

# STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

DATE: NOVEMBER 24, 2009

TIME: 1:30 pm

LOCATION: Stephenson County Highway Department  
295 W. Lamm Road  
Freeport, Illinois 61032

## AGENDA

1. Call to order Chairman
2. Roll call and introduction of guests Membership
3. Approve minutes of the October Meeting Membership
4. Identify and Review relevant chemical incidents Membership
5. Approve 2010 Meeting Dates Membership
6. Sub-Committee Reports
  - Tier II Review Committee
  - Membership Committee
  - Preparedness Committee
    - Chemical Response Plan
    - Tier II Site Book
7. Identify next steps Membership
8. Open Comments Membership
9. Confirm next Meeting Date Membership

# STEPHENSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

## Meeting Minutes

Date: November 24, 2009

Time: 1:30 P.M.

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

### Roll Call

Allshouse, Scott	Red Cross	X _____
Auld, Adam	Leggett & Platt	X _____
Beck, Jeremy	Pinnacle Metals	X _____
Buske, Scott	Sauer – Danfoss	X _____
Beintema, Craig	SC Health Dept	_____
Choppie, Jeff	Honeywell	_____
Coers, Sue	IEMA	X _____
Countryman, Kevin	Freeport Fire	APN _____
Gerbode, Stephen	Freeport PD	X _____
Green, Mert	Adkins Energy	X _____
Groves, Terry	EMA	X _____
Groezinger, Pennie	Pearl City Elevator	X _____
Fox, Jim	Com Ed	APN _____
Holbert, Stephen	EMA	X _____
Isbell, Chris	SC Engineer	X _____
Koch, Candace	Red Cross	X _____
Liebenstein, Mike	EMA	APN _____
Martin, Mike	Health Dept	X _____
McDonough, Rick	Health Dept	X _____
McLeod, Scott	CN Railway	APN _____
Munda, Greg	Dist 145	X _____
Rackow, Dallas	Dist 145	_____
Reed, Marty	Farm Service	APN _____
Salazar, Raymond	FHN/EMS	X _____
Toerber, Win	ARES/RACES	APN _____
Welch, Todd	Sheriff's Agency	X _____
Bell, Bill	Red Cross	X _____
Thompson, Andrena	Red Cross	X _____

### CALL TO ORDER

Chairman Munda called the meeting to order at 1:35 pm

## ROLL CALL AND INTRODUCE GUESTS

Scott Allshouse introduced Bill Bell, from the Rockford Chapter of the American Red Cross. Mr. Bell introduced Andrena (Andy) Thompson, Government Liaison volunteer for the American Red Cross in Disaster Services, Rockford Chapter.

## APPROVAL OF September MEETING MINUTES

A motion was made by Pennie Groezinger and seconded by Jeremy Beck to accept the minutes of the October 27, 2009 meeting as written. Motion carried.

## IDENTIFY / REVIEW RELEVANT CHEMICAL INCIDENTS

The Stephenson County Emergency Management Agency received only one notification from the State or the Environmental Protection Agency (FEMA Region 5) and that notification was an public information release advising that a \$79,700 penalty had been levied against Rentech Energy Midwest Corporation regarding a leak in a refrigeration unit that released “excessive amounts of ozone-depleting refrigerant”. Rentech voluntarily self-disclosed to EPA potential regulation violations in September 2008.

Chairman Munda asked members present if they had any information regarding relevant chemical incidents. There were no relevant issues or incidents to discuss.

## SUB-COMMITTEE REPORTS

- A. Tier II Review Committee  
Stephen advised that the required reporting period for 2009 would be beginning soon and suggested that the sub-committee be expanded at that time for the purposes of reviewing and comparing the 2009 information to the 2008 information. This was discussed and will be on the January Agenda.
- B. Membership Committee  
Stephen advised that while his intentions were to start contacting facility representatives, he just has not had the time to carry this out. Once the LEPC Secretary position is filled progress should be made in this area.
- C. Preparedness Committee – Chemical Response Plan & Tier II Site Book  
Jeremy Beck reviewed for the LEPC the minutes of the November 12, 2009 meeting. The minutes for the meeting are Annex One to these minutes.  
Jeremy advised the sub-committee had determined that he and Ray Salazar would be co-chairs and the sub-committee was exploring what the cost of the production of the Tier II book would cost, how it would be produced and the use of a contractor funded by grants. The EMA Office was exploring sources of grant funding.  
  
