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**Memphis / Shelby County
Local Emergency Planning Committee
Meeting Minutes
November 19, 2009
Web Page: www.msclpec.org**

Call to order: John Bossier – 2:40 pm

Welcome and roundtable introductions: All attendees. As per the sign-in sheet, there were 27 attendees.

Previous minutes: LEPC meeting minutes for 10/15/09 are posted on the LEPC website.

Motion/Second/Carry (M/S/C): Tamera Hickox; motion to approve October 2009 LEPC minutes as submitted; there was a second; motion carried. The October Minutes on the website are now notated as approved.

Financial report: Rhonda Henry-LEPC Treasurer was not in attendance. However, there were no known transactions. Previously reported balances are: Checking - \$374.91 and Savings - \$2,990.23 for total operating funds of \$3,365.14.

Incident discussions: There were no incidents discussed by those in attendance. John Bossier reported that the University of Tennessee Center for the Health Sciences was inspected by representatives from the Tennessee Department of Environment & Conservation-Underground Storage Tank Program (TDEC-UST). John reports that the TDEC-UST representatives are behind on inspections and are trying to get back on track.

Reports:

Drill: Several people who participated/attended the functional drill at Vertex Chemical gave a report. The consensus was that the drill was well run, and that the heavy rain that fell during the actual drill provided real-world challenges that helped the responders learn more about their protective equipment.

ER Plan: John Bossier reports that Joe Lowry-ER Plan Committee Chair has taken a job. Sammy Crews-EMA was on assignment and couldn't attend and report progress to the LEPC.

Old business:
None discussed

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New business:

- **Announcement:** National Disaster Recovery Stakeholder Forum, Monday, November 23, 2009. Website is: <http://disasterrecoveryworkinggroup.gov/>. An e-mail will be sent out to the LEPC membership roster by James Baker.
- **Proposals to increase participation in the LEPC:** The Executive Committee is in the process of drafting a letter to send to facilities that have not had any representation at monthly LEPC Meetings. Additionally they are also drafting a letter that will go to facilities that submit Tier II reports to address the 2010 Tier II filing instructions to the LEPC and TEMA. Since the LEPC has no revenue stream other than periodic grant funds, the Executive Committee has decided to ask Tier II submitters to make a voluntary contribution to the LEPC when they submit their Tier II Report. A table with suggested contribution amounts is planned to be included in the letter.

Presentation: Mr. Tyler Zerwekh-Deputy Administrator, Environmental Health Services Bureau, Memphis & Shelby County Health Department. Tyler gave an update on the H1N1 Influenza.

Further New Business: Nomination of Officers/Elections for 2010 Term: Conducted by James H. Baker-LEPC Secretary acting as Chair pro-tem.

- From 2 e-mails sent out, a slate of officers nominees was taken. James opened the floor for additional nominations. The following nominees were put to a vote for the 2010 term:
 - John Bossier-nominee for Chair
 - Karen Birkenstock, Tamera Hickox, Butch Pennington and James H. Baker-nominees for vice-Chair (3 positions)
 - Rhonda Henry-nominee for Treasurer
 - Diane Wyatt-nominee for Secretary

While votes were being counted, James Baker entertained a motion to cancel the December meeting as is customary.

M/S/C: There was a motion to cancel the December meeting; there was a second; motion carried.

- The election results for 2010 LEPC officers are:
 - John Bossier-Chair
 - Karen Birkenstock, Tamera Hickox and Butch Pennington-vice Chairs
 - Rhonda Henry-Treasurer
 - Diane Wyatt-Secretary

Next meeting: Thursday, January 21, 2010

Adjournment: Meeting adjourned at 3:55pm

Submitted by: James H. Baker – LEPC Secretary