



**Memphis / Shelby County
Local Emergency Planning Committee
Meeting Minutes
January 15, 2004
Web Page: www.msclpec.org**

Call to Order: Butch Pennington - 2:29 PM

Roundtable Introductions: All Attendees

Reading of Previous Minutes: Reviewed minutes from the November 2003 meeting. Minutes were accepted with no changes.

Financial Report:

Current Balances- Savings: \$5,952.10

Checking: \$17,156.87

Incident Discussions:

None.

Task Team Reports:

- **Community Outreach** – None
- **Speakers** – Butch reported that the list for speakers is being developed but he needs ideas from the membership. He suggested that members from manufacturing facilities could give speeches concerning the chemicals used at their facilities.

Old Business: None

New Business:

- **Grants** – Butch reported that he applied for both a Hazardous Material Emergency Preparedness Grant (\$7,000) and a Local Emergency Planning Committee Regional Training Conference Grant (\$10,000). He stated that the Memphis / Shelby County LEPC was nominated to receive the grants by Mr. Charles Bryant, Regional Director of the Tennessee Emergency Management Agency. It is not known at this time when we will hear if the grants have been approved. The LEPC and EMA will work together on these projects.
- **Web Site** – The minutes will be posted on the web site each month. The address is listed at the top of this page. The site has been revamped and a list of links is being added. A Spanish version of the Shelter-In-Place Pamphlet will be added.
- **EMA Director** – Today is Clint Buchanan's last day as the Memphis / Shelby County EMA Director. Mike Priola will manage day to day EMA operations until a new Director is selected.
- **Memphis City Schools** – Larry Hill, Memphis City Schools, stated that interest has been shown in getting the Shelter-In-Place information to the schools located around chemical plants.
- **Training Course** – Nick Ridge reported that a MSCIH 10-hour OSHA training course would be offered February 12th and 13th. The cost will be \$150 per student.

Special Presentation: Butch Pennington presented the LEPC Goals for 2004. He requested additions from the membership. He also added that a membership directory was being considered. He stated that

the LEPC and the EMA should work together as partners. He also asked for volunteers to work on the committees. The consensus was to go with the goals as listed.

Meeting Attendance: 36

Meeting Adjourned: 3:07 PM

**Next Meeting:
2:30 PM February 19, 2004**

2004 LEPC GOALS

- Seek grant funding (HMEP & Conference) through TEMA.
- Continue to partnership with EMA in supporting training opportunities (Drills, classroom training, etc.) for LEPC Membership.
- Enhance public awareness, i.e., "What are LEPCs" and "Shelter In Place".
- Increase local participation in training programs and exercises.
- Enhance the LEPC Web Site.
- Conduct quarterly Executive Board meetings
- Have organized active subcommittees.
- Continue to conduct regular, well-attended meetings.
- Provide professional development through monthly speakers for LEPC Membership.
- Review and update LEPC Bylaws.
- Provide assistance to LEPC Membership as needed in LEPC related concerns and/ or issues.
- Develop and distribute a Membership Directory