

LEPC MEETING MINUTES

May 15, 2002

Rich called the meeting to order at 10:17

Members in Attendance: John Edwards, Paul Hascher, Sgt. Lee Hoeksema, George Keefe, Sinee Maxwell, Jerry Paauwe, Susan Paauwe, Chris Pfeiffer, Dianne Phillips, Susan Ream, Myra Reimink, Bonnie Schuitema, Bill Smith, Rich Szczepanek, Cornelius VanderKam, Rick Velderman, Paul Ziegler.

Members Excused: Willie Beattie, Al Federico, Capt. Dave Guikema, Jim Hancock, John McDonnell, Anne McManus, Randy Mergener, Dale Myaard, Sen. William VanRegenmorter

Members Unexcused: Michael Averill, Mark Bethke, Scott Braak, John Crozier, David Dongvillo, Eric Klingensmith, Pete Jazdzyk, Earl Mokma, Chuck Pistis, Doyle Stratton, Lewis Wiedewitsch

Guests Present: Lt. Greg Steigenga, Jack Hankiewicz

March 20, 2002 Minutes: Paul Ziegler made the motion to approve the minutes; Rick Velderman seconded it and the motion passed.

Handouts:

- Community Right- to- Know Bulletin
- Mission Statement and Goals
- CSX Haz-Mat News
- Anhydrous Protection and Safety Standard

Executive Subcommittee (Rich Szczepanek)

The executive committee met on April 25th to discuss future goals.

- A Mission Statement was developed and presented. Details are under New Business
- New Sub-Committee definitions were accomplished. Details are under New Business
- Member Attendance: Our attendance at LEPC meetings is slipping.
- New Member Outreach: Rich encouraged the LEPC members to put meeting dates on their calendar and reach out to cohorts that could help the LEPC.

Planning Subcommittee (Jim Hancock)

- There were no plans to present for this meeting
- All plans, for this grant year, have to be submitted by July 1st.

Relations & Promotion Subcommittee (Randy Mergener)

- Chemical Awareness Week
 - Article - Sinee Maxwell stated that an article was written about Chemical Awareness Week and sent to all major papers in the area. She has not seen the article published anywhere.
 - Governor's Declaration - Myra offered to bring a letter, that Allegan is drafting, which requests that the Governor draft his declaration earlier allowing more time for publicity. Bill Smith stated that having the declaration earlier would afford the LEPC the time needed to present a request to the County Board for a local proclamation.

Outreach Subcommittee (Willie Beattie)

- Zeeland CAER Meeting – The CAER group has reviewed and revised a team charter, listing

goals for the team, which has been approved. Tomorrow's meeting will center around a calendar, for the rest of the year, which will include 2 celebration events.

Training & Exercising Subcommittee (Paul Hascher)

- Paul stated that he is waiting for people to Sign-up so he will have new members to work with.

LEPC Conference Subcommittee (Dianne Phillips)

- Still early to begin planning for the annual conference. Dianne asks that if anyone has ideas for the next conference that they communicate that to her.

Tulip Time Parade – The LEPC had an entry, in coordination with Holland Fire Department, at the Tulip Time Parade. We were unable to have anyone from the County Board participate, due to their previous commitments.

NOAA Weather Radios – There have been about 280 distributed. There is \$2,000 left in grant monies. We will be able to acquire 40 to 45 more units to be used for government offices. By end of June the project should be wrapped up with 320 to 330 units being distributed.

WMD Grant - Met with several different disciplines regarding the proceeds of the \$67,000 grant. The grant is at the signature stage, in the county, and will be submitted to the State by the end of the week. Once approved by the state the details will be listed. It is hoped that the grant will provide what is needed to equip the Haz-Mat team at operational level.

