



**Memphis / Shelby County
Local Emergency Planning Committee
Meeting Minutes
November 16, 2006
Web Page: www.mslepc.org**

Call to Order: Nick Ridge called the meeting to order at 2:39 PM

Roundtable Introductions: All Attendees

Attendance: 39

Reading of Previous Minutes: October minutes accepted and approved.

Financial Report: **Current Balances-**

Savings: \$6,242.41

Checking: \$1,492.80

A deposit of \$5,999 (checks from City of Memphis and Regional Medical Center) to be made into checking account. A payment to University of Memphis on the Tier Two Project of \$5,601.50 will be made resulting in a net increase of \$397.50 in the checking account in November.

Incident Discussions: None

Committee Reports:

- **Emergency Response Manual and Tier II Reports** – It is expected that beta testing on the system will be conducted in December. If anyone is interested in participation they should contact Nick.
- **Drill** – LEPC drill scheduled for April 2007. Still need volunteers and chair. Our grant money will be used to put on the drill. Surge capacity drill will be done by hospitals. Tony with the U.S. Coast Guard presented update on the joint EPA Coast Guard SONs drill – the first in the central river region with 11 states participating along with other agencies. Full scale drill will be June 19-21st. Table top and executive portions will be included. The geographic coverage includes the Great Lakes to Southern part of the Memphis Zone. All phases will be tested; hazardous materials response in Memphis, TN, Arkansas and Shelby County and industrial partners – prepare exercise and testing plans will be included. Fire, MLGW, industry, hospitals, etc. are meeting regularly to plan

event and participate. Earthquake portion of the drill being done by TEMA. Need industry to be involved to test internal communication. EnSafe is helping put together the local industry portion. Katherine Terry coordinating. Send Nick or Katherine and e-mail if you want to participate. After the first of the year the LEPC objectives and participation in the drill will be set.

- **Membership** – No report
- **Funding** – LEPC will pursue voluntary funds from all Tier II Reporters, starting at state level with fee of \$25 per chemical not to exceed \$250.00. A letter will be sent in December to all reporters advising them of voluntary fee structure.
- **Community Outreach** – committee has met. Focus changed from LEPC outreach to Tier Two Reporting system. A letter will be sent to all reporters regarding the new system. The web site has been updated with information. Any ideas about outreach please contact LaQuita Donald, Katherine Terry, Diane Wyatt or Nick Ridge. Training on the new system will be the focus beginning in January 07.

Old Business:

- Per Butch Pennington, still awaiting word on last years grant request.

New Business:

- **Elections for 2007 Officers:** Nick read the by-laws regarding election procedures. Meeting turned over to Karen Birkenstock to conduct election of new officers for 2007. James Baker and Andrea Merriweather volunteered to tabulate votes. Rob Hooper gave an overview of the CHMM conference during the ballot tabulation. Election results were as follows: Nick ridge, Chair; Terri Gray, Rob Hooper, John Selberg, Pat Kitchens, Vice Chairs; Karen Birkenstock, Secretary; Larry Hill, Treasurer.
- **December Meeting:** A motion was made and passed to suspend the December 2006 meeting. Next meeting will be January 18th, 2007.
- **2007 meeting format:** Nick asked for speaker volunteers, topics or comments for the 2007 year. He would like to keep the format as it has been for 2006 i.e. one half of the meetings focused on business and one half on speakers.
- **Meeting Reminder** - James Baker mentioned that he was not receiving notification on meetings. His e-mail will be added to the list.

Meeting adjourned: 3:29 PM

Next Meeting: 2:30 PM, January 18, 2007 at EMA.