



**Memphis / Shelby County  
Local Emergency Planning Committee  
Meeting Minutes  
March 15, 2007  
Web Page: [www.msclpec.org](http://www.msclpec.org)**

**Call to Order:** Rob Hooper – 2:33 PM

**Roundtable Introductions:** All 29 Attendees

**Previous Minutes:** January and February minutes accepted.

**Financial Report:** Larry Hill absence but provided balances as follows:

Current Balances- Savings: \$6,273.88                      Checking: \$7516.68

**Incident Discussions:**

- No major spills other than small oil spill on the roadway.

**Task Team Reports:**

- **Emergency Response Reporting System** – No Report – Nick absent
- **Drill** – Spokesperson: Randall Roby. Members: Michael Graves, Francine Rogers, James Baker, Phil Boraszewski, Clara Herr, Graydon Swisher, Jeff Flatten, Bruce Hornaday, Tyler Zerwekh, Barry Henson, Calonra Tibbs. The drill will be conducted April 27, 2007, at the Memphis/Shelby County EMA training facility located at 2668 Avery Avenue. There will be three primary venues for the drill; 1) Table-top drill with facilities wishing to participated conducted in the EMA EOC, 2) Hands-on decon and triage/treatment/transport drill with EMS providers conducted on the EMA training field, and 3) Hospital patient intake and processing drill conducted at hospital facilities. More on each of the three venues follows.

Table-top at EMA EOC | The scenario to be utilized is a 6.0 to 6.5 earthquake. The emphasis if for companies to discuss implementation of site security, emergency response and COOP plans. Injects will include the loss of communications (phone, cell phone and data), damage

to facilities, security issues, spill control, loss of automation and augmentation/relocation from/to sister or parent facilities.

Hands-on at EMA Drill Field | The scenario will be several victims exposed to a persistent, burn inducing chemical from a line break, etc. The EMS providers will be expected to establish decontamination corridors and decon, triage, treat and transport patients. Some of the key elements to be tested include communication of chemical information to hospitals, activation and utilization of the hospital call tree, communication of treatment information from the Health Department to local hospitals.

Hospitals |- The purpose of the hospital element is to test a hospital's ability to receive a potentially contaminated patient, decontaminate them and process them into the hospital system. Additionally, the hospitals will be testing their ability to receive and process information from the incident scene and from the Health Department. It has not yet been determined which hospitals will participate or to what extent they will participate. Baptist has expressed interest as has Methodist.

Finally, exposure to the media is a consideration for this drill. The committee desires to promote and encourage media involvement for this drill.

- **Outreach** – Spokesperson: Karen Birkenstock. Members: Cassandra Dove, Diane Wyatt, John Bossier; DeAnne Hardy, Scott Blankenbeckler. Tier Two Report Training: Suggestion was made to develop and conduct training on the new reporting system in the fourth quarter (fall). There is no value in doing training until then as 150 -180 Tier Two Reporters had already filed their 2007 report. There was discussion regarding development of an instructional manual that would be accessible via the internet. There was also discussion regarding development of an hour interactive internet training program for those required to submit Tier Two reports.

Schools – Suggestion was made for Nick and Director Talford to meet with appropriate School Board officials to offer program on shelter in place and disaster planning and response and to evaluate the current programs. The committee also suggested that we find out when the annual teacher conference is held and offer training to the staff during the conference.

- **Communications** – Spokesperson: Rob Hooper: Members: Terry Hennessy, Joe Lowenthal, Scott VanZandt, Jody Stobbe, Tamera Hichox
- **Membership** – Members: Barry Nelson, Brian Jones, Winston Cross, Rachel Wade– Ken was not present – group felt they should get with Ken to see where the committee was as far as membership and report during next meeting.
- **Funding** – Spokesperson – Toleda Burton. Members: Diane Hughes, Ronnie Smith. The group discussed hosting a conference targeting a national speaker; sending a letter to the community introducing LEPC (who we are, what we do, etc.) was also identified as a goal. The third area discussed for funding raising was solicitation of additional grants that may be available.

**Old Business:**

- **TWIC** – Phil Boruszewski, US Coast Guard, reported that General Dynamics will be handling the enrollment. As a reminder, TWIC will now cover not just waterfront facilities but all chemical facilities under the new act.

**SONS** - As reported in February, the unified command center will be at the Cargill Training Center. The next planning meeting is scheduled for March 26-28<sup>th</sup>. . On April 24-25, the final planning meeting will be held at EnSafe. Phil has brochures and additional information.

- **Tier Two Reporting System Update** – Scott Blankenbeckler, University of Memphis, reported the new system has had a few bugs but the system is up and running now. Data should be accepted with no problems. TEMA may use the system for the state program which means reporters will have to report only one time. E-mail Scott to verify your information is in the system ([sblknbc@memphhis.edu](mailto:sblknbc@memphhis.edu)). Randall had not been able to complete the validation process at the time of the meeting. Site plans have been accepted however the user cannot see that it has actually been accepted.

**New Business:**

- None

**Speaker:** None. Committee breakout sessions were held during the normal speaker time during the meeting. Committee meeting notes and membership list will be placed on the web site.

**Meeting Attendance:** 29

**Meeting adjourned:** 3:45 PM by the Chairman, Rob Hooper

**Next Meeting:** 2:30 PM, April 19, 2007