



Memphis / Shelby County
Local Emergency Planning Committee
Meeting Minutes
February 16, 2006
Web: www.mslepc.org
Meeting Location: Memphis-Shelby County EMA HQ
2668 Avery Road, Memphis, TN

Call to Order: Nick Ridge: 2:35 P.M.

Roundtable Introductions: 28 attendees present

January 19, 2006 Meeting Minutes: Nick reminded the attendees that it was their responsibility to read and review the web posted previous meeting minutes. During the previous meeting, the decision was made not to read entire meeting minutes. The meeting minutes are now sent to participants on the membership roster electronically for review. Comments are to be sent to Karen Birkenstock (kbirkenstock@5rltd.com) prior to the next months meeting for discussion and incorporation if approved. No copies were provided to attendees of the January 19th meeting. Minutes will be accepted or amended at next months meeting.

Financial Report:

Current Balances: Savings: \$6162.10 Checking: \$13,936.74

Incidents Discussions/Company Drills

- Toleda Burton reported a transmission fluid spill under the RQ, contained, and cleaned up at Warren Unilube was anonymously reported to agencies.

Task Team/Committee Reports

- Ken Laseter, Membership Chair reported that there are currently 221 people representing 128 agencies/business listed on the membership roster. Ken's committee will be personally contacting those who have attended meetings in the past and developing a questionnaire to determine the needs of those not attending, why they are not attending, and what the LEPC can offer in the way of services. Ken requested that everyone look at the membership roster, update their information, and cross off the list those who are no longer in positions. A phone tree will be established by the Membership committee currently consisting of 3 people and Ken. Ken invited any who have interest to please contact him.

Old Business – No old business

New Business – No new business

Special Presentation – Nick Ridge presented the proposed goals and strategies for attaining those goals for the 2006 LEPC. The topics discussed are as follows:





- 1) Emergency Response Manual – The ER Manual was updated two years ago but needs to be updated again. The LEPC is responsible for maintaining the manual with up-to-date Tier II reports, due March 1 every year. When received, the Tier II reports are placed in a file in the Operations Center at EMA. If needed by EMA, the information is accessible, although not readily accessible. They are filed by address. The state of TN receives approximately 4,000 reports annually, still in paper format.

Goals:

- Update Emergency Response Manual in 2006.
 - Establish a database with Tier II reports
 - Work with EMA's system to coordinate information.
 - Use database to recruit LEPC members and increase meeting participation
- 2) Tier II Reports – Paper copies of reports should be eliminated. Nick proposed that electronic filing be considered for 2007's reports either through CAMEO or some other software available. Butch Pennington checked with the State representative that believed electronic filing should be done, however, the state isn't there yet. With electronic filing, data can easily be imported into a database that will make information gleaning and recordkeeping more streamline and useable. Nick also discussed the feasibility of charging a minimal fee for Tier II filing. A suggestion was made to utilize the system EMA currently has and update the system with the 2006 Tier Two reporters. Once updated the system can be used to make calls.

Goals:

- Require those required to file Tier II Chemical Inventory Reports to file electronically in 2007.
 - Those filing paper copies in 2006 will be asked to send in a electronic copy if available.
 - Provide training on electronic filing process
- 3) Drill – Grant paperwork still not in. The drill is typically held in September. A request has been made to move the drill to the spring. The Hospitals support the idea.

Goals:

- Conduct drill in the spring of 2006
- 4) Membership – committee established. See report above.

Goals:

- Increase members by identifying Tier II filers
 - Community Action Group participation and identification
 - Increase participation in committees
- 5) Funding
- Goals:**
- Identify and procure Grants
 - Identify additional resources including fee schedule for Tier II filers
 - Present pros and cons on non-profit status





- 6) EMA and Hospital Council Coordination Committee - Rob will request the Hospital present to LEPC on what they are doing in 2006. Coordination is needed between the three organizations. There was some discussion about mutual aid agreements, evacuation plans and plans for non-ambulatory patients. ER Manual should be supplement to county Emergency Operations Plan. There are 16 emergency support functions. EMA will make presentation to LEPC on the support functions.

Goals:

- Chemical risks associated with transportation – community education
- Warning/alert analysis
- Call-down system – what's there and what is available
- Upgrade systems and equipment at EMA
- Intra operability

- 7) Outreach – Diane Wyatt has been chair but has additional commitments and would like to relinquish chair responsibility but will co-chair. Shelter-in-place not much being done. We have not been getting the message out about providing the training and what other things the LEPC does. Sammy suggested we develop an LEPC poster saying who we are, who to call etc and distribute it to schools. Take funding to do public service announcements also suggested.

Goals:

- Develop and implement outreach poster
- Identify and participate in Science Fairs
- Provide education to the public on what they need to do if...
- Community Groups

Goal Attainment Mechanisms:

- 1) Establish the committees to develop programs to meet listed goals
- 2) Utilize current monies and future revenue to fund a position to work for LEPC to do administrative tasks. The position could be housed at EMA.

Nick asked those members present to consider chairing or co-chairing a committee and participating in some way. It was suggested that if individuals do not have the time or passion for the work not to sign up. For those that do, you are needed! There is much important work to be done.

The meeting was adjourned at 3:25 p.m. following a motion and second.

