

*Kane County
Local Emergency Planning Committee
Meeting Minutes
May 20, 2014*

CALL TO ORDER

The meeting was called to order at 1:05 p.m. in the Kane County OEM EOC by Sean Madison.

ATTENDANCE

Members present – (Names taken directly from the sign-in sheet):

Attendance was amended on June 16th to include those missed in the first issuance. My apologies.

Bob Balsamo – South Elgin EMA, Don Bryant – KCOEM, Paul Bumba – St. Charles EMA, Dave Carey - W. R. Meadows, Ken Dake – DSM Functional Materials, Randy Deicke – Batavia Fire Department, Deborah Dortmund – KCOEM & KCLEPC recording secretary & treasurer, David Esterquest – FERMI Lab, Jennifer Fearday – KCHD, Bill Glisson – Kane County Forest Preserve Police, Ken “Beau” Herbert – Rush-Copley Medical Center, Sean Madison – KCOEM & USCG Auxiliary, Scott Vance – Presence Mercy Medical Center, and Andy Zawada - Elgin Fire Department.

WELCOME: Everyone was welcomed. Sean mentioned that Jon was off enjoying himself in sunny Florida and Dave is on vacation. In checking the By-laws, we are still able to hold the meeting without the Chair or Vice-chair provided we meet the quorum requirements.

Sean officially opened the meeting at 1:05 pm and asked the group to stand and join in the Pledge of Allegiance.

INTRODUCTION: Sean welcomed the members and asked if there were any guests.

CORRESPONDENCE: We have not received much in the way of correspondence. We have received the information via e-mail from the State on the next years HMEP grant application. There was a teleconference on how to use the application and the 80/20 match.

APPROVAL OF MEETING MINUTES: Sean asked if everyone received the previous meeting minutes, from the February 2014 meeting. As there were no additions, corrections or omissions. Bob Balsamo moved to approve the minutes. The motion was seconded by Scott Vance. Motion: passed by voice vote.

LEPC CHAIRMAN’S REPORT:

As Jon and Dave are on vacation – there is not a formal Chairman’s report.

HAZARDOUS MATERIALS REPORT:

A copy of the report with the reported spills from February 2014 to May 2014 was available on the sign-in table. Several of the spill in the last quarter were rather interesting.

There was discussion on several incidents. Andy reported that the Elgin spill at the Centre on Symphony Way was related to water back flooding into a hydrochloric acid tank which spilled over into a containment area. The second spill in Elgin was diesel fuel; one of the saddle tanks had a leak and the driver went on for approximately 18 miles before he noticed it / found out about it etc. The report from Pingree Grove on 4/14, the driver hit something in the road around Rt. 20 and Allen and didn't stop. The driver continued on to the BP station on Rt. 47 and pulled in and parked. There was a delay in the driver calling 911. He was waiting for instructions from his boss. By the time 911 was notified, the diesel had pretty much filled up the parking lot. It was raining out and there was a storm drain and a field just behind the parking area. After cars had been driving thru the accumulating diesel in the parking lot, a patron notified the station owner who went out to speak with the driver. The IEPA was investigating this incident due to the delay in the notification of the spill. The largest incident listed was at Producer's Chemical. A truck making a delivery to the facility was responsible for the spill due to a valve issue. The material was confined in the containment area and cleaned up appropriately.

SUBCOMMITTEE REPORTS:

Planning:

Planning Committee:

One of the co-chairs of this committee, Dwight Randall, retired at the beginning of May. So now we are in need of some additional assistance on this sub-committee. Dave Carey and Paul Bumba volunteered to assist Sean with the plan.

The plan was reviewed and there were no large changes so no changes for this year are necessary. The Plan was submitted to the State with the County's EOP. We have not heard any comments either way so we are going with the conclusion that everything was acceptable. This year is just the review year and next year will be the re-write year. For the coming year we need to look at a summer study of the roads. There are still logistical issues with getting people out to work on the traffic flow studies. Before he retired, Dwight received the Sheriff's approval to use the Citizens Police Academy members to assist with the commodity flow study and transportation study.

Membership:

At the Rockford Midwest Emergency Preparedness Conference we met the new OSHA Compliance Assistance Specialist, Candra Jefferson, and attempted to convince her to join the LEPC. Our previous OSHA representation, Nancy has retired and Joshua has moved on. Candra had agreed to attend our next meeting and hopefully join the LEPC. When you see her next meeting, please give her a warm welcome. In addition, with the retirement of Lt. Dwight Randall from the Sheriff's department we needed another representative so Lt. Willie Mayes will be joining us again. Please welcome him at our next meeting also!

