.

We discussed the purpose of the site visit and the mission of the LEPC. An invitation was extended to Sauer Danfoss to rejoin the LEPC as a facilities member. Following the initial meeting Mr. Scott Buske gave LEPC members a tour of the facility, which included the production area, material storage areas (both inside and outside) and their reclamation area outside the facility.

LEPC members exchanged information with Mr. Buske regarding the site emergency plan along with how the reclaimed materials were disposed of. We found the site to be clean, secure and well maintained.

Following the tour we discussed with Mr. Buske the need to make sure that all first responders knew the facility grounds and layout. We suggested contacting the Freeport Fire Department, Freeport Rural Fire and the Freeport Police Department to open lines of communication and discuss the facility and surrounding area.

Prepared by:

Stephen Holbert  
Secretary – Stephenson County LEPC