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**APPROVED
OTTAWA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

**Wednesday, January 21, 2004 10:00 AM
Fillmore Administration Building - EOC Training Room
12220 Fillmore Street, West Olive**

Myra Reimink, standing in for Chairperson Rich Szczepanek, called the meeting to order at 10:08 A.M.

Members in Attendance: Al Federico, Jim Hancock, Jack Hankiewicz, Paul Hascher, Dr. Paul Heidel, Chief Dan Henderson, Don Hutchens, Lt. Steve Kempker, Mary Kleinheksel, Sindee Maxwell, Lis McNeil, Randy Mergener, Susan Paauwe, Ken Porter, Myra Reimink, Bonnie Schuitema, Bill Smith, Chief Rich Szczepanek, Jim Szejda, Steve VanderHill, Jeff VanderWerff, Paul Ziegler.

Members Excused: John Edwards, Anne McManus, Chris Pfeiffer, Mark Tans, Jeff Trospen, Rep. William VanRegenmorter.

Members Unexcused: Michael Averill, Darwin Baas, Willie Beattie, Scott Braak, John Crozier, Capt. Dave Guikema, George Keefe, Mark Keller, Eric Klingensmith, Jason Ling, John McDonnell, Earl Mokma, Dale Myaard, Vito Palazzolo, Chuck Pistis, Doyle Stratton, Rick Velderman.

Guests Present: Lewis Wiedwitsch, Private Citizen; Tom Bosscher, WCSG; Cheryl Snow, Senior Resources; Lt. Kim Wheatley, U.S. Coast Guard, Lt. Craig Lawrance, U.S. Coast Guard.

Approval of November 19, 2003 Minutes: There was a motion from Steve VanderHill to approve the November 19, 2003 minutes. The motion was seconded by Chief Dan Henderson and the motion passed.

Handouts:

American Red Cross Newsletter
Community Right to Know Bulletins for November & December
LEPC meeting dates for 2004
LEPC Sub-Committee list

COMMITTEE REPORTS

Executive Subcommittee: (Rich Szczepanek)

- The Executive Subcommittee mainly discussed details regarding the LEPC Conference on March 3, 2004.
- A draft of the LEPC Conference brochure will be ready this week and will go out to the Ag Growers and also the general public.
- There was also a discussion of who from the LEPC membership would be assigned to find speakers for the various topics that will be covered during the conference.

Planning Subcommittee: (Jim Hancock)

- There were no new plans submitted.

Public Relations & Promotions Subcommittee: (Randy Mergener)

- This committee met with the Outreach Subcommittee and discussed plans for the LEPC Conference in March. Please see Outreach Subcommittee notes for details discussed.

Outreach Subcommittee: (Dar Baas)

- Paul Hascher, Training & Exercise Subcommittee chairperson, led the subcommittee meeting.
- The LEPC Conference on March 3, 2004, 8:00 AM-12:00 PM, will focus on the agricultural community, although the general public will be invited through venues such as newspapers, public/industry newsletters and the Ottawa Co. website page. Anyone from the LEPC who would like to use one of the flyers printed up for this use through postings or e-mail please contact Dianne (738-4051 or dphilli@co.ottawa.mi.us) at the Emergency Management Office.
- Volunteers are also needed to give a short presentation on what the LEPC offers to the agricultural community (approximately 10 minutes) at the Ag Growers' annual meetings. The places and dates volunteers are needed so far are the following: Farmer's Cooperative in Hudsonville on March 18 and Wilbur-Ellis on March 17 during the lunch hour. This is not a complete list, since a few of the growers do not have a definite date set yet. If you would like to volunteer to do a presentation, please contact Mary or Dianne at the Emergency Management Office.
- The LEPC is asking for private industry to donate refreshments for the conference. This would include doughnuts, bagels (or the like) and fruit, plus juice and/or bottled water. If your business would be willing to donate, please contact the Emergency Management Office.

Training & Exercise Subcommittee: (Paul Hascher)

- This committee also met with the Outreach Subcommittee to discuss details for the LEPC Conference. Please see Outreach Subcommittee notes for details discussed.

