



# County of Ottawa

## Sheriff's Department

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LOCAL EMERGENCY PLANNING COMMITTEE



### LEPC MEETING MINUTES November 19, 2003

Chief Rich Szczepanek called the meeting to order at 10:07 A.M.

**Members in Attendance:** Darwin Baas, John Edwards, Al Federico, Jack Hankiewicz, Paul Hascher, Chief Dan Henderson, Don Hutchens, Lt. Steve Kempker, Mary Kleinheksel, Eric Klingensmith, Sindee Maxwell, Anne McManus, Lis McNeil, Susan Paauwe, Dianne Phillips, Myra Reimink, Bonnie Schuitema, Bill Smith, Chief Rich Szczepanek, Jim Szejda, Paul Ziegler.

**Members Excused:** Willie Beattie, Jim Hancock, Randy Mergener, Earl Mokma, Chris Pfeiffer, Ken Porter, Steve VanderHill, Rep. William VanRegenmorter, Rick Velderman.

**Members Unexcused:** Michael Averill, Scott Braak, John Crozier, Capt. Dave Guikema, Dr. Paul Heidel, George Keefe, Mark Keller, Jason Ling, John McDonnell, Dale Myaard, Vito Palazzolo, Chuck Pistis, Doyle Stratton, Mark Tans, Jeff Trosper, Jeff VanderWerff.

**Guests Present:** Melissa Easdon; Zeeland Community Hospital Emergency Services.

**September 17, 2003 Minutes:** Bonnie Schuitema made a motion to approve the minutes; Sindee Maxwell seconded it and the motion passed.

#### **Handouts:**

- Community Right to Know Bulletins for September & October
- SERC Minutes for May and July
- LEPC Meeting Dates for 2004

### COMMITTEE REPORTS

#### **Executive Subcommittee:** (Rich Szczepanek)

- Rich reported that the committee mainly discussed the LEPC Conference for 2004. The conference will center on farmers and the importance of having an Emergency Plan in place. Hopefully, the Ag Growers/Retailers will be involved in the conference. A meeting took place on October 30 with the Ag Growers and members from the LEPC.

#### **Planning Subcommittee:** (Jim Hancock)

- Chief Dan Henderson made a motion to approve the submitted Emergency Site Plans for DeWitt Barrels in Marne and Sam's Club in Holland. The motion was seconded by Bonnie Schuitema and the motion passed.
- Dar Baas recommended that maybe DeWitt Barrels should be re-visited (possibly by the HazMat Team and

Al Brower, fire chief from the Wright-Tallmadge Fire Dept.) in order to view where/how wastewater is managed. The site visit would be covered under the Firefighter's Right-to-Know Act.

**Public Relations & Promotions Subcommittee:** (Randy Mergener)

- There was discussion on when/how to promote the upcoming LEPC Conference in 2004.
- The committee met with the Outreach Committee and Training & Exercise Committee to get more details on dates and what topics would be discussed at the conference.

**Outreach Subcommittee:** (Dar Baas)

- A meeting took place on October 30 with Ag Growers and members from the LEPC in regards to the LEPC Conference. At this meeting, it was decided that rather than trying to assist farmers in writing Emergency Plans at the conference, it would be more beneficial to hold regional conferences throughout the year to accomplish this task. The Ag Grower/Retailers hold yearly meetings with farmers early in the year and have agreed to allow the LEPC and the Groundwater Stewardship Program to have approximately fifteen minutes to make a short presentation at their meetings to promote both the regional conferences and the LEPC Conference. The Ag Growers also thought it would be agreeable to allow the LEPC to insert info on the conferences in their various mailings to the farmers.
- Mary Kleinheksel will contact the Ag Growers/Retailers to get dates of their yearly meetings.
- **A date of MARCH 3, 2004 was decided upon for the LEPC Conference.** The time will be from 8:00 A.M.-12:00 P.M. Possible topics that will be covered will be the following: Ottawa Co. HazMat Team; National Guard and Weapons of Mass Destruction; Meth Labs (chemicals that are susceptible and how to prevent stealing of these chemicals); Chemical Storage and Spill Response; Health Risks of Chemicals and How/Why to use Personal Protection Equipment; presentation by AliciaMarie Belchak of the Groundwater Stewardship Program; and Clean Sweep/DEQ.
- The possibility was discussed that farmers could sign up for the regional conferences at the LEPC Conference in March.
- The Ag Grower/Retailers also discussed the possibility of donating prizes/raffles at the conference.
- There will be a draft of a flyer for the conference to be reviewed at the January LEPC meeting.

**Training & Exercise Subcommittee:** (Paul Hascher)

- This committee met with the Outreach Committee to discuss the LEPC Conference.

**OLD BUSINESS**

- Bill Smith reported that in regards to the 2003/2004 HMEP Grant for \$2,000.00, the paperwork is completed and went to Lansing for review.

**NEW BUSINESS**

- Melissa Easdon, Patient Care Manager of Emergency Services at Zeeland Community Hospital introduced herself and offered the services of her department to the LEPC. She also gave an update on some changes in the ER. For example, there have been some changes in registration for patients in the ER that will allow them to be seen by a doctor in a more timely manner, the ER department will be expanding, all staff in the ER are now board certified, and Inter-Med is no longer at ZCH.
- Myra Reimink stated that Holland Community Hospital is also expanding their ER Dept. in order to serve the expanding needs of the community.
- Lis McNeil of the Ottawa Co. Health Dept presented a 5-part questionnaire to the LEPC to fill out at the meeting. The questionnaire was in regards to Mass Prophylaxis (vaccinations) and which locations would work best for mass vaccinations, etc. The questionnaire will be sent to the local fire chiefs and two police departments for their input.
- The election of a new Chairperson and Vice Chairperson for the LEPC will take place at the January meeting in 2004. If anyone would like to volunteer for either of these positions, you may contact Mary Kleinheksel at [mkleinh@co.ottawa.mi.us](mailto:mkleinh@co.ottawa.mi.us).
- In regards to the Threat Assessment Grant, information has been submitted and we are waiting to find out if the grant is awarded and what amount it would be.

### **Haz-Mat Team Update:**

- Bill Smith reported that the board approved a modification of the User Agreement and By-Laws that states only 75% of the jurisdictions need to sign on to the HazMat team. There is only one jurisdiction out of the 24 jurisdictions that has not signed an agreement with the team, but that approval may still come in yet.
- A modified agreement and budget will be sent to all twenty-four units of government with a return date of 12-22-03.
- On January 8, 2004 a committee meeting of the first general membership will take place and the 2004 budget will be discussed.
- Dr. Dumas is completing physicals for the HazMat Team. So far, twelve of the team members have been released for duty, eleven need some additional testing and six members still need to complete their physicals.
  
- The team would like to recognize the local hospitals that took care of lab testing for the HazMat Team physicals. Holland Community Hospital covered 50% of the testing and costs, Zeeland Community Hospital covered 25% and North Ottawa Community Hospital took care of 25%.
- The second training session for the HazMat team has almost been completed.
- A 29-person HazMat Team should be ready for duty at the beginning of the year.

### **NEXT MEETING**

Next meeting date is January 21, 2004, at the Fillmore Street Complex, Emergency Management Office.

### **PRESENTATION**

Bill Smith presented a moving Power Point presentation in recognition of the events on 9/11.