Stephen advised he had a response from the State of Illinois regarding the bi-annual review of the Chemical Plan. Currently the only review the plan requires is by the Stephenson Co. LEPC, as the plan provider.

OPEN COMMENTS

Terry Groves advised that he attended a seminar on changes to the Freedom of Information Act which take effect on January 01, 2010. The seminar was presented by representatives from the State Attorney General's Office. He received handout information that would help the Stephenson County LEPC review and modify the LEPC Freedom of Information Policy.

CONFIRM NEXT MEETING DATE

The December meeting has been cancelled.

The next LEPC Meeting Date is:

**January 26, 2010 at 1:30 pm**

Meeting was adjourned at 1:55 pm with a motion from Scott Allshouse and a second from Rick McDonough. Motion Carried.

Prepared by:

Stephen Holbert  
Acting LEPC Secretary

Note: Annex 1 follows on Page 5  
Annex 2 follows on Page 8

## ANNEX 1

**STEPHENSON COUNTY LOCAL EMERGENCY  
PLANNING COMMITTEE  
Preparedness & Evaluation Sub-Committee**  
295 W. LAMM ROAD Phone: 815-599-0344  
Freeport, Illinois 61032 Fax: 815-235-9356  
Email: [stcoema2@yahoo.com](mailto:stcoema2@yahoo.com)

Date: November 12, 2009

Time: 1:30 pm

Location: Stephenson County EMA Office  
295 W. Lamm Road  
Freeport, Illinois 61032

### Attending

<b>Name</b>	<b>Representing</b>	<b>E-Mail</b>
Rick McDonough	Health Department	<a href="mailto:rick.mcdonough@aeroinc.net">rick.mcdonough@aeroinc.net</a>
Jeremy W Beck	Pinnacle Metals	<a href="mailto:jbeck@pinnaclemetals.com">jbeck@pinnaclemetals.com</a>
Mert Green	Adkins Energy	<a href="mailto:mertgreen@adkinsenergy.com">mertgreen@adkinsenergy.com</a>
Pennie Groezinger	Pearl City Elevator	<a href="mailto:pgroezinger@pce-coops.com">pgroezinger@pce-coops.com</a>
Ray Salazar	FHN	<a href="mailto:rdstss@aol.com">rdstss@aol.com</a>
Scott Allshouse	Red Cross	<a href="mailto:disaster.nwirc@comcast.net">disaster.nwirc@comcast.net</a>
Stephen Gerbode	Freeport PD	<a href="mailto:sgerbode@freeportpd.com">sgerbode@freeportpd.com</a>
Terry Groves	EMA	<a href="mailto:stcozon@yahoo.com">stcozon@yahoo.com</a>
Marty Reed	Stephenson Service	<a href="mailto:mreed@stephensonfs.com">mreed@stephensonfs.com</a>
Stephen Holbert	EMA	<a href="mailto:stcoema2@yahoo.com">stcoema2@yahoo.com</a>

### Agenda

The meeting began at 1:30 pm in the Emergency Management Conference room.

- I. Review format to create each Tier II Site Map
  - a. Determine by EHS / HS classification
    - i. The committee determined that all Extremely Hazardous Sites should be plotted. Currently there are 24 EHS locations and 9 HS locations in the county.
    - ii. The Extremely Hazardous Sites and the Hazardous Sites would only be plotted if they pose a serious risk to the surrounding area. An Example would be the Verizon cell towers - EHS, which house sulfuric acid used for batteries. It was felt that they do not need to be plotted. However, Tate and Lyle Custom Ingredients – HS, should be plotted as it is an explosion risk.
  - b. Hot zone radius
    - i. A discussion was held regarding what the hot zone radius should be. There is the information in the National Response Guide which is lab information. The committee decided to use a 1mile radius for explosive threats and ½ mile radius for all others.

- ii. As part of the discussion it was brought up we should poll each chosen site to determine what they (the site) feel is their biggest threat – release or explosion – and plan with that information. Example – propane storage would be one mile, Anhydrous Ammonia leak could be either ½ mile or one mile depending on the size of the tank and type of leak.

