



Local Emergency Planning Committee  
C/O KCOEM  
719 S Batavia Ave, Bldg. C  
Geneva, Illinois 60134  
(630) 208-2050 / Fax: (630) 232-7408

*Kane County  
Local Emergency Planning Committee  
Meeting Minutes  
March 21, 2017*

**CALL TO ORDER**

The meeting was called to order at 1:06 p.m. in the Kane County OEM EOC by Chairman Jon Mensching.

**ATTENDANCE**

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

Yvette Alexander-Maxie – American Red Cross, Bob Balsamo – South Elgin EMA,  
Don Bryant – KCOEM, Don Davids – Aurora Fire Department, Randy Deicke – Batavia Fire Department,  
Deborah Dortmund – KCOEM & KCLEPC recording secretary, treasurer & grant coordinator,  
Jennifer Fearday – KCHD, Bill Glisson – KC Forest Preserve Police & LEPC Vice-Chairman,  
Kenneth Hebert – Rush-Copley Medical Center, Sean Madison – KCOEM & USCG Auxiliary,  
Jon Mensching – Carpentersville Fire Dept. / LEPC Chairman,  
Patricia Mierisch – Concerned Citizen/ Huntley CERT, Sebastian Mroczkowski – Producers Chemical  
Co., Kevin Tindall – KCSO Bomb Squad; Bob Usab – Polynt Composites USA Inc., Mike Wilgosiewicz  
– KCSO Bomb Squad.

Guest: Robert Leighton – Polynt Composites USA.

**WELCOME:** Everyone was welcomed. Jon officially opened the meeting at 1:06 pm and asked the group to stand and join in the Pledge of Allegiance.

**INTRODUCTION:** New Member - Mike Wilgosiewicz – KCSO Bomb Squad.

**ELECTIONS:**

Before the business of the meeting we need to hold the elections for the position of Vice-Chairman and Chairman. Deb stated that she was not going to be running the elections and that Jon could not; therefore Sean Madison would be the person in charge of the election results.

As we no longer use a nominating committee, Sean stated that he would ask three times for nominations from the floor. We shall start with the Vice-Chairman; the position is for 2 years. Upon the first request for nominations: Bob Balsamo asked who was currently in the office. Bill Glisson was currently holding the position and Bob nominated him again. Bill was asked if he would consider serving again. He said he would. Upon the second request for nominations; Don Bryant nominated Andy Zawada from Elgin Fire Department. Andy was not present however it was understood that he would serve if called. At the third

call for nominations – no additional nominations were received. Bob Balsamo requested that nominations be closed. Sean called for a vote to close nominations. Voice vote: Approved.

Paper ballots were needed for the position of Vice Chairman. Impromptu ballots were quickly created, names were posted on the board, and ballots were collected and given to Don Bryant to be counted. As the ballots of Vice-Chairman were tallied, the call for nominations for the position of Chairman began.

Jon Mensching, the current chairman was nominated to continue in the position of Chairman. Sean asked Jon if he was willing to serve. Jon stated he would. No additional names were presented upon the second and third call for nominations. Bob Balsamo moved to close the nominations for the position of Chairman. Voice Vote: Approved. Since there was only 1 candidate; Jon Mensching was voted in as the Chairman of the LEPC for another 2 years.

Once they tallies are complete, the new Vice chairman will be announced.

### **CORRESPONDENCE:**

Jon stated that the only correspondence was the safety data sheet update. Region 6 EPA (we are region 5) sent out information on the change. If anyone would like the handout, please let us know. There is also revisions to the hazard categories and other changes for the on-line reporting.

Deb asked the facilities if there had been recent changes as to how compounds or lead acid batteries were reported. None of facilities noted changes recently. A call had been received regarding the way compound ads were reported. The USEPA requests that chemicals are reported by the SDS received by the chemical supplier. For example the Lead-acid battery SDS from the supplier lists the mixture of Sulfuric acid and lead; therefore the chemical entry should reflect the main components listed.

