

**APPROVED
OTTAWA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

**Wednesday, January 19, 2005 10:00 AM
Fillmore Administration Building - EOC Training Room
12220 Fillmore Street, West Olive**

Myra Reimink called the meeting to order at 10:00 A.M.

Members in Attendance: Tom Bosscher, John Crozier, John Edwards, Stacy Eggerson, Jim Hancock, Chief Dan Henderson, Mary Kleinheksel, Sinee Maxwell, Lis McNeil, Randy Mergener, Dianne Phillips, Ken Porter, Myra Reimink, Bonnie Schuitema, Bill Smith, Chief Rich Szczepanek, Steve VanderHill, Jeff VanderWerff, Paul Ziegler.

Members Excused: Paul Hascher, Lt. Steve Kempker, Eric Klingensmith, Chuck Pistis, Beth Thomas, Rep. William VanRegenmorter.

Members Unexcused: Michael Averill, Willie Beattie, Scott Braak, Ken Dziesinski, Jack Hankiewicz, Dr. Paul Heidel, Don Hutchens, George Keefe, Mark Keller, John McDonnell, Anne McManus, Earl Mokma, Dale Myaard, Susan Paauwe, Vito Palazzolo, Chris Pfeiffer, Doyle Stratton, Rick Velderman.

Guests Present: Charles Gould, MSU Extension Office, representing Chuck Pistis; John Charles Robbins, Holland Sentinel; Donovan Thomas, Ottawa County Health -Department; Lt. Brian Whitsett, Michigan State Police, EMD Office.

November 17, 2004 Minutes: There was a motion by Bonnie Schuitema to approve the minutes from the November meeting. Steve VanderHill seconded the motion and the motion passed.

Handouts:

- Community Right to Know Bulletins
- LEPC Subcommittee List
- LEPC Meeting Dates for 2005
- LEPC "Organizing for Success" booklets

COMMITTEE REPORTS

Executive Subcommittee: (Myra Reimink)

There was a motion made by Chief Rich Szczepanek that the chairperson from each committee would be responsible for contacting their committee members to set up a schedule for meeting with their subcommittees. It was seconded by Steve VanderHill and the motion passed.

Myra also stated that the Executive Committee would meet and review new "LEPC Organizing for Success" manual from the MSP-EMD office to help give more direction to the committees.

Planning Subcommittee: (Jim Hancock)

There was a revision of the Grand Haven/Spring Lake Wastewater Treatment Plant.

A site visit was completed at Crispheart Produce.

Public Relations & Promotions Subcommittee: (Randy Mergener)

Randy continues to work on the LEPC PowerPoint presentation. Any pictures you might have that could be added, please contact Randy.

A media statement will be put together for Chemical Awareness Week in May.

Outreach Subcommittee: (Vacant)

There is still a need for a chairperson for this committee. If you are interested in stepping up to the task please contact Dianne Phillips at the Emergency Management Office.

Training & Exercise Subcommittee: (Paul Hascher)

The grant for the training classes has been extended into July 2005, so the Emergency Management Office will be offering more classes this year. Specific details on these classes will be completed soon.

There is a Unified Incident Command Class taking place on **February 17 & 18 at Holland Community Hospital**. If you are interested, you may contact Mary at the Emergency Management Office.

Please note, in order to take any of the classes being offered, you **MUST** first take the Emergency Response to Terrorism Class, that is available online at the following address: www.teexwmdcampus.com, class number 005. If you have any further questions, you may contact Mary at: 738-4052.

OLD BUSINESS

There was no Old Business to discuss.

NEW BUSINESS

The 2005 HMEP Grant is allocating \$120.00 for each new 302 Site Plan issued and \$30.00 for each revision.

In regards to the 2004 Homeland Security Grant, the Emergency Management Office is working on bids for equipment for this grant.

HAZMAT/TECH RESCUE TEAM UPDATE

There was a report on the following HazMat Incidents:

- *November 22, 2004-White powder incident at the Social Security Administration in Holland City.
- *December 13, 2004-Leak of ammonia fumes at The Edge Ice Arena in Holland Township.
- *December 21, 2004-White powder incident at Sybesma's Electronics in Holland City.

NEXT MEETING

Next meeting date is March 16, 2005, at the Fillmore Street Complex, Emergency Management Office.

TRAINING

Thanks to everyone who assembled 135 Personal Decon Kits for the HazMat/Technical Rescue Team. Your assistance was very much appreciated!

Agenda

Date: January 7, 2005

To: All LEPC Members

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

Subject: Agenda for January 19, 2005 LEPC meeting

This is a reminder of our bi-monthly meeting that is scheduled for **January 19, 2005 at 10:00 A.M.** at the Ottawa County Fillmore Complex. ****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 November 17, 2004 minutes:

III. Handouts:

Community Right to Know Bulletins
LEPC Subcommittee List
LEPC Meeting Dates for 2005

IV. Committee Reports:

Executive Subcommittee (Myra Reimink)
- Discussion on when to schedule the LEPC subcommittees

Planning Subcommittee (Jim Hancock)
- Revision of Grand Haven/Spring Lake Wastewater Treatment Plant
- Site visit to Crispheart Produce

Public Relations & Promotions Subcommittee (Randy Mergener)

Outreach Subcommittee (Vacant)
- There is still a need for a chairperson for this committee.

Training & Exercising Subcommittee (Paul Hascher)
- Dates for classes taking place are:
LAW ENFORCEMENT RESPONSE TO WMD (Law Enforcement Only)
Holland City Police Dept; January 1 & February 1; 8:00 AM-5:00 PM
- Report on classes that have taken place in 2004

V. Old Business

VI. New Business

- 2005 Grant

VII. HazMat/Tech Rescue Team Update

Report on Incidents:
November 22, 2004 – Social Security Administration
December 13, 2004 – The Edge Ice Arena
December 21, 2004 – Sybesma's Electronics

VIII. Next meeting date: March 16, 2005

IX. Presentation – Personal Decon Kits