

FINAL-APPROVED



**Memphis / Shelby County
Local Emergency Planning Committee
Meeting Minutes
April 16, 2009
Web Page: www.mslepc.org**

Call to order: John Bossier, vice-Chair - 2:30pm

Welcome and roundtable introductions: All attendees. As per the sign-in sheet, there were 26 attendees.

Previous minutes: LEPC meeting minutes for 3/19/09 are posted on the LEPC website.

Motion/Second/Carry (M/S/C): Motion to approve March 2009 LEPC minutes as written, second, motion approved.

Financial report: Rhonda Henry-LEPC Treasurer gave the financial report: Checking has \$587.36 and Savings has \$3,990.23 for total operating funds of \$4,577.59.

(M/S/C): Motion to accept financial report, second, motion approved.

Rhonda Henry reported that the current savings and checking account will have to be updated with LEPC's own tax I.D. number. This brought up discussion as to the current status of the LEPC's 501c3 and that getting that status will give LEPC a tax I/D. number. John Bossier remarked that the 501c3 status of the LEPC should be expedited and would be talking with Karen Birkenstock and Tamera Hickox.

Incident discussions: There weren't any incidents reported.

Reports:

- **Drill:** Sammy Crews stated the drill committee hasn't met, but the TN Emergency Management Agency (TEMA) is setting up a drill in conjunction with the TN Department of Health. Sammy stated he needed to get more information from TEMA.
- **Emergency Response (ER) Plan:** ER committee has met with Memphis Fire Department and ER Committee Chair Joe Lowry. Looking at doing Risk Management Plans for the more complex sites first.

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Old business:

- Emergency Preparedness Expo is from 3-6pm, Friday, April 24, 2009 at the Benjamin Hooks Central Library. James Baker mailed in LEPC's application. John Bossier and James Baker both have conflicts and cannot participate. Rhonda Henry will volunteer to staff the table and will get the Shelter-In-Place DVD and Pamphlets. John Bossier asked for several extra volunteers. No one stepped forward. Sammy Crews was asked to check with EMA's reserves for volunteers to help staff the table and James Baker was asked to put out an e-mail to call for volunteers.

New business:

- Butch Pennington announced that the Chlorine Institute has issued a service bulletin regarding the use of Emergency Kit C with the Next Generation tank car fittings. That information can be found on the Chlorine Institute's website at: <http://cl2.cms-plus.com/files/FileDownloads/CHLOREP%20BULLETIN%2011-4-08%20Final.doc>
- Phil Boruszewski with the U.S. Coast Guard spoke briefly about the Transportation Worker Identification Card (TWIC). He also stated that an earthquake exercise is tentatively being planned for 2011.
- John Bossier stated that the LEPC was still seeking a Chair, and asked James Baker-LEPC Secretary to preside over the nomination and election process. James Baker asked the assembled if there were any nominations for Chair. There weren't any. After further discussion, Butch Pennington asked for the floor.
(M/S/C): Butch Pennington; motion, "Suspend the nomination for the position of Chair until the regular November 2009 officers' election and run the LEPC with 3 vice-Chairs"; Major Stepter, second; motion approved.
- John Bossier asked for input on increasing participation in the LEPC. Several ideas are;
 - Pat Kitchens stated that the LEPC needs to provide something to the industrial community that would encourage and foster increased participation.
 - James Baker suggested that a pool of volunteers attend lunches at the Memphis Chamber of Commerce and also functions of the Presidents Island Industrial Association. He also suggested getting names and contact information from the Tier II reports to send them e-mails about LEPC meetings, although the current LEPC roster has many if not all the major Tier II submitters already on it. Butch Pennington would be making inquiries about an enhanced list.
 - There was discussion of putting together a letter to major Tier II submitters reminding them of their obligation to participate in the LEPC as required by the Emergency Preparedness and Community Right-To-Know (EPCRA) law.

Hearing no further business, John Bossier asked for a motion to adjourn.

(M/S/C): Motion to adjourn, second, motion approved.

Next meeting: Thursday, May 21, 2009

Submitted by: James H. Baker-LEPC Secretary

Approved as submitted at LEPC meeting on Thursday, May 21, 2009