



Memphis / Shelby County  
Local Emergency Planning Committee  
Meeting Minutes  
May 18, 2006  
Meeting Location: EMA HQ  
Web Page: [www.msclpec.org](http://www.msclpec.org)

**Call to Order:** Nick Ridge – 2:34 PM

**Roundtable Introductions:** 39 Attendees

**April 2006 Minutes:** The minutes from the previous meeting were reviewed and accepted as read.

**Financial Report:** Larry Hill reported balances in the checking and savings accounts as follows:

Current Balances- Savings: \$6,188.46                      Checking: \$17,975.95

**Incident Discussions:**

No new incidents were reported.

**Committee Reports:**

- **Emergency Response Manual** – Nick reported that things are moving ahead with the manual update however, due to the amount of time and involvement of all with the April 28<sup>th</sup> drill, little time was dedicated to the task since last meeting.
- **Drill** – A drill was completed April 28<sup>th</sup>. Nick thanked those participating. John Selberg provided a brief report on simulated hydrogen peroxide release. Overall, a good drill and organizations worked well together. The Hospital Disaster Council still had problems with communications, i.e. eight facilities on standby and no updates were provided during the drill nor notification when the drill was over. The suggestion was made for the committee to meet and resolve communication issue(s) including written procedures for future drills and possible “real” events.
- **Membership** – Chair not present however suggestion was made to include web address on all correspondence to members/prospective members to be able to obtain contact information.
- **Community Outreach** – Broadcast e-mail to go out to members announcing committee June meeting time and dates. Suggestion made to invite community groups to “an evening with LEPC” to acquaint the group members with what LEPC is all about. Nick to coordinate committee meeting.
- **Funding** – Karen Birkenstock will chair the funding committee. The committee will meet by the end of June 2006.

**Old Business:**

- **Grant** - Should have access to the grant dollars now.
- Reminder given regarding August 8-9 Hardin Co. LEPC & EMA conference at Pickwick Lake

### **New Business:**

- **Scholarship Program**– Nick announced the passing of a pioneer in the Mid-South in the EH&S and Hazardous Materials Management field, Tom Brown. Many have asked how best to honor Tom and other professionals who have passed. The local Certified Hazardous Materials Managers (CHMM) chapter Board of Directors will be meeting in June with Angelique Leone, Executive Director for Institutional Development at Southwest TN Community College (SWTCC) where Tom was an adjunct instructor, to discuss establishment of a scholarship program to honor those EH&S and Haz Mat professionals in the Mid-South. Several LEPC members have asked how to contribute and participation in the program. Karen Birkenstock will report findings at next months meeting.
- **Transportation Worker Identification Credential (TWIC)** - Phil Boruszewski, Port Security Specialist with the US Coast Guard took a few minutes to go over the TWIC proposed rule and its requirements. Frequently Asked Questions will be posted on the LEPC web site or if more information is needed, please contact Phil at (901) 521-4828.

### **Presentation**

- Randall Roby presented the 16 emergency support functions of EMA as well as an overview of EMA's responsibilities, personnel, operations center and how activities are coordinated during emergencies and disasters. A copy of Randall's presentation will be posted on the LEPC web site.

**Meeting adjourned:** 3:35 PM by Chairman, Nick Ridge

**Next Meeting:** 2:30 PM, July 20, 2006 at EMA