Haz-Mat Team

- Training - Dean Blausen has offered to do the training required for team members to reach the technical level. Chief Paauwe has offered to conduct a refresher course for First Responder Awareness. An operations-plus approach will be offered. There is a need for people to serve at the Technician level. There is a goal for the training to be completed by Spring 2003. In order to provide training for this team, the following exercises are planned:
 - Table Top Exercise – To take place in the Fall – The exercise will simulate an explosion which takes place, at school, in a Chemistry room.
 - Full Scale Exercise: To be completed by next year – Anticipating that the Haz-Mat team will be trained and ready to participate.
- Definitions:
 - Specialist are resource people throughout the County who can be called in to support the team, these need to be identified.
 - The Fire Chiefs are the coordinators for the Haz- Mat Response group. The Haz-Mat Committee Chairman is Chief Dan Henderson from Holland.
- Presentation - A Haz-Mat presentation will be made at the June 17th County Board work session.
- Supplies - There is a need for supplies for the June DeCon training. Jerry Paauwe has a list of the supplies needed.
- LEPC & Training - LEPC members are encouraged to hook-up with their local fire department chiefs and find out when the training, for their area, will occur so they can sit in. Being at the training will give the LEPC an idea of what is being taught.
- Officially Active – It is projected that the team will be officially active about a year from now.
- Funding - There is a fund established, by the fire departments, for Business and Industry contributions. Business and Industry can also contribute funds or supplies to the Ottawa County Fire Chief's, c/o Bill Smith. In the next couple of months a document will sent to Business/Industry enlisting support.

- Partnership - Three of our area hospitals will be approached to provide physicals for the Haz-Mat Team affording an excellent opportunity for partnership in meeting the community's needs.

Incident Command School - The idea was posed to present an Incident Command School. It was suggested that the chiefs could offer training in conjunction with the LEPC. The goal of the training would be to provide an overview to industry, hospitals and law enforcement.

Grant Money - The Red Cross received an application from the 'Proud to be an American grant money.' Sindee stated that 60% would be spent for disaster response and 40% for information. A suggestion was made to have materials available for 'Shelter-In- Place' kits for special needs groups or homes in vulnerable zones. The application is due August 1st.

Mission Statement & Goals

- A Mission Statement for the LEPC was developed using the SERC goals for 2000-2001 as a model. The motion to accept the proposed Mission Statement was made by Lee Hoeksema, seconded by John Edwards.
- Corrections to the Mission Statement were made during the meeting. A Motion to accept the statement as amended was made by John Edwards, seconded by Sue Paauwe. The revised Mission Statement is included with this mailing.

New Subcommittee Definitions

- The following Sub-Committees Title's will remain the same
 - Executive – Richard Szczepanek, chairperson
 - Planning - Jim Hancock, chairperson
 - Conference Sub-committee – Dianne Phillips, chairperson - Dianne is part time and requests support enlisting the assistance of other LEPC members to help with site visits, investigate potential new sites, review plans and assist with the annual review.
- The following Sub-committees have been renamed from:
 - Business/Industrial Sub-Committee to Outreach Sub-Committee (no Chairperson) Willie Beattie turned in a letter of resignation as chairperson to this Sub-Committee due to expanding responsibilities at Herman Miller. He stated that he would continue as a member of the LEPC. We will need someone to Chair this Committee. This committee's goal is to include areas such as Medical, Responders, and the Health Department.
 - Public Information Sub-Committee to Public Relations & Promotion Sub-Committee – Randy Mergener, Chairperson
 - Emergency Response has been renamed Training & Exercising Sub- Committee – Paul Hascher, Chairperson
- Sub-Committee Name Changes - Myra stated that the main reason for the name changes, for some of the Sub- Committees, is to reflect the direction the committees should be going.
- The Term Sub-Committee - Cornie VanderKam suggested we look at the term 'Sub-Committee' to determine if that term correctly represents the group.

Georgetown Memorial Day Parade – Jerry Paauwe offered to put the LEPC banner on a fire truck in the Parade, Bill will take care of this.

Susan Paauwe offered to host the July 17th meeting at Donnelly.

Donnelly will provide Respiratory Protection class and fitness training.