



Memphis / Shelby County  
Local Emergency Planning Committee  
Meeting Minutes  
July 20, 2006  
Meeting Location: EMA HQ  
Web Page: [www.msclpec.org](http://www.msclpec.org)

**Call to Order:** Nick Ridge – 2:36 PM

**Roundtable Introductions:** 42 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: \$11,602.20

**Incident and Drill Discussions:**

- John Selberg reported that a multi county drill was conducted 2 weeks ago at the Memphis Motor Sports Park. The drill simulated a radioactive release. Area hospitals participated and again experienced a communication breakdown. Nick reported that the Hospital Council and EMA are working on Communications process.

**Committee Reports:**

- **Emergency Response Manual** – The Executive Committee met to discuss the program and commitment to the University of Memphis (U of M). The scope of services and commitment letter to the U of M was discussed. It was determined that all stakeholders will be required to sign off on the scope of work with the U of M. Once the scope is agreed upon, funds will be issued to begin work. A copy of the “commitment” letter to U of M was distributed to the meeting attendees. Nick recapped the program for those not at the last meeting. All agreed the letter should be sent.
- **Drill** – A coordinator/committee chair is still needed for the next drill exercise tentatively scheduled for October. Pre-planning has begun with the core group who put on the April 2006 event. Full scale drill is now planned for April 2007. The hospitals can be more flexible in time on drills, so LEPC and hospitals will work together.
- **Membership** – Ken reported that the committee is in the home stretch in contacting those the membership list and those who filed Tier Two reports last year. A new membership list is being developed in excel spreadsheet format. Following completion, the new membership list will be merged with the e-mail distribution lists for accurate information transfer to members and to those required to complete Tier Two reports.
- **Community Outreach** – Some discussion was held about informing Tier Two Submitters about the new direction LEPC is heading with electronic submission and possible fee structure. When the system is near completion, training sessions will be offered to submitters at no cost.

- **Funding** – Patrick Kitchens, now chairing the funding committee. Benchmark data is being collected for review that will enable the committee to draft possible funding scenarios. A Tier Two submittal fee of \$25 (or a nominal fee per chemical) was discussed.

#### **Old Business:**

- **Grant** - No change – the grant dollars are now accessible.
- **Scholarship** – Nick again went over the information on the scholarship program at SWTCC in remembrance of those in the profession who have gone before us. The endowment scholarship requires \$15,000 donation from members, member organizations, or any interested in supporting and participating. The MCACHMM in Memphis is taking the lead on coordinating with the college. Karen Birkenstock, current Professional Development Chair for MCACHMM and LEPC Secretary, will collect and solicit funding and coordinate between organizations and SWTCC. Nick proposed the LEPC donate \$500 per year for 3 years. The membership will vote on the recommendation at the next meeting. There is a three-year window to raise the \$15,000. Nine companies or individuals have agreed to a \$500 contribution to date.
- **TWIC** - Phil Boruszewski (901-521-4828) provided an update. Information 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:**

Nick requested that the membership consider a change in meeting day and time. Some of the people not attending have problems with Thursday meetings and meetings that are not during lunch or in the evening. More discussion will be held at the August meeting.

**Presentation** – Barry Moore, MSCHD Emergency Program Coordinator provided a presentation on Pandemic Flue Preparedness

**Meeting adjourned:** 3:30 PM by Chairman, Nick Ridge

**Next Meeting:** 2:30 PM, August 17 2006 at EMA - Presentation – EnSafe on SONs