OLD BUSINESS

- There was no Old Business discussed.

NEW BUSINESS

- The area hospitals (North Ottawa Community Hospital, Holland Community Hospital and Zeeland Community Hospital) all received Level B suits along with PAPRS. There was a request from Myra Reimink that someone from the LEPC or HazMat/Tech Rescue Team be available to assist the hospitals in training with the suits. Ken Porter, head of the HazMat/Tech Rescue Team, agreed that some team members would be available to offer their services for this project.
- Bill Smith offered to bring up the need for training with the suits at the Region 6 meeting on January 22, 2004.
- JackHankiewicz, member of the LEPC, also offered his services in this training.
- Bill Smith reported that Dale Vredeveld, current Undersheriff at the Ottawa Co. Sheriff's Dept. would be retiring on January 30, 2004. Sheriff Gary Rosema announced recently that Lt. Greg Steigenga from the Ottawa Co. Sheriff's Dept. will be promoted to the position of Undersheriff.
- Elections for a new Chairperson, Vice Chairperson, PIO and Emergency Management Director were held. There was a motion from the floor that Myra Reimink be nominated as the Chairperson. Chief Dan Henderson moved that the nominations be closed and a unanimous ballot cast for Myra Reimink. Bonnie Schuitema seconded the motion and the motion passed. We are happy to report that Myra Reimink accepted the position and is the new Chairperson for the LEPC. For the Vice Chairperson, both Paul Hascher and Chief Dan Henderson were nominated from the floor for this position. There was a motion made by Bonnie Schuitema to close the nominations and the motion was seconded by Steve VanderHill. The motion passed. Ballots were handed out and Chief Dan Henderson received a majority of the votes. Chief Dan Henderson also gladly accepted his nomination as Vice Chairperson of the LEPC. There was also a motion to destroy the ballots and this motions passed. In regards to the PIO, Dianne Phillips was nominated from the floor for this position. Bonnie Schuitema made a motion that the nominations be closed and a unanimous ballot cast for Dianne Phillips. The motion was seconded by Steve VanderHill

and the motion passed. Dianne Phillips also accepted her nomination as PIO. For the position of Emergency Management Director there was a motion from the floor that Bill Smith be nominated for this position. Bonnie Schuitema made a motion that the nominations be closed and a unanimous ballot cast for Bill Smith. The motion was seconded by Chief Dan Henderson and the motion passed. Bill Smith accepted his nomination as Emergency Management Director for the LEPC. With this new slate of officers, the LEPC is in very good hands!

- Bill Smith thanked Chief Rich Szczepanek for his many years of service in the position of chairperson for the LEPC from 1992-2003 and also presented Chief Szczepanek with a beautiful plaque from the LEPC. Thanks, Rich, for all the years of great leadership!!

HAZMAT/TECH RESCUE TEAM UPDATE

- Bill Smith gave the group an update on the first HazMat/Tech Rescue Team General Membership meeting, which took place on January 8, 2004. At this meeting, sign-up lists were handed out to all 24 jurisdictions that would indicate which individuals from each jurisdiction would represent their jurisdiction on the General Membership Committee. At this point, 22 of the jurisdictions have returned the documents, with the other two jurisdictions in the process of signing and returning their documents.
- On Thursday, January 29, 2004, a meeting will take place where an Executive Committee will be elected. At that point, the HazMat/Tech Rescue Team, which includes 29 HazMat Team members and 14 Tech Rescue members, will be operational.
- Bill Smith happily reported that Dianne Phillips, part-time employee at the Emergency Management Office will have her hours extended to full-time, where she will use those hours to coordinate the HazMat/Tech Rescue Team.

NEXT MEETING

Next meeting date is March 17, 2004 at the Fillmore Street Complex, Emergency Management Office.

TRAINING

Lt. Kim Wheatley and LtJG. from the U.S. Coast Guard in Grand Haven talked about what the role of the Coast Guard is and how their role has changed since 9/11. Some of their many responsibilities include port security (which includes terrorism), marine safety and search and rescue. Their presentation was very interesting and enlightening.

Agenda

None published