



**Memphis / Shelby County  
Local Emergency Planning Committee  
Meeting Minutes  
February 19, 2004  
Web Page: [www.msclpec.org](http://www.msclpec.org)**

**Call to Order:** Butch Pennington - 2:35 PM

**Roundtable Introductions:** All Attendees

**Reading of Previous Minutes:** Reviewed minutes from the January 2004 meeting. Minutes were accepted as read.

**Financial Report:**

**Current Balances-**      **Savings: \$5952.10**                      **Checking: \$12,691.63**

**Incident Discussions:**

- Rob Hooper of Schering Plough reported that he had received a call from a person pretending to be an OSHA, Region IV Inspector. This caller was trying to obtain manufacturing facility information. Rob attempted to validate this person's status, but determined the caller was not who he said he was. Rob warned us that this caller was a fraud and to check out anyone trying to obtain information about your facility.

**Task Team Reports:** No Updates

**Old Business:**

- **Grants** – Butch reported that the submissions for both the Hazardous Material Emergency Preparedness Grant for \$7,000 and the Local Emergency Planning Committee Regional Training Conference Grant for \$10,000 have been approved. Now, two committees will be required to set up the conferences. The drill needs to be defined so that preparation can begin. Some of the money from these grants might be available for the outreach and shelter in place programs. The conference and the drill must be completed before September 15, 2004. Butch suggested that the conference be held in July or August and have the Drill sometime before then. He requested that anyone with ideas give them to an officer or Board Member.
- **Web Site** – The minutes are posted on the web site each month. The address is listed at the top of this page. The Spanish version of the Shelter-In-Place Pamphlet has been added. A calendar that will be updated as required is now available on the web site.
- **EMA Director** – The position has been posted and applications are being accepted at this time. It is believed that interviews for the position will begin sometime in late March or early April. One of the members indicated that he heard there are as many as five applicants for the position.
- **Information Sharing** - None at this time.

### **New Business:**

- **Risk Management Plan Workshop** – Peter Henige, CIBA Specialty Chemicals asked about the RMP Workshop. Butch reported that he has been in contact with Victor Weeks from EPA concerning the presentation of a workshop on the updating of RMPs. The workshop is being planned for later this year and Butch has found out that EPA will pay Mr. Week's expenses. The workshop format is still to be worked out but will include at least a one hour presentation from Mr. Weeks. Butch will let everyone know when plans are finalized.
- **Information Sharing** - None at this time.
- **Tier II Report Submittals** - These reports should be submitted to:  
Joe Lowry  
Memphis / Shelby County EMA  
PO Box 111249  
Memphis, TN 38111
- **EMA** – The EMA plans to activate its EOC on Wednesday the 25<sup>th</sup>. This is a drill and the sirens will be activated around 9:30 AM (weather permitting).
- **Alert** – John Selberg, Germantown Fire Department, reported that a powdered softdrink, Kick Start, is being mailed out and the white powder mix is leaking into the envelopes. This has prompted some "white powder" calls.
- **Science and Engineering Fair** - Toleda Burton reported that the science fair will be held March 23<sup>rd</sup> this year in the Youth Building at the Fair Grounds. The fair needs company sponsors for awards. She suggested that the LEPC make some type of award in the form of money, gift certificate or trophy. Nick Ridge suggested that money be donated to the school of the winner. Butch stated that a committee would look into doing something for one of the students.
- **Workshop** - Barry Moore reported that a Nuclear, Biological, and Chemical Preparedness Workshop would be held Tuesday, April 6, 2004, at the Folgeman Conference Center. The conference will last all day and the cost is \$30. More information can be found at [www.neha.org](http://www.neha.org).
- **Information** - Alton Lanier, MSCAA, asked if anyone knew about a NBC Preparedness program in Las Vegas that was offered at no cost. He also offered buildings that were to be demolished to the fire department for any type of practice they might need.

### **Special Presentation:**

Karen Birkenstock ([kbirkenstock@tomrc.com](mailto:kbirkenstock@tomrc.com))  
5R Processors, Ltd.  
"E WASTE – WHAT IS IT?"

**Meeting Attendance: 39**

**Meeting Adjourned: 3:55 PM**

**Next Meeting:**  
**2:30 PM March 18, 2004**