

**APPROVED  
OTTAWA COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

**Wednesday, March 16, 2005 10:00 AM  
Fillmore Administration Building - EOC Training Room  
12220 Fillmore Street, West Olive**

Chief Dan Henderson called the meeting to order at 10:06 A.M.

**Members in Attendance:** Tom Bosscher, Kenneth Dziesinski, John Edwards, Stacy Eggerson, Jim Hancock, Chief Dan Henderson, Mary Kleinheksel, Lis McNeil, Randy Mergener, Susan Paauwe, Dianne Phillips, Chuck Pistis