

*Kane County
Local Emergency Planning Committee
Meeting Minutes
November 18, 2014*

CALL TO ORDER

The meeting was called to order at 1:09 p.m. in the Kane County OEM EOC by Dave Sweigert.

ATTENDANCE

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

Bob Balsamo – South Elgin EMA, Don Bryant – KCOEM, Paul Bumba – St. Charles EMA, Deborah Dortmund – KCOEM & KCLEPC recording secretary, treasurer & grant coordinator, Bill Glisson – Kane County Forest Preserve Police, Anna Ishmael – Aurora Fire Prevention Bureau; Candra Jefferson – OSHA; Sean Madison – KCOEM & USCG Auxiliary, Willie Mayes – Kane County Sheriff's Office, Dave Sweigert – Producers Chemical, Bob Usab – PCCR USA, Inc., Scott Vance – Presence Mercy Medical Center (arrived 1:51pm), and Andy Zawada – Elgin Fire Department & Division 2 HazMat team.

New Members:

Don Davids – Aurora Fire Department & MABAS Division 13 rep., Joe Galvin – IEMA /ITTF and Citizen.

Guests:

Tami Haukedahl – ECC (Elgin Community College) Police.

WELCOME: Everyone was welcomed. Dave officially opened the meeting at 1:09 pm and asked the group to stand and join in the Pledge of Allegiance.

INTRODUCTION: Dave asked everyone to introduce themselves around the room.

CORRESPONDENCE: We have not received much in the way of correspondence. Deborah received an e-mail stating that our 4th quarter submission had been approved. Our 2014-2015 HMEP application is currently on hold until she completes a white paper on the cost benefit of publishing the plan on CD's versus a printed plan. Copies of the plan on CD were made available to everyone.

APPROVAL OF MEETING MINUTES: Dave asked if everyone received the previous meeting minutes, from the August 2014 meeting. As there were no additions, corrections or omissions. Andy moved to approve the minutes. The motion was seconded by Joe. Motion: passed by voice vote.

LEPC CHAIRMAN'S REPORT:

As Jon is out of town and we do not have his report we are using this as our special announcements and training section. The finance committee did meet last week regarding the new Partnership program.

Partnership Program:

Sean stated that the newly organized finance sub-committee met the previous week to discuss the Partnership Program. There were some changes made to the makeup of the committee. It was previously stated that there would be 1 facility rep and 2 LEPC member. We switched that to 2 facility reps and 1 general LEPC member. The 2 MABAS Division reps were decided upon. At the previous meeting we had actual dollar amounts in the presentation but it was decided that since we really have no idea what money will be generated we will use general percentages. Therefore 60% of the generated funds will go to the LEPC for our expenses, member training, seminars, member recognition, partner recognition etc. 20% of the funds would go to each of the MABAS Divisions for the HazMat teams. They could get something as long it was for the HazMat team and it was Hazmat related. So they could send a member to training or get a 'widget' or whatever they needed. It was decided that each of the MABAS Divisions would have to give us a written report on what the funds were used for and exactly how much was used. It was also discussed that we should do a Partnership luncheon for the facility members that have donated to us and have both MABAS divisions there to show them or give a report on what they used the funds on and the services they are able to provide to the facilities within their jurisdictions. In addition at the luncheon a report from the LEPC would be given in general to show where the funds went and what was accomplished with the funds. We could also get some feedback from them asking if they – the facilities – had any ideas on how the funds should be spent. Once we get it all in writing the way that the committee wants the program, then we will bring the County Board Chairman up to speed and finally take it to the State's Attorney's Office for approval. We would like to get the letters out to the facilities at the end of the first quarter or in the second quarter of the fiscal year.

Elections:

We had decided not to go with the nominating committee and change the procedure for the election of officers. At the February meeting we will taking nominations from the floor so we encourage member to think about who you would like to see as an officer or if you are interested in becoming an officer. We may be looking for some new blood or there may be circumstances where new blood may be required. At the February meeting the nominations will be accepted and elections will be held for the new Chairman and Vice-chairman and they will take office effective in May 2015. If you are interested please let Jon, Dave or Deb know.

IEMA Conference:

Sean stated that he and Jon both attended the IEMA conference in September and as a stipulation of attending and having the lodging covered by the HMEP grant they had to attend 2 of the 3 LEPC sessions. There were actually 4 and he and Jon attended all 4. There was an all-day presentation on the commodity flow study.

Commodity flow study:

Originally they were concerned about how they could fill a whole day on the commodity flow study but once in the seminar it was soon obvious that we were only completing a small section of what needed to be done to complete the whole commodity flow study. He noted that they definitely learned a lot about how to be doing the study. We should be doing the study 4 times a year. As well as including the pipelines and stationary sources as well as past incidents. We did get the information from the railroads. In the class they were basing this on a much smaller county with a lot less facilities and roads. When he and Jon were discussing this, they thought that perhaps to accomplish this, the county would need to be broken up into 3 areas – North, Center and South; and do it over 3 separate years. Once you have all the

raw data, you then need to look at the potential impact an incident would have. That is one thing we have not been really looking at; the potential impact.

In addition the potential impact to a variety of areas such as senior centers, government services, schools, hospitals as well as drinking water etc., including the impact to health, environment and infrastructure.

Where are the hazardous materials generated, used and stored and what types of hazardous materials? With the fixed facilities you need to look at evacuation areas around the sites and what could be effected by an evacuation.

