



Memphis / Shelby County  
Local Emergency Planning Committee  
Meeting Minutes  
June 15, 2006  
Meeting Location: EMA HQ  
Web Page: [www.msclpec.org](http://www.msclpec.org)

**Call to Order:** Nick Ridge – 2:40 PM

**Roundtable Introductions:** 48 Attendees

**May 2006 Minutes:** Posted on web and distributed for review.

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

Current Balances- Savings: \$6,188.46                      Checking: \$11,594.39

Checks #1231 in the amount of \$4,000 (Marriott Hotel – conference expense) and Check #1269 for \$1155.45 (Web site maintenance) were deducted from the account since last month

**Incident Discussions:**

No new incidents reported.

**Committee Reports:**

- **Emergency Response Manual** – The presentation in May given by Randall Roby covered activities for the Committee.
- **Drill** – A coordinator/committee chair is needed for the next drill exercise tentatively scheduled for October.
- **Membership** – Calls being made from membership roster and to Tier Two filers to remind them of monthly meetings. Finding that most have moved from position. In such cases, others in the organization are being contacted.
- **Community Outreach** – Outreach committee did not meet in May due to conflicting schedules. Nick will reschedule the meeting as there were those interested but were unable to attend.
- **Funding** – A broadcast E-mail will be sent to members announcing date, time and place of committee meeting. Meeting is scheduled for July 6<sup>th</sup> at 3:30 p.m. at 5R's location on Shelby Drive.

**Old Business:**

- **Grant** - No change – the grant dollars are now accessible.
- **Scholarship** – Notes provided from CHMM BoD meeting in June as follows regarding the scholarship update and provided to members during the LEPC meeting – The scholarship options are as follows: “One year or Enduring: One year scholarship is \$2,500 / Enduring is a commitment of \$15,000 that can be paid over a period not to exceed 5 years. The funds would be placed in an investment portfolio yielding on average 8-12% return. The fund would be given away on a continual basis

without the need to “add” to the fund, but with the flexibility of adding to the fund whenever wanted. The enduring scholarship foundation is a 501C3 – tax benefits for corporations and individuals donating to the fund. SWTCC can provide the board with their investment policies. With the help of Cheryl Bean (Sp?), we can develop the criteria for the scholarship. We can determine what kind of student we want to receive the funds as well as any criteria for the type of course work or field we would like to support. Once the criteria are set- the open on line application period lasts approximately 4 weeks; SWTCC committee reviews the applications approximately 2 to 3 weeks after the close of the application period; within 7 to 10 days, the committee narrows the applications down to the top three. Either we have the opportunity to allow SWTCC to make the final decision or SWTCC will send the final three to our attention for the board’s final approval. We still have time to get a scholarship application program together that would be opened in August, awarded in November, and to be used for Spring 2007. The college has an awards ceremony and encourages scholarship recipients to meet the sponsors of the scholarship fund. SWTCC publicizes the scholarships through press releases and promotions of the scholarships available to the students. SWTCC members will make every effort to publish, announce, and promote the scholarships and our program.”

- **TWIC** - Phil Boruszewski (901-521-4828) provided an update. Questions and answers are posted on the LEPC web site. Any additional information needs, please contact Phil directly.
- **Meetings/Conferences** - Reminder given regarding August 8-9 Hardin Co. LEPC & EMA conference at Pickwick Lake

### **New Business:**

Bill Smith, Pollution Control Division at the Health Department announced that the week of June 26<sup>th</sup> helicopter surveillance and ground crews would be going to facilities in Memphis (30+) and West Memphis (5) asking permission to go on property – Bill said it is NOT an enforcement activity however EPA Region 4 and 6, the Health Department and some locals will be part of the team doing leak detection, contamination surveys. They will be looking for volatiles – obvious sites are on the list – refinery, fuel farms etc.

Letters are going out next week announcing the activity. If you get a letter you will be on the list! For information about the technology being used on the aircraft, go to [www.LEAKSurveysinc.com](http://www.LEAKSurveysinc.com) . The first step will be to invite industry to a meeting on Monday at 2:30 – on the 27<sup>th</sup> they will at West Memphis Airport doing a demo and press conference. The helicopter Bill said, would be doing erratic patterns.

### **Presentation – University of Memphis**

Each year facilities covered by The Emergency Planning and Community Right to Know Act (EPCRA) must submit an emergency and hazardous chemical inventory form (Tier II) to the LEPC, the SERC and the local fire department annually. The Tier II Report provides facility identification information, employee contact information for both emergencies and non-emergencies, and information about chemicals stored or used at the facility. To date, both the LEPC and Memphis Fire Department independently maintain this data in hard copy form. This data takes time to retrieve in an emergency. Technology now exists to more efficiently manage data collection. The proposed management system integrates necessary data that will provide more complete information and more efficiently complete accessed by first responders in the metropolitan Memphis/Shelby County area in an emergency hazardous materials event.

The University of Memphis has agreed to become a partner with the EMA and LEPC in developing this technology and presented a web-based format that will allow the direct input of the information into EMA’s Geographic Information System. Nick Ridge indicated that the LEPC would be required to provide the University of Memphis \$8500 to cover initial program development expenses. Rob Hooper made a motion to release \$8500 from the LEPC account to the University of Memphis so that program development can commence. The motion was seconded by Butch Pennington and voted on by the LEPC membership. The motion was passed by majority.

**Meeting adjourned:** 3:45 PM by Chairman, Nick Ridge

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