

# FINAL-APPROVED



**Memphis / Shelby County  
Local Emergency Planning Committee  
Meeting Minutes  
February 19, 2009  
Web Page: [www.msclpec.org](http://www.msclpec.org)**

**Call to order:** Karen Birkenstock - 2:33pm

**Welcome and roundtable introductions:** All attendees. As per the sign-in sheet, there were 30 attendees.

**Nomination and election of officers for vacant positions:** Nomination and election presided over by Tamera Hickox-2008 LEPC Secretary.

Tamera gave a brief presentation as to the job of LEPC Chair. Chair will have help & guidance in conducting meetings. LEPC is not having a conference in 2009. No one volunteered to be nominated for the position. Tamera asked for nominations for the two vice-Chair positions and the Secretary's position. Jim Logan and John Bossier agreed to be nominated for these two positions. James Baker agreed to be nominated for Secretary.

**Motion/Second/Carry (M/S/C):** Butch Pennington - motion to table the nomination portion for a period of three months (till April); Karen Birkenstock – second; motion passed.

**Motion for a voice vote and second:**

**vice-Chairs:** Jim Logan-elected unanimously  
John Bossier-elected unanimously  
**Secretary:** James Baker-elected with one abstention

After the elections, Jim Logan presided over the remainder of the meeting.

**Previous minutes:** LEPC meeting minutes for 1/15/09 are posted on the LEPC website and were accepted as written.

**Financial report:** Rhonda Henry-LEPC Treasurer gave the financial report: Checking has \$587.36 and Savings has \$3,975.30 for total operating funds of \$4,562.66.

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**Incident discussions:** Chief Ken Reeves with the Memphis Fire Dept. stated that there have been a recent increase in the number of bomb threats and “white powder” scares. Major Vernell Stepter with the Memphis Police Dept. talked briefly about the bomb scare at Memphis International Airport where a person had chained a bicycle to a rail near the terminal that had a bumper sticker for a musical group “This Bike Is A Pipe Bomb”, which caused part of the terminal building to be evacuated and the bicycle’s owner to be detained. Major Stepter stated that this incident provided some important lessons for all the first responders.

### **Goals for 2009:**

- Complete Hazardous Materials Plan (HMP); facilitate implementation within the LEPC’s jurisdiction, which should increase membership in the LEPC. Joe Lowery has joined the Executive Committee and will Chair the HMP committee.
- Have a successful drill. Jim Logan stated that Nike would like to be considered as the host site for the 2009 drill. The Nike site at Shelby Dr. and Tuggle Rd. is tentatively been selected, and that it will be a tabletop drill. Butch Pennington stated that since there won’t be grant funds involved, then this drill won’t have time constraints. Renee Whitehouse with PMC volunteered to be Chair of the drill committee.
- Increase membership and funding.
- Tier II System Update. Tamera Hickox presented the update. Currently, there isn’t an Internet connection. Plus, the software that came with the system is incorrect, and there are discussions with Dell Computers to correct that issue. Sammy Crews with EMA stated it is currently running with the software Access, but not at full capability. Tamera stated that Scott Blankenbeckler at the U of M will assist getting the system to full capability after the software issues are resolved. Tamera stated that Tier II facilities are urged to file their reports with E-Plan, with paper copies to the Fire Dept., and EMA.

**Old business:** Karen Birkenstock gave a presentation regarding the LEPC’s 501(c)3 status. A profit/loss statement needs to be submitted. Karen and current LEPC Treasurer Rhonda Henry have done look backs to 2004 at the LEPC’s finances and are resolving some issues to produce a profit/loss statement.

Karen stated that with issues regarding the TEMA grant, the LEPC won’t have a conference in 2009.

**New business:** None.

**Presentation:** The presentation was a joint presentation by Jane Waldrop and Rhonda Paxton with TEMA.

- Jane Waldrop: The 2008 LEPC grant. The LEPC applied, but the grant paperwork wasn’t returned to TEMA in time to go through their process. For the grant for 2009, Memphis & Shelby County wasn’t awarded a grant. Many more applications were received at TEMA, and grant was given to counties that haven’t applied before and submitted outstanding grant applications.

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### **Presentation, cont.:**

- Rhonda Paxton: Rhonda gave an overview of E-Plan. The PowerPoint is downloadable on the LEPC website and can be found at the following title “Web-Based Tier II Reporting System”. Rhonda’s contact information is available at the end of the PowerPoint.
- Jane Waldrop: Jane gave a quick overview of the recent ice storm that struck northwest Tennessee, as well as most of Kentucky, and parts of Missouri and Arkansas. She showed photos of the damage. For a few hours, Lake County, TN didn’t have a single bit of electrical power. A sheriff’s station in Kentucky could only communicate to the outside world via a mutual aid frequency to a sheriff’s station in Tennessee. Joe Lowenthal stated that amateur radio operators in Kentucky helped relay needed information to Tennessee “hams”, which then relayed the information to Frankfort, the Kentucky capital.

**Next meeting:** Thursday, March 19, 2009

**Adjournment:** Meeting adjourned at 3:48pm

Submitted by: James H. Baker-LEPC Secretary

Approved at LEPC meeting on Thursday, March 19, 2009