

**Final-corrected**



**Memphis / Shelby County  
Local Emergency Planning Committee**

**Meeting Minutes**

February 18, 2010

Web Page: [www.msclpec.org](http://www.msclpec.org)

MSCLEPC Meeting Minutes  
February 18, 2010

**Call to order:** John Bossier called the meeting to order at 2:45.

**Welcome and Roundtable Introductions:** There were 35 people in attendance.

**Previous minutes:** Tamera Hickox read the meeting minutes from January. Tamera noted a correction to the minutes. A motion was made to accept the minutes with corrections. It was seconded and passed.

**Financial Report:** Rhonda Henry reported. The former officers have been removed from the bank accounts. The LEPC account has been moved to Bancorp South. Rhonda reported expenditures of \$119.01 for the mail out. Currently the accounts are: Checking \$2,743.70, Savings \$990.23

John moved to accept the financial report, it was seconded and passed.

**Incident Discussions/Company Drills:** John Bossier reported that a sterilizer unit caught fire at UT. The Memphis Fire Department responded. Little damage was done to the facility however, the sterilizer was a loss. The cause of the fire is under investigation.

John Bossier also reported that a drill coordinated by the FBI was held at St. Jude. The scenario dealt with the theft of radioactive material from the hospital for use in a dirty bomb. The drill was well done and raised some very interesting security concerns.

James Baker reported hearing a very loud boom in the North Memphis area at about 2:00 PM. The noise was also heard in Midtown. Scott Vanzant, Memphis Police, stated that the police department had been conducting bomb training exercises that night.

#### Reports

**Grants:** Butch Pennington stated that there had been no statement from TEMA as to the disposition of the grant. It was mentioned that LEPC is required to conduct a large scale drill in order to obtain the grant money.

**Emergency Response Plan:** Karen Birkenstock met with Pat Kitchens. He has agreed to join the efforts of the committee. The Executive Committee has looked at the plan and will begin setting meetings in the future.

**501c3:** Karen Birkenstock reported that the paperwork is complete except for the mission statement. It will be written at the next Executive Committee meeting.

#### Old Business

**Changes to Meeting Format/Scheduling:** John Bossier reported that he will review the meeting schedule and will coordinate LEPC meetings with the same locations as the Hospital Council. Currently this appears to be Mullins Station. Luncheon meetings will be held at the Fire Training Academy.

**Funding Opportunities:** John Bossier reviewed the sponsorship of meetings and luncheons. If you would like to sponsor a meeting or for more information, please contact Tamera Hickox (901) 375-5581.

John also discussed the contribution letters that were sent out both electronically and through the mail. If a member requires a contribution form to submit to their company they can talk to Butch Pennington at a meeting.

#### New Business:

James Payne, Department of Veteran Affairs, announced that there would be a full scale exercise on April 29<sup>th</sup> designed to test hospitals and public health. Everyone is welcome to participate. If you are interested, please contact James Payne (901) 522-3916. Email him at [james.payne3@va.gov](mailto:james.payne3@va.gov).

**Presentation/Discussion:** Mr. Levell Blanchard of the Office of Preparedness updated the LEPC on the organization, activities and mission of the Office of Preparedness and its affiliates. Mr. Blanchard encouraged the membership to develop a large scale drill that would challenge and test the EOC. The Office of Preparedness also offers many training opportunities at no cost. If you would like to see the training schedule or gather more information, please visit [www.staysafemidsouth.us](http://www.staysafemidsouth.us).

**Next Meeting:** March 18, 2010

Meeting Adjourned: 3:45

**Submitted by:** Tamera Hickox, Vice-Chair