



Local Emergency Planning Committee  
C/O KCOEM  
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*Kane County  
Local Emergency Planning Committee  
Meeting Minutes  
August 16, 2016*

**CALL TO ORDER**

The meeting was called to order at 1:01 p.m. in the Kane County OEM EOC by Bill Glisson

**ATTENDANCE**

Members present – (Names taken directly from the sign-in sheet):

Bob Balsamo – South Elgin EMA, Susan Bolanos – DSM Functional Materials, Don Bryant – KCOEM, Don Davids – Aurora Fire Department, Randy Deicke – Batavia Fire Dept., Deborah Dortmund – KCOEM & KCLEPC recording secretary, treasurer & grant coordinator, David Esterquest – FERMI National Lab., Jennifer Fearday – KCHD, Bill Glisson – KC Forest Preserve Police & LEPC Vice-chairman, Tami Haukedahl – Elgin Community College, Ken Hebert – Rush-Copley Medical Center, David LcClercq – Gilberts Village Board, Sean Madison – KCOEM & USCG Auxiliary, Sebastian Mroczkowski – Producers Chemical, Bob Usab – Polynt Composites USA Inc., Scott Vance – Presence Mercy Medical Center and Andy Zawada – Elgin Fire Department & MABAS Division 2 HazMat team.

**Guests:** Kathleen O’Shea for Yvette Alexander-Maxie – American Red Cross and Richard Butts – Village of Gilberts CERT Volunteer.

**WELCOME:** Everyone was welcomed. Bill officially opened the meeting at 1:01 pm and asked the group to stand and join in the Pledge of Allegiance.

**INTRODUCTION:** Sean stated that Jon was unable to attend as he was detained elsewhere. Bill, our Vice-chair, was leading the meeting.

**CORRESPONDENCE:** None Noted

**APPROVAL OF MEETING MINUTES:** Bill asked if everyone received the May meeting minutes. Were there any comments, changes or corrections to the May meeting minutes? (None heard). Don Davids moved to accept the minutes as submitted. Bob Balsamo seconded. Voice vote: Approved.

**LEPC CHAIRMAN’S REPORT:**

Bill stated that Jon did not leave any comments.

## **HAZARDOUS MATERIALS SPILL REPORT:**

Deb stated that the spill report for this quarter is printed on the back of your agenda.

Any questions on the remaining reported spills? Most are self-explained in the report. There was a brief discussion about several spills.

## **SUBCOMMITTEE REPORTS:**

**Finance:** Deb reported on the funds received in the Partnership Program to date. Producer's Chemical check was received today. Thank you very much.

Jon has sent out a letter to the members on the committee to talk about the sub-grants to the 2 MABAS divisions and the bomb squad.

Deb stated she is waiting to order the plaques for the supporters until we have several as I do not want to order 1 and then another in 2 or 3 weeks and a 3<sup>rd</sup> weeks later. I feel it is better to order them all at once and then present them to the supporters.

### **Planning:**

Planning Committee: Dave Carey, Sean Madison and Emily Kies

**Membership:** No report.

**OLD BUSINESS:** Nothing to add currently.

## **NEW BUSINESS:**

Table top Exercise:

Sean Madison explained how a tabletop exercise works for those that have never participated in a tabletop exercise. If you don't participate, you won't get anything out of it. We have a very diverse group with government entities and industry. When questions come up, please apply them to your facility; whether it is a police station, fire station or a production plant. . There are no trick questions and no hidden agendas. If you don't have an answer to a question, that is quite alright. Your "homework" is to write down those questions and bring them back to your office and ask them, find the answers.

The scenario was a transportation accident near "your" facility/office. The video used is of a train derailment and explosion with a large vapor cloud. The officer on the scene recognized the cloud and backed out of it while reporting the incident.

If your facility is near a major roadway the accident happens on your street, if there are rail lines close to your facility – it will be a rail car accident, and if there is a pipeline close to your facility – it is a pipeline accident.

Now that the scene is set; the exercise will use Bakken crude as the chemical being transported.

Things to review:

1. Evacuation of your facility – How, When, are you able to leave?
  - a. housing, on-site if you cannot leave
  - b. Feeding the staff that cannot leave.
  - c. Getting the information to second or third shift employees.
2. Do you have a COOP plan?
  - a. How do you continue?
  - b. Can you contact vendors? Complete payroll?

- c. What if you cannot return to your facility for a period of time?

**FOR THE GOOD OF THE ORDER:**

Don Davids stated that Division 13 had their quarterly drill at VVF that entailed rail cars & drums on fire. It contained aspects of rescue, flowing foam etc.

Scott Vance let everyone know that the Illinois Health and Hospital Association was having their Annual Clinical Services exercise. This year's exercise will be held on **Wednesday, October 5**. The scenarios will focus on scenarios influenced by current events in the headlines including workplace violence, family reunification and mass transit disruptions.

**NEXT MEETING DATE:** The next meeting is **Tuesday November 15, 2016 at 1:00 PM.**

Bob Balsamo moved to adjourn the meeting. Dave Esterquest seconded the motion. Voice vote: Approved. Meeting adjourned 1:37 pm

Respectfully Submitted,

Deborah Dortmund  
KCOEM Administrative Assistant  
LEPC Recording Secretary

*Summary of Motions*

1. Approval of May Meeting minutes
2. Motion to Adjourn