We can be doing a lot more than what we have been doing for our commodity flow study. We were told that the HMEP grant could be used to help fund the study, we would still have to come up with the 25%. We may be able to use the Partnership Program to fund the other 25%. Sean stated that he and Jon thought that we should approach the company and find out what it would cost to do a study on a county of our size with as many facilities as we have and all of our roadways. We still may need to split up the county in 3 separate sections or even do it over 3 separate years depending upon the cost. Ideally it may be better to do it all in 1 year. There is way more involved in this than what we, as volunteers for this committee, have time to do. We may still look at doing the data collection ourselves and then giving the company the data we have collected. Previously the Citizens Police Academy with the sheriff's office was a possibility to tap to get assistance doing the field work. In addition there are several other areas we may be able to get some volunteers to assistance with the field data collection.

Sean also mentioned the other presentations: the West Texas Fertilizer presentation, the Transportation of the Crude Oil and Hazmat Transportation.

Presentation by Candra Jefferson – OSHA

She stated that OSHA would like to build relationships with everyone. If at any time OSHA comes to a scene, they are not there to review the responders. Just let them know that you are doing your job for a rescue or recovery, and they will step back until that point where the responders tell them it is ok to proceed. Today's presentation in on what's new in OSHA and inspections and how to get resources. Candra joked that she is the helpful OSHA, she does not do citations or penalties. She went over the OSHA coverage and regional offices. IDOL is still considered OSHA but they deal with the public sector. There was an overview of what triggered an inspection of a site or an investigation. She quickly covered things involved in the complaint process, the referral process and the formal visit. If you are the person file the complaint, OSHA does NOT state who filed the complaint therefore the site can not retaliate against the employee or person making the complaint. She gave examples of some citations and items that could happen in construction as well as farming and then what happens after the process of receiving the citation. She went over the top 10 on the list of most frequent citations.

OSHA also has prevention campaigns such as the fall prevention campaign. Falls are the leading cause of death in construction and they were able to have Fall Protections Stand-down days in June. The company would stop work for 30 minutes or 1 hour, depending on the schedules, and have a company come in and train employees on fall protection and the equipment available and on how to use it. You can have the best equipment but if you don't know how to use it or use it improperly, it does not help.

Recently the Hazard Communication Standard has been revised. The format has changed. There were changes to the labels to include pictograms to help employees know the hazards related to that item. The MSDS are now

SDS and the format had been standardized. On every form the same item will be in the same section so it will hopefully eliminate some of the previous confusion and hunting thru the forms.

On the first of the year a new record keeping rule went into effect. It affects employers with the reporting of fatalities, hospitalizations, amputations and loss of an eye. OSHA must be notified within 8 hours of the fatality and within 24 hours of hospitalization, amputation or loss of an eye. If the fatality happens within 30 days of an injury/ incident then it must be reported.

Once again if you would like any training or informative talks please feel free to contact Candra or visit the website for additional information.

Thank you Candra for such an informative presentation.

(Scott V. arrived @ 1:51pm)

HAZARDOUS MATERIALS REPORT:

A copy of the quarterly spill report - spills reported from August 2014 to November 2014 - was available on the sign-in table. The accident on 11/4 was one accident but the truck was carrying multiple chemicals. Other than that and the few over filled tanks there were just the usual spills to report.

SUBCOMMITTEE REPORTS:

Planning:

Planning Committee:

Dave Carey and Paul Bumba are currently assisting Sean with the plan.

Deborah added that the plans have been burned to the CD's. The facilities have been mailed their plans, the Police and Fire Departments will receive or have received their plans at their respective Chief's meeting. Therefore the plans are in the process of being distributed.

Membership: No report.

Finance: (Discussed earlier with the Partnership Program).

OLD BUSINESS: Nothing Noted

NEW BUSINESS: Nothing noted

FOR THE GOOD OF THE ORDER:

Upcoming Conference dates:

The tentative dates of next years' Midwest Emergency Preparedness and Response Conference are April 15 & 16th 2015, so everyone mark your calendars.

Membership Application:

Any new or members, please complete and forward the membership application to Deborah so she can get it signed and forwarded to the State. You will **not** be a State listed member until **they** have the application signed by the LEPC Chairman.

Also it is a requirement that LEPC members complete the Open Meetings Act training. It is an on-line training class hosted by the Illinois Attorney general. The link is on the attachment. (Attachment # 1) When you do, please send a copy of your certificate to Deborah.

NEXT MEETING DATE: The next meeting is Tuesday February 17, 2015 at 1:00 PM.

A reminder for the dates for 2015 will be sent with the meeting minutes.

MEETING ADJOURNMENT:

Bob Balsamo moved to adjourn the meeting. Willie Mayes seconded the motion. Voice vote: Approved. The meeting adjourned at 1:54 p.m.

Respectfully Submitted,

Deborah Dortmund
KCOEM Administrative Assistant
LEPC Secretary

Summary of Motions

1. Acceptance of previous meeting minutes.
2. Motion to Adjourn

Summary of Attachments

1. Open Meetings Act Information
2. 2015 Meeting dates

Attachment # 1

Open Meetings Act Training:

Everyone must complete the Open Meeting act training. It is a one-time training for the Open Meetings act. There specific training items on what you can and cannot do with meeting and things you can talk about regarding the meeting and information pertaining to the meeting. It is about 30 minutes on line at the link below. LEPCs are considered “Public Bodies” and therefore subject to the Open Meetings Act (OMA).

Visit the AG’s website: www.illinoisattorneygeneral.gov for general information and on-line training

<http://foia.ilattorneygeneral.net/default.aspx>

(Register for on-line training as a public body)

After completing the training, please e-mail a copy of the certificate to Deb for the file.

2015 Meeting Dates

All dates are on the third Tuesday of the months listed, in the afternoon beginning at 1:00 PM in the Kane County Office of Emergency Management EOC (Emergency Operation Center) located at 719 S Batavia Ave, Bldg. "C", Geneva IL.

February 17

May 19

August 18

November 17

Please mark your 2015 calendars!