

**Note: The following text is a summary of the actual public record and cannot be relied upon as a complete text of the proceedings recorded therein. For a complete copy of the public record, please contact the Ottawa County Clerk.*

**APPROVED
OTTAWA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

**Wednesday, September 15, 2004 10:00 AM
Fillmore Administration Building - EOC Training Room
12220 Fillmore Street, West Olive**

Myra Reimink called the meeting to order at 10:04 a.m.

Members in Attendance: Tom Bosscher, John Edwards, Al Federico, Eileen Florea, Jim Hancock, Jack Hankiewicz, Paul Hascher, Chief Dan Henderson, Mary Kleinheksel, Sindee Maxwell, Anne McManus, Randy Mergener, Myra Reimink, Bill Smith, Beth Thomas, Rich Troshak, Jeff VanderWerff, Paul Ziegler.

Members Excused: John Crozier, Don Hutchens, Lt. Steve Kempker, Eric Klingensmith, Dianne Phillips, Ken Porter, Bonnie Schuitema, Chief Rich Szczepanek, Steve VanderHill, Rep. William VanRegenmorter, Rick Velderman.

Members Unexcused: Michael Averill, Willie Beattie, Scott Braak, Capt. Dave Guikema, Dr. Paul Heidel, George Keefe, Mark Keller, Jason Ling, John McDonnell, Lis McNeil, Earl Mokma, Dale Myaard, Susan Paauwe, Vito Palazzolo, Chris Pfeiffer, Chuck Pistis, Doyle Stratton.

Guests Present: Ken Dzieszinski, Shorehaven Living Center; Lt. Brian Whitsett, Michigan State Police, EMD Office; Sandy Gardner, Vicky Schrotenboer, Kate Smietka and Heidi Covey from Grand Valley State University.

July 21, 2004 Minutes: There was a motion by Jim Hancock to approve the July minutes. Jeff VanderWerff seconded the motion and the motion passed.

Handouts:

- Community Right to Know Bulletins for July and August
- LEPC Meeting Dates for 2005
- LEPC Subcommittee List
- Fire Prevention Week Fire Department Open Houses dates and locations
- TransCAER Workshop Information
- Red Cross Winds Newsletter
- Information on newly enacted legislation regarding 911 Calls for Spills
- Information sheet on DOT modifications of methods used to identify shipments

COMMITTEE REPORTS

Executive Subcommittee: (Myra Reimink)

No report at this time.

Planning Subcommittee: (Jim Hancock)

Al Federico made a motion to approve the 302 Site Plan for the Georgetown Ice Center. Paul Ziegler seconded the motion and the motion passed.

Public Relations & Promotions Subcommittee: (Randy Mergener)

A report was given on the Holland Night Out that took place on August 2. There was a good turnout at the event, but not much literature was handed out. It was commented that it would be very beneficial for the LEPC to have some free handouts (pencils, pens, cups, etc.) to give out to the public to attract more interest at the LEPC table at these events.

The Berlin Fair attendance was low this year. The group agreed that in the future, a sign-up list would be passed around at the LEPC meeting to see who would be able to volunteer at the fairs. It would then be decided on whether or not the LEPC would participate at the fair, based on how many volunteers sign up. It was also decided that the LEPC would try to participate at one fair per year.

Presence of the LEPC at the Fire Department Open Houses was discussed. **Volunteers from the LEPC membership are needed at these events, especially on Saturday, October 9, when two fire departments will be having their open houses. To volunteer, please contact Mary or Dianne.** Below are the dates, times and locations:

Robinson Twp, Thursday, September 30, 6:00 p.m. - 8:00 p.m.

Holland City Fire Truck Parade & Open House, Saturday, October 2, 10:30 a.m. - 1:00 p.m. (Parade is at 10:30 a.m.)

Grand Haven Twp, Tuesday, October 5, 5:00 p.m. - 9:00 p.m.

Spring Lake Twp, Thursday, October 7, 6:00 p.m. - 8:00 p.m.

Grand Haven City, Saturday, October 9, 11:00 a.m. - 2:00 p.m.

Hudsonville City, Saturday, October 9, 10:00 a.m. - 3:00 p.m.

Sindee Maxwell commented that the American Red Cross is present at all the fairs and fire department open houses, so they would be able to assist the LEPC at some of the events.

Outreach Subcommittee: (Vacant)

This committee is still in need of a chairperson. Anyone who is interested in heading up this very important committee should contact Dianne Phillips.

Training & Exercise Subcommittee: (Paul Hascher)

Bill Smith reported that the training classes being held throughout the county are going well. Following are dates and locations for upcoming classes:

UNIFIED INCIDENT COMMAND; Hudsonville Fire Station; September 21, 22, 28 & 29; 6:30 p.m. - 10:00 p.m.

UNIFIED INCIDENT COMMAND; EOC Training Room; October 13 & 14, 8:00 a.m. - 5:00 p.m.

(THIS CLASS IS CURRENTLY FULL, BUT THERE IS A WAITING LIST IF YOU ARE INTERESTED.)

LAW ENFORCEMENT RESPONSE TO WMD; EOC Training Room; October 6 & 7; 8:00 a.m. - 5:00 p.m.

There are also courses that are available online. These courses also work well because you can do them at your own speed. The website is: www.teexwmdcampus.com. If you have questions on these courses you may contact either Mary Kleinheksel at: (616) 738-4052 or Jerry Paauwe at (616) 738-4616.

Bill Smith reported that more classes would be offered in the upcoming months.