II. Determine what should be shown on each map

a. The committee felt that the following should be shown on each map

- ✓ Roadways
- ✓ Schools
- ✓ Parks – Playgrounds
- ✓ Fire Stations
- ✓ Police Stations
- ✓ Government Buildings
- ✓ Medical facilities
- ✓ Red Cross shelters
- ✓ Nursing Homes
- ✓ Pre Schools – Schools – College Facilities

b. Identification methods

- The committee felt that the use of a common Legend would be the best approach

c. Facility Information

- The committee would like to see, for the electronic version a drop down box that shows the
  - ✓ 24 hour Emergency Contact Information – three people
  - ✓ Chemical list – modified from the original tier II to a simple list
  - ✓ What the site feels is the most serious risk

II. Incorporation of current technologies we have in the EMA Office and the County GIS, or use of a private contractor’s work or assistance.

a. The committee discussed how the information would be published. Would we want to create the book ourselves or possibly hire an outside contractor to do the work?

1. Scott McLeod forwarded some information to the EMA Office regarding the contractor, who created the book we were using as an example. There is the possibility of grant from the CN railroad and there is also a possibility of grants from the recent Federal Disaster Declarations in the State of Illinois. The committee authorized the EMA Office to explore these grants.
2. There is the possibility of having two grants at the same time as the CN railroad right of way through the county could be a book all to itself.

III. Organization of the Committee

- a. Stephen pointed out the Committee need a Chairman. The EMA Office would support the Committee by continuing to take the notes – prepare minutes, organize information needed from the Tier II files, etc.
- b. A poll was taken of the members present and it was decided to have Co-Chairs being Ray Salazar and Jerry Beck.
- c. The Chair is responsible for preparing the Agenda, Running the meeting, Determining work needed, and Reporting back to the LEPC.
- d. The secretary is responsible for disturbing the meeting agenda, preparing minutes and distributing the minutes to members, working between the EMA Office and committee.

IV. Status of the Current Chemical Response Plan

- a. Stephen checked with the State of Illinois and at this time there is no bi-annual review of the plan required by the State. The LEPC needs to review the plan once a year and approve it. This could change in the future, but it requires a change to the administrative section, which is carried out the legislature in Springfield, and would take years to accomplish.
- b. There is also some discussion at the State level of putting the LEPC response plan in the County Emergency Operations Plan. Currently the County plan refers to the LEPC Plan. Having the LEPC plan incorporated into the County plan would be for convenience of responders and for Freedom of Information Purposes.

V. Next Steps

- a. Do the local municipal and village governments have a plan in place to deal with a chemical issue from a neighboring Tier II site? The EMA office is to contact the municipalities and villages to determine this.
- b. What does shelter in place mean and how do residents do this? The committee is to look at definitions from the Federal Government and start there.
- c. What do the various school districts have for plans regarding Tier II sites? A poll was going to be taken and report back.

VI. Determine Next Meeting Date

The next meeting date was set for **January 14, 2010 at 1:30 pm** in the main conference room of the Highway Department 295 W Lamm Road.

Prepared by: Stephen Holbert, EMA Office

Preparedness Sub-Committee Minutes – Attachment 1

**EHS Facilities**

**HS Facilities**

Adkins Energy  
Anchor Harvey  
Berner Cheese – Rock City  
Berner Cheese – Dakota  
Honeywell / Plants 1, 2 and 4  
Illini Protein  
Kolb Lena Cheese  
Modern Plating  
Pearl City Elevator – Baileyville  
Pearl City Elevator – McConnell  
Pearl City Elevator – Pearl City  
Pearl City Elevator – Dakota  
Sauer Danfoss  
Farm Service – Lena  
Farm Service – Rock Grove  
Farm Service – Pearl City  
Farm Service – Ridott  
Titan Tire  
Van Diest  
Verizon / Main Office, Freeport Tower and Davis Tower

Bowen Oil  
Ferrell Gas  
Pinnacle Metal  
Schwann Food  
FS – Hancock site  
Tate and Lyle  
TNT Industries  
UPS

## **Stephenson County Local Emergency Planning Committee**

Meetings Start at 1:30 P.M.  
Stephenson County Highway Department – Conference Room  
295 W. Lamm Road, Freeport IL 61032

### **2010 Schedule**

JANUARY 26

FEBRUARY 23

MARCH 23

APRIL 27

MAY 25

JUNE 22

JULY 27

AUGUST 24

SEPTEMBER 28

OCTOBER 26

NOVEMBER 23

DECEMBER 21 - Optional