



**Memphis / Shelby County  
Local Emergency Planning Committee  
Meeting Minutes  
January 17, 2008  
Web Page: [www.msclpc.org](http://www.msclpc.org)**

**Call to Order:** Meeting was called to order by Chairman Karen Birkenstock at 2:35 p.m.

**Roundtable Introductions:** 34 attendees introduced themselves.

**Previous Minutes:** November 07 meeting minutes reviewed by attendees; motion to accept the minutes as recorded was made and seconded. Minutes approved with no changes.

**Financial Report:** Larry Hill reported \$1,529.92 in checking, \$6,368.20 in savings.

**Incident Discussions:** No incidents were reported.

**Drills:** Ideal Chemical & Supply Co. held a successful drill. Crittenden County LEPC will be having a drill soon.

**Review goals:** Sammy asks that we add "working on emergency response plan" to goals.

### **Task Team Reports**

**Emergency response manual** – Karen has the manual and will begin updating the plan after March Tier Two reports are in.

**TIER II Reporting System** – Nick and Tamera provided an update on their meeting with Karen and the University of Memphis. The University has completed the contract. All of the initial bugs seem to be worked out and the system is up and running. The University however will not be able to host the system as originally intended. They will host it until LEPC is able to obtain a server and move the system to a secure location, most likely within EMA. Tamera will examine the costs associated with moving the system.

**Drill** – Nick is working with Sammy for an April drill. They are currently waiting to learn what role the LEPC will play in the drill.

**Membership** – The Membership Committee needs a chair. Responsibilities of the Committee will include contacting Tier II submitters and updating the membership roster.

**Funding** – Terri Gray has spoken with Pat Kitchens. Pat has researched funding and is checking into available resources. Pat has asked that he be given time to settle into his new job before working on the committee. The possibility for charging Tier II submitters is being examined. Karen is working on the 501 c3, and anticipates having documentation prepared for review by the executive committee next month. She has also learned of a *pro bono* law service that aids organizations in obtaining their non-profit status and will approach them about providing services to the LEPC regarding 501 c3 submittal to IRS.

**Scholarship, 2008** – The LEPC has committed to give \$500 for 3 years to support the scholarship. The endowment fund is for a total of \$15,000 fund to be raised over a period of 3 years. The Scholarship effort needs a champion to help raise the needed funding.

**Outreach** - Will be addressed at the next meeting.

### **Old Business**

**Conference** – Toleda provided a final report on the Partners in Preparedness Conference. The conference was an overall success. The speakers were good. There were many exhibitors, with many asking to return as well as new ones requesting information. The conference was well represented by many groups: industry, government, and hospitals. Financially the conference lost a little money. There was no grant money available at the time, and all seed money was supplied by LEPC and CHMM. It is generally felt that as a first year, the conference was very successful. A complete report can be found on the MSCLEPC website.

CEUs were given to the Conference Committee.

### **New Business**

**Guest Speaker** – Bob Nations from the Office of Preparedness spoke. He introduced himself to the LEPC and spoke of his willingness to work with the organization.

**Notes** – Toleda will check into and report on the National Association of SARA Title III. Toleda will also find out when the Science Fair will be held.

### **Next Meeting**

**Thursday, February 21, 2008.**

**Topic: Tier Two Reporting – EPCRA Overview and Update**