There was a brief addition to the topic by Bob Usab with discussion. New SDS vs. NFPA labeling standards; the 0 -4 and 4-0 hazard risk and hazard classification. Bob offered to do a brief presentation at the August meeting on the SDS Hazard Classifications.

### **Election results:**

Announcement of the final count for the position of Vice Chairman:

Andy Zawada:	8
Bill Glisson:	7

This will take effect as of the May meeting.

Jon thanked Bill for his service this last rotation and reminded him now that he has a taste of this, we will be sure to call him to serve again. We appreciate your service.

**APPROVAL OF MEETING MINUTES:** Jon stated that we did not have a meeting in November due to lack of Quorum. So we still need to approve the August meeting minutes. Everyone should have received those minutes prior to the November meeting. Jon asked to entertain a motion to approve the August meeting minutes.

Patricia Mierisch moved to accept the meeting minutes. Don Bryant seconded the motion.

Voice Vote: Approved.

### **LEPC CHAIRMAN'S REPORT:**

In order to get us through this year without the issues of not having someone available to run / chair the meeting; and since we are planning to invite the Corporate Partnership Partners to the May meeting; we

needed to have additional space. We looked into having the May meeting in the Government center auditorium.

For the May meeting there we conflicts of meeting date, and then conflicts in the meeting room reservations with another meeting that would over flow so we changed the meeting date again. The next meeting will be May 8<sup>th</sup> in the Auditorium in building “A”.

Move November meeting to the 14<sup>th</sup>, which is just to accommodate a scheduling issue. This is a move forward by a week, moves it away from the Thanksgiving holiday and eliminates planning conflicts.

Another items we have to bring up is changing them meeting time. We have had previously looked at moving it around to mornings or even later in the afternoon. Does this conflict with all the other meetings that are out there – the MABAS meeting etc. How does mobbing the time of the meeting to 10:00 am sounds to everyone?? There will be an e-mailed survey regarding the time and the possibility of a time change so that everyone can add their input. What will work the best for everyone? Keeping the Same Tuesday; just changing the time.

We are also working on an optional telephone bridge so that we can have an option for those that cannot make it to call in to the meeting.

We have double checked the Open meeting act and the By-laws and do not see anything against it but we just need to do a little more investigation.

Jon stated that there would need to be some rules on how it was done, if we had a vote what the procedure would be and such.

#### **HAZARDOUS MATERIALS SPILL REPORT:**

Deb stated that the spill report is printed on the back of your agenda. Deb stated that she listed all the spill reports dating back to August since she didn't have any record of them being reviewed. The report will be on file.

#### **PARTNERSHIP PROGRAM:**

The Partnership subcommittee got together before the November meeting to review the budget and layout what we needed to accomplish.

We are going to invite the Partnership facilities from the Gold and platinum levels to the May meeting to present the plaques. The lower level donors were already recognized with certificates and “Thank You” letters in the mail. We were going to specify that only 2 representatives from the facility attend due to the size of the room.

The total income raised from the program was \$ 8200.00. The program was structured so that ½ of that was to be given out in mini-grants to the 3 response teams in the county.

The break down from that MABAS Division 2, 13 and the KCSO Bomb squad (Hazardous materials class 1 aspect); It is a simple application where each team provides a list of what they are looking at spending their allocation on. The teams can wheel and deal among themselves at the finance committee level if one team is looking at something more and another is looking and something less costly for that allocation period. They submit their paperwork and it comes before the committee and the committee approves the paperwork. Once approves, they can go out and acquire the supplies, equipment of training and submit the receipts as proof. If something doesn't fall within the realm; they just need to resubmit.

It is a very simple program where just have to show the benefits of the new items.