A full-scale exercise with Grand Valley State University will take place on October 28. The Design Team for the exercise is meeting bi-weekly. The scenario is that during a GVSU football game a bio-terrorism incident occurs. There will also be a secondary incident in Georgetown Township. During this exercise, the Health Department will be activated, along with all three area hospitals. The Regional Response Team will also be involved in the incident. If you are interested in being involved in this exercise, please contact the Emergency Management Office.

OLD BUSINESS

Myra Reimink stated that in regards to the sub-committees, each chairperson should decide with their committees what time would work best for their committees to meet, even if it involves a conference call, e-mails, etc. **NOTE: The sub-committees will still meet at 9:00 a.m. for the November 17 meeting, but after that see your chairperson to talk about what time works best for your committee.**

NEW BUSINESS

Myra Reimink reported that the FEMA drill at the nuclear power plant in Allegan County went well. Among others, some important information that came out of the exercise was: Evacuation routes from the plant would be north and east, right into Ottawa County; the Allegan County Emergency Management Office would be in the 'hot zone', which poses a major problem; and the Allegan County Jail and Allegan General Hospital were in the vulnerable zone. The exercise was very beneficial.

Bill Smith stated that in regards to the 2004-2005 HMEP Grant, there were ten new plans and 20 updates submitted.

Bill Smith reported that there are possible changes in the works for methods used to identify shipments (the placard system). The concerns brought up by our LEPC were the following: It will be difficult to learn a whole new system for industry, police, fire, etc., and also problems during the transition time of going from one new placard system to a new system. It was agreed by the membership that a letter should be drafted by the membership stating our concerns and the letter forwarded to SERC.

HAZMAT/TECH RESCUE TEAM UPDATE

The HazMat/Tech Rescue Team had some important training sessions with CSX Railroad on August 12 and 26. Classroom instruction took place, along with 'hands on' training at Hamilton Farm Bureau.

There was a meeting with the Ottawa County HazMat/Tech Rescue Team and the teams from Grand Rapids, Wyoming and Kentwood, which was very beneficial.

Bill Smith reported that Pfizer is going to be making a sizable donation to the HazMat Team. He stated how much the donations from private industry and the fire departments are so much needed and appreciated by the Team.

The HazMat/Tech Rescue Team was activated at the request of the Secret Service when President Bush was in town at the fairgrounds on Monday, September 13. There were 15 team members present at the site.

The General Membership is working on Standard Operating Procedures for the Team.

NEXT MEETING

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

TRAINING

Bill Smith had a video on weather, which the membership was able to view.

Agenda

Date: September 7, 2004

To: All LEPC Members

From: William W. Smith PEM, Ottawa County Emergency Management Director

Subject: Agenda for September 15, 2004 LEPC meeting

This is a reminder of our bi-monthly meeting that is scheduled for **September 15, 2004 at 10:00 A.M.** at the Ottawa County Fillmore Complex. Please be reminded that the separate committees will meet at **9:00 A.M.** **If you are unable to attend and would like to request an excused absence, please call Mary Kleinheksel at 738-4052 or e-mail her at mkleinh@co.ottawa.mi.us**

I. Introduction of guests

II. Approval of July 21, 2004 minutes

III. Handouts:

- Community Right to Know Bulletins for July and August
- LEPC Meeting Dates for 2004 and 2005
- LEPC Subcommittee List
- Fire Prevention Week Fire Department Open House dates/locations

IV. Committee Reports:

Executive Subcommittee (Myra Reimink)

Planning Subcommittee (Jim Hancock)
- Review plan for Georgetown Ice Arena

Public Relations & Promotions Subcommittee (Randy Mergener)
- Report on LEPC representation at National Night Out in Kollen Park on August 2
- Update on Fire Dept Open Houses for following times and places:
- **Robinson Twp**, Thursday, September 30, 6:00 PM-8:00 PM
- **Holland City Fire Truck Parade & Open House**, Saturday, October 2, 10:30 A.M.
- **Grand Haven Twp**, Tuesday, October 5, 5:00 PM-9:00 PM
- **Spring Lake Twp**, Thursday, October 7, 6:00 PM-8:00 PM
- **Grand Haven City**, Saturday, October 9, 11:00 AM-2:00 PM
- **Hudsonville City**, Saturday, October 9, 10:00 AM-3:00 PM

Outreach Subcommittee (Vacant)
- This committee is in need of a chairperson.

Training & Exercising Subcommittee (Paul Hascher)
- Update on Training Classes being offered throughout the county:
- **UNIFIED INCIDENT COMMAND**; Hudsonville Fire Station;
September 21, 22, 28, & 29; 6:30 PM-10:00 PM
- **UNIFIED INCIDENT COMMAND**; EOC Training Room;
October 13 & 14; 8:00 AM-5:00 PM
- **LAW ENFORCEMENT RESPONSE TO WMD**;
EOC Training Room; October 6 & 7; 8:00 AM-5:00 PM

V. Old Business

VI. New Business:

- Discussion about changing the Subcommittee meeting time
- Update on FEMA drill at the nuclear power plant in Allegan County
- Exercise update
- 2004-2005 HMPE Grant

VII. HazMat/Tech Rescue Team Update:

- Training with CSX Railroad on August 12 and 26; classroom and hands-on dealing with rail cars.
- Update on meeting with Grand Rapids, Wyoming & Kentwood HazMat Teams
- Pfizer donation

VIII. Next meeting date: November 17, 2004

IX. Presentation