Finance:

There really has not been anything new on the finance front. We did spend funds to provide the registration for 2 members to attend the Rockford Midwest Emergency Preparedness Conference. This next quarter we are going to buy items to prepare the plan for distribution to all the fire departments, police departments, libraries and facilities. In addition we will be preparing the 2013/2014 grant request for the next year.

OLD BUSINESS:

Partnership Program:

We do not have anything final yet but to recap; as mentioned in the last meeting, Jon would like to revive the *Partnership Program* for the LEPC. In the past we have had 3 levels of participation; silver, gold and platinum. The question to the membership was do we still need to have all 3 levels of participation? If we are looking at funding for ourselves, what is a reasonable dollar amount? Do we look at making it a general amount? Should we request a specific recommended donation amount? Do we still want to offer different amounts with different 'incentives' or perks?

Sean stated that there is still not a final document available but there should be for the next meeting.

NEW BUSINESS:

Grant application:

The 2013/2014 HMEP grant agreement is here. Sean and Deb sat in on a webinar / conference call with IEMA on the preparation of the grant agreement. It was as confusing as ever especially the matching part. If anyone has any ideas of items to be requested, please let us know. Things will have to be pre-approved by IEMA/ ITTF before it goes into the grant but we will not know until we ask. Questions were asked. Sean stated that last year things were taken out after the fact such as the IEMA conference, but this year the IEMA conference was used as an example again. The State's justification is that there will be an LEPC/HMEP tract at the conference and therefore it will be applicable to the grant. Since they already took out the funds in the grant application, there is not a way to apply for the funds for this year's IEMA conference. The new grant year will start in October, so anything that starts after October 2014 is what we want to use for the new application.

Andy asked if we could submit for the Midwest Hazardous Materials Response Conference. He stated that in the flyer it states that it is covered by the HMEP grant. Deb stated that once you give her the information she will send it down to Kevin to check on the allow ability and the approval to submit it for the next years grant application. She stated she will entertain all items submitted to her and let Springfield make the call.

Sean asked for any other items, suggestions, trainings etc. if there is something you want to put together let us know. Everything would still need to have the 20% match but we can work with it in different ways.

(Side note – Upon submission of the Midwest Hazardous Materials Response Conference to Springfield and the ITTF, the answer came back that it would be allowable for next year. So the LEPC could send a few members and if a department was already sending several, perhaps we can use that as our 20% soft match in the grant.)

The grant application cut off is the end of June so please get your items to Deb as soon as you can if you have an idea or a request.

FOR THE GOOD OF THE ORDER:

Items from the Winnebago LEPC Conference in Rockford.

Tier 2 reporting – New requirements:

There was a 5-page handout available on the sign in desk regarding the updated reporting / filing requirements for the Tier2 reports. Many of the items those of you from facilities already know but there were several new requirements. Many of the changes have to do with the switch to the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). (Attachment # 1 – ****Note**** this is a large handout and will be attached to the e-mail rather than placed at the end of this document.)

An important item is the changeover to SDS from MSDS and that all SDS sheets will have to be submitted with the 2015 years Tier 2 report. Links to OSHA's requirements and a fact sheet from the EPA are available <https://www.osha.gov/dsg/hazcom/index.html> and http://www.epa.gov/osweroe1/docs/chem/osha_hcs_factsheet.pdf

Plan Exercise

One of the perks and reasons we go to the Midwest Emergency Preparedness and Response Conference is to be able to annually exercise our plan. The State requires that we annually exercise our plan and this allows us the opportunity to exercise the plan with other agencies.

The exercise was held on afternoon of the second day. The exercise was based upon a real event that happened in Seward, a small town outside Rockford, in June of 2013. The original incident was a faulty valve at the facility sparked a fire. The Nova-Kem plant was located in a rural area. The company specializes in the manufacture of hexachlorodisilane (HCDS), which is water reactive, highly corrosive if inhaled or ingested or comes into contact with the skin or eyes. When the chemical burns one of the results is hydrochloric acid. Large chlorine tanks are also at the facility. They had to evacuate a 2-mile area surrounding the plant while the fire department decided to let the fire burn itself out.

The exercise followed the events of the actual incident. Sean gave a brief overview with video and maps to relate the exercise to the membership.

On a final note:

Weather presentation:

One of the last weather presentation we will be holding this year is Thursday May 22 at ECC's Siegel auditorium. Please let anyone know they can attend. Sean stated that the room holds around 100 people.