At next year's May meeting program, we are asking the teams to do a short presentation on what they did with the money because it is really important that we show the facilities that this is going right back into the teams that will be responding to their facility. It can be a simple "Show & Tell" or a simple PowerPoint from each group on what was acquired. This year we just want to be able to announce what the teams are looking at applying for and

The remaining 50% of the Partnership funds stay within the LEPC. In the program itself we are allowed to provide our members training – so things like the Rockford conference; we are putting money into a sinking fund for the commodity flow study; we have to publish the annual notice; member and partner recognition certificate and partnership plaques; support our outreach program – the HazMat spill cards and flyers, etc. and office supplies.

Any donations received the new year – so after December 31<sup>st</sup> – will go towards the next year's partnership program. So all the funds received in the 2016 year go for the 2017 partnership plan, all the funds received in 2017, will go towards the 2018 year. That way we know how much money January 1<sup>st</sup>, we have before we move forward with any type of budget. It becomes very clean that way. The facilities have the "Invoice" as a receipt for their taxes to show their donation.

A question was asked as to how much each of the teams were going to be allotted this year. Currently the amount is \$1366.00 to each of the three teams. They can discuss it amongst themselves if they are going to forgo the funds this year for something bigger in the future or a give and take between the teams. Each of the teams were given grant applications previously and asked that they return them. The application is a simple 1-page request. There is a second page that is the follow up on what was actually purchased and how it benefits/ improves the team and asking for the receipts as proof.

Jon stated that is was originally looked at being a granting of equipment or training and then presenting it to the MABAS divisions, but there was a minor issue with that so it was decided that both of the MABAS divisions would be set up as vendors in the County finance system and that way a check could be issued. We are hoping that the facilities will continue to support us and make this a continuing program. That's why we would like to make the May meeting a big deal and really make sure that they know that the funds are going towards something that will turn around and benefit them.

At the next meeting more information should be available on the budget. Next year we should be able to have the budget available for the February meeting.

## **SUBCOMMITTEE REPORTS:**

### **Planning: No Report**

Planning Committee: Dave Carey and Sean Madison

**Membership:** No report.

**Finance:** Partnership plan reported previously.

**Education:** No Report

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

**NEW BUSINESS:**

ICS 300 and 400 classes to be presented in May and then again in the Fall. Flyers are available at the sign in table and registration forms are available on line at [www.kcoem.org](http://www.kcoem.org).

**FOR THE GOOD OF THE ORDER:**

All members need to verify they have completed the Attorney General’s Open Meetings Act training. It is a simple class on-line and then you receive a certificate. The certificate needs to be sent to Deb so that we have it on file for all the members. You only have to complete the class once. The time line is on-going as our membership continually changes.

[http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx)

Jon sated that he would like to also get a list of individuals as well as facilities that have been participating with the LEPC over the years.

Future Training update:

2017 *Winnebago County MEPRC* Dates: April 19<sup>th</sup> and April 20<sup>th</sup>

Location: Giovanni’s Restaurant & Convention Center,  
610 North Bell School Road, Rockford, IL

Sean and Deb would like to attend as we test or plan at the meeting annually. Deb stated that she knows that Anna Ishmael from Aurora is planning to attend.

Deb stated that along with this, there may be another training at the end of the year that members may like to attend. She stated that she doesn’t not keep track of Lake County’s LEPC training but it is still on going. Also – it was unknown what would be happening with the IEMA State Training Summit this year as we did not take the HMEP grant. In the year past, the State has either reimbursed us for the hotel or picked up the cost directly. With us not applying for the HMEP grant, we may have to cover the cost of the hotel on our own. It is all a very grey area right now. It may be part of our training budget.

If anyone is interested in going please let Deb know.

**NEXT MEETING DATE:** The next meeting is **Monday May 8<sup>th</sup> 2017 at 1:00 PM in the Kane County Government Center Auditorium.**

If anyone would like to host the LEPC meeting please let us know. Field trips to facilities are always a great source of information for the LEPC.

Meeting adjourned

Respectfully Submitted,

Deborah Dortmund  
KCOEM Administrative Assistant  
LEPC Recording Secretary