



**Memphis / Shelby County  
Local Emergency Planning Committee  
Meeting Minutes  
February 17, 2005  
Web Page: [www.mslepc.org](http://www.mslepc.org)**

**Call to Order:** Butch Pennington - 2:36 PM

**Roundtable Introductions:** All Attendees

**Reading of Previous Minutes:** Minutes from the January 2005 meeting were read and accepted as read.

**Financial Report:**

**Current Balances- Savings: \$6,056.34 Checking: \$12,825.54**

**Incident Discussions:**

- **WM Barr** – Barry Henson reported that on 1-24-05 a fire occurred at WM Barr. A hose burst during the transfer of a flammable liquid. There were no injuries. The fire department responded and controlled the fire quickly.

**Task Team Reports:**

None

**Old Business:**

- **2004 TEMA Grant** – Butch Pennington reported that we have the check for \$9,046 and our conference partners, MCACHMM have been paid.
- **Status of Emergency Response To Domestic Biological Incident Course** – Butch Pennington reported that the course was full. There are 9 from the health community and 9 from the police department but none from the hospital group. A good mix of the various groups need to attend, so some changes might have to be made in the list of attendees. He has the packet from LSU and he can use this information to determine who can attend. The police department agreed to give up a slot for someone else.
- **By-Laws Review Volunteers** – Butch reported that no one had volunteered to help with the By-Laws review. The Executive Committee will review them at the executive meeting in March.

- **Outreach Committee Volunteers** – Butch called for more volunteers. He, Diane and Toleda are doing the presentations at this time. Anyone interested in becoming an Outreach Team volunteer should contact Butch, Diane, or Toleda.
- **2005 TEMA Grant** - Butch called for volunteers to help prepare for the 2005 Emergency Preparedness Conference. Planning meetings should start in mid-March. Ideas for speakers and topics are needed. McNairy County also received a grant and will hold their conference at Pickwick on July 26<sup>th</sup> and 27<sup>th</sup>. They are working with TEMA on their conference.

### New Business:

- **Tier II Reports due March 1st** – Butch Pennington reminded everyone that the reports are due by March 1<sup>st</sup>.
- **March Meeting** – The March meeting will be held at EMA Headquarters.
- **Recognition of Tom Brown, Quebecor World** - Butch recognized Tom Brown of Quebecor World for being elected to the Academy of Certified Hazardous Materials Managers National Board of Directors.
- **CAMEO Course** – A free CAMEO course is being offered and will be presented at the Memphis Fire Training Academy June 7-9, 2005. Anyone interested in attending this course can contact Ken Reeves at 354-6752 to register. Less than 20 places are available.
- **Crisis Communications and Media Responsibility Training** – This training will be presented by Scott Cordero on April 7<sup>th</sup> at a cost of \$195. Butch requested that his fee be paid by the LEPC. A motion was made by V. Stepter and seconded by Nick Ridge that this is done. A vote was taken and the motion approved for the fees to be paid for Butch to attend this seminar.
- **Drills** – Sammy Crews updated the timetables for the drills referenced in last month's minutes. There will be two tabletop drills (04-28-05 and 02-16-06) and a full-scale drill on 10-19-06. All of the drills do not have to be completed in one year.
- **2005 Drill** – Nick Ridge stated the first meeting of drill planning would be held at 2:30 PM on March 31<sup>st</sup> at the EMA Headquarters. Anyone interested in volunteering to be on the drill committee should contact Nick. The hospitals have requested that the drill be held before August 2005. John Selberg, Germantown Fire Department, and V. Stepter, Memphis Police Department agreed to help.
- **Fire Department Drill** – Andrea Merriweather reported that there will be a two day Operational Readiness Exercise conducted on March 1<sup>st</sup> & 2<sup>nd</sup> at the Tennessee Fire Academy located in Bell Buckle, TN. Anyone interested in volunteering to participate in this exercise should contact Andrea.
- **UT Training** – Andrea Merriweather reported that UT will provide training on Bio Training Awareness, Preparedness and Responsiveness. The cost is \$50 and will be held July 19-22 or September 22<sup>nd</sup>.

- **Public Health Reserve Corps** – Barry Moore, MSCHD Emergency Program Coordinator, reported that the Public Health Reserve Corps needs more volunteers. You must be over 18 and will be utilized to assist in operating clinics, or points of distribution for medications, in the event of a public health emergency or disaster. He encouraged each of us to join our “Public Health Reserve Corps”. In doing so you will receive orientation and training and will be helping to build a strong, prepared volunteer resource base that can be rapidly activated during an emergency. You can visit the web site at [www.shelbybtvolunteers.com](http://www.shelbybtvolunteers.com) or [www.shelbybtvolunteers.org](http://www.shelbybtvolunteers.org) for more information.
- **Crittendon County LEPC** – Toleda Burton was recently elected as the Crittendon County LEPC Chairperson. She invited members of our LEPC to attend their meetings. The Crittendon County LEPC meets the second Thursday of each month at 10 AM at the dog tracks.

Speaker:

Mr. Scott D. Rice, MPA  
Regional Hospital Coordinator,  
Office of Emergency Preparedness  
Memphis/Shelby County Health Dept.  
**“CHEMPACK Program”**

**Meeting Attendance: 33**

**Meeting Adjourned: 3:47 PM**

**Next Meeting: 2:30 PM, March 17, 2005**