



**Memphis / Shelby County
Local Emergency Planning Committee
Meeting Minutes
September 21, 2006
Web Page: www.mslepc.org**

Call to Order: Nick Ridge called the meeting to order at 2:38 PM

Roundtable Introductions: All Attendees

Attendance: 32

Reading of Previous Minutes: Minutes approved.

Financial Report: **Current Balances-** (By email from Larry Hill)

Savings: \$6,215.23 Checking: \$1,488.83

Larry was not at the meeting to report expenses, however the decrease from last month's report is due to expenses related to the Tier Two Reporting database management system being developed by the University of Memphis. Initial payment was made since the last meeting to start the project.

Incident Discussions: None

Committee Reports:

- **Emergency Response Manual and Tier II Reports** – Nick reported that the project is underway with the University of Memphis to begin project development. Nick will report progress on Reporting/Geo coded system next month.
- **Drill** – Still need a Drill Committee Chair. The Hospital council will be putting on a drill during the month of November. Nick asked for volunteers. The Council is bringing in someone to run the drill designed to test communications and other aspects of the readiness. The date will be posted on the web site next week.

The LEPC drill is scheduled for April 2007. The SONs drill for June. Volunteers are needed for both drills.

- **Membership** – No report

- **Funding** - Pat Kitchens, chairperson, reported the committee had met and have discussed fee base Tier II reporting. Further benchmarking has been completed since the last meeting. The committee suggested development of a budget plan to help facilitate the movement forward of this committee and others. The executive committee will meet in October to discuss a 3 to 5 year plan for the LEPC and budget needs. Pat reported that additional grant money may be available to LEPC and that the committee is beginning to look for those opportunities. Butch Pennington indicated that the current grant covers the drill, web site and some administrative costs.
- **Community Outreach** – No report – Outreach would be topic for today’s meeting.

Old Business:

- **Scholarship**– Nick reiterated the vote of the membership during the last meeting to support the SWTCC/LEPC/CHMM scholarship program. \$500 per year for the next three years will be contributed from the LEPC to help establish an enduring scholarship to honor LEPC members.
- **CHMM** – Reminder about the Memphis/Shelby County CHMM will hold a one-half day seminar in Memphis. The date and time will be reported later.
- **GRANT** - Butch Pennington indicated that he submitted the paperwork to TEMA for them to reimburse the LEPC for funds spent with the Hazardous Materials_Emergency Preparedness (HMEP) Grant. Under the provisions of the grant, the LEPC is required to cover 20% of costs and get reimbursed the remaining 80%. The fund process can take several months. Butch will keep the LEPC membership posted on the progress of getting reimbursed in future meetings.

New Business:

- Toleda Burton announced the Crittenden County LEPC meeting meets the same day of the month as the MSCLEPC. Meetings are held at 10:00 a.m. until noon at the Race Track in West Memphis. Contact Toleda if you are interested in participation. Lunch is often served!
- Vertex Chemical will have a drill on October 19th. The drill will involve an active shooter and a chemical spill (chlorine).

Special Presentation: None

A continuation of last months topic on SONs was to be the topic of the day outlining the earthquake drill however things have changed. The drill will be a spill response not a drill on earthquake preparedness. LEPC needs to provide support to participate on the SONs drill. Phil was in a meeting out of the city and unable to be at the meeting today.

Nick indicated that participation from Industry is very much needed. EMA, ER groups, police and EMA are on board for the drill.

Nick reported that we now have a good list of Tier Two submitters (approximately 300). A letter will be drafted by the executive committee and sent to the submitters telling them about the new

system being developed for electronic submission. Training will be developed and implement in December, January and February. Trainers are needed to participate. Contact Nick or Karen if you are interested in participation. EnSafe volunteered to assist with at least one training session at their location. Three sessions will be scheduled at EMA depending on availability of dates.

A “meet and greet” meeting was also suggested by LaQuita Donald.

The committee members are now Nick Ridge, Karen Birkenstock, LaQuita Donald and Katherine Terry.

Announcements:

Hex workshop scheduled for November 17th from 10:00 a.m. to 2:15 p.m. 4 hour class to be held at Clark Tower. For more information contact Nick Ridge.

Sierra Club, Saturday, October 7th, from 12:30 to 3:00 at Auction Street Bridge – clean up event! Please come and participate.

Shelter-in-Place brochures are in and available at EMA.

Meeting adjourned: 3:25 PM

Next Meeting: 2:30 PM, October 21, 2006 **will NOT be at EMA.** Watch for the meeting announcement for location.