



**Memphis / Shelby County
Local Emergency Planning Committee
Meeting Minutes
May 19, 2005
Web Page: www.msclpec.org**

Call to Order: Butch Pennington – 2:34 PM

Roundtable Introductions: All Attendees

Reading of Previous Minutes: Reviewed minutes from the April 2005 meeting. Minutes were read and accepted with some minor typing corrections.

Financial Report:

Current Balances- Savings: \$6,082.25 Checking: \$12,102.47

Incident Discussions: None

Task Team Reports:

- **Community Outreach** – Butch Pennington reported that he had held 2 Shelter-In-Place training sessions at Schering Plough this week since he was unable to do the presentations the week of 04/25/05 as previously reported.
- The Emergency Management Agency has distributed the Shelter-In-Place brochures that were printed from last year's grant to the Shelby County Library System. Director Talford will check to see if more are needed.

Old Business:

- **Status of Emergency Response to Domestic Biological Incident Course** - Butch Pennington reported that those members who attended the course were quite complimentary of its content. There were 33 people that attended the course.
- **2005 Drill Status** – Nick Ridge reported that the planning team has met several times with the last one on 5/3/05. The Area Maritime Security Committee attended the last meeting and will participate in the drill. Nick has been in contact with the President's Island Industrial Association to assist in getting other industry's involvement and will make a presentation to their group. The original date for the drill was to be Sept. 9, but this may need to be changed to Sept. 8 due to a conflict

with United Way's citywide Day of Caring. GlaxoSmithKline has volunteered to provide facilities for the drill. They have a manufacturing facility located at 2149 Harbor with a rail spur running along the back of their facility. They also have a training center with a large area located at 2019 Harbor, which will serve as our staging and drill area. The next meeting will be at that training center on June 9th at 2:30 PM. The objectives of the drill have been determined as well as areas of focus. John Selberg has drafted a scenario that will be sent to the team members with the next meeting notice.

- **2005 Emergency Preparedness Conference** - Butch Pennington reported that the team has held four meetings to date. Shelby County Mayor A. C. Wharton will be the Keynote Speaker. The local chapter CHMM agreed on their share of the cost and will shortly send a check to the LEPC. First Response, American Environmental and Clean Harbors have agreed to team up to provide the HAZWOPER Refresher Training Course on the second day of the conference. Butch stated that he would contact the National Weather Service to see if they are interested in putting on a Weather Spotters Course on day two of the Conference. Other topics where speakers are being contacted are FEMA, EPA, Oak Ridge, and Stress Management. The goal is to have a Conference that will be meaningful to a variety of participants. A letter to solicit Partners for the conference is in today's meeting packet. Please distribute these to the appropriate people at your companies. A letter to vendors will be going out soon to arrange for booths at the conference.
- **By-Laws Review Status** – Ruth Henry was not available for today's meeting but sent word that the final review meeting has been rescheduled and the team should be able to present the revisions at the July LEPC Meeting.
- **Citizen Corp Council** – EMA Director Claude Talford reported that the Citizen Corps Steering Committee has set up a mission statement that is based on the Tucson, Arizona's mission statement. Butch Pennington is the liaison between the LEPC and the Citizen Corp Council.

New Business:

- **2005 W. Tennessee Emergency Management Agency Conference** – A brochure for this upcoming event on July 26 & 27 held at Pickwick Landing was included in the meeting packet for anyone interested in attending.
- **Nick Ridge** reported that RES would be conducting an eight-hour HAZWOPER Refresher Training Course on July 1 for anyone who may not be able to attend the conference in August.
- **Director Talford** introduced Randall Roby as the new EMA Planning Officer replacing Joe Lowry. Randall will be the EMA representative to the LEPC. He also mentioned that September is National Preparedness Month so our conference will be timely.

Guest Speaker:

Deputy Director Cynthia Banks
District 11, Department of Homeland Security
“District 11 DHS Update”

Meeting Attendance: 22

Meeting adjourned: 3:00 p.m.

Next Meeting:

2:30 PM, June 16, 2005

Meeting Place to be determined and communicated later