Petroleum Railroad carriers:

A handout relating to this issue was available on the sign-in table. (Attachment # 2 – attached to the e-mail) In response to the Lynchburg, VA spill and fire the US Department Transportation issued an emergency order requiring that railroads inform state emergency management officials about the movement of large shipments of crude oil through their states and urged shippers not to use older model tanks cars that are easily ruptured in accidents, even at slow speeds. It states that the rail carrier must notify the State SERC that the product is being transported thru the State. At a meeting Don (Bryant) attended this topic was addressed. One of the major questions was how would the SERC disseminate the information to the communities? Recent rail accidents involving large amounts of

crude oil have required the evacuation of surrounding areas. The State has yet to decide how they will be getting that information to the municipalities. The communities need to be aware of the trains coming through the area as there are specific preplanning efforts to be considered. Don stated that many of the communities where incidents have taken place so far were never aware of this material being transported. Andy stated that at training they have been instructing the fire fighters to let it burn due to all the contaminants in the crude, the byproducts. It is highly volatile, do not put water on it, do not put foam on it, just contain it and let it burn.

EMS Trauma Symposium:

Scott Vance stated that at the latest region 9 meeting it was announced that region 9 would be hosting their EMS trauma symposium on September 8th at ECC. The State of Illinois has a new burn surge annex. Because of the limited number of burn bed available, they want to set up all the hospitals to have staff take advanced burn life support (ABLS) so that they can handle burn patients on the local level at lesser severities, rather than sending them to a burn center such as Loyola or Stroger. Scott will forward a flyer before the net meeting.

Other notes:

If anyone wants or needs a copy of the LEPC By-Laws, please let us know and we can e-mail them to you.

The tentative dates of next years' Midwest Emergency Preparedness and Response Conference are April 15 & 16th 2015, so everyone mark your calendars.

Any new or prospective members, please complete and return the membership application so that we may forward it down to the State. (Attachment #3)

NEXT MEETING DATE: The next meeting is Tuesday August 19, 2014 at 1:00 PM.

MEETING ADJOURNMENT:

Bob moved to adjourn the meeting. Randy seconded the motion. Voice vote: Approved. The meeting adjourned at 1:40pm.

Respectfully Submitted,

Deborah Dortmund
KCOEM Administrative Assistant
LEPC Secretary

Summary of Motions

1. Acceptance of previous meeting minutes.
2. Motion to Adjourn

Summary of Attachments

1. EPCRA Chemical Inventory and Release Reporting Requirements(Sent under separate cover)
2. Petroleum Crude Oil Rail carriers – Emergency Restriction / Prohibition Order(Separate cover)
3. Membership Application
4. Open Meetings Information



LEPC Membership Application

To express interest in serving on a Local Emergency Planning Committee, complete this LEPC Member Application Form and submit it to the LEPC you wish to join.

LEPC Membership Application	
Name of LEPC	
Applicant's First Name	
Applicant's Last Name	
Applicant's Mailing Address	
City	
State	ZIP Code
Phone	FAX
E-mail	
Company/Agency Name	
Department Name/Title	
Please indicate the categories you are qualified to represent	<input type="checkbox"/> State and Local Officials <input type="checkbox"/> Local Environmental Groups <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Hospital <input type="checkbox"/> First Aid or Emergency Medical Service <input type="checkbox"/> Community Groups <input type="checkbox"/> Owners / Operators subject to file a Tier 2 Report [29 IAC 620.90(a)] <input type="checkbox"/> Local Government ESDA <input type="checkbox"/> Transportation <input type="checkbox"/> Fire Fighting <input type="checkbox"/> Broadcast & Print Media <input type="checkbox"/> Health
Additional Comments	
Signature & Date	

After completing the LEPC Member Application, please send it to the LEPC you wish to join.

This Section to be Completed by LEPC Chair
<input type="checkbox"/> Membership application accepted and approved. <input type="checkbox"/> Membership application denied.
Comments:
Signature of LEPC Chair: _____ Date: _____

***Send approved applications to Illinois Emergency Management Agency.
Attn: Kevin Sledge, 1035 Outer Park Drive, Springfield, IL 62704-4462***

Open Meetings Act Training:

Everyone must complete the Open Meeting act training. It is a one-time training for the Open Meetings act. There specific training items on what you can and cannot do with meeting and things you can talk about regarding the meeting and information pertaining to the meeting. It is about 30 minutes on line at the link below. LEPCs are considered “Public Bodies” and therefore subject to the Open Meetings Act (OMA).

Visit the AG’s website: www.illinoisattorneygeneral.gov for general information and on-line training

<http://foia.ilattorneygeneral.net/default.aspx>

(Register for on-line training as a public body)

After completing the training, please e-mail a copy of the certificate to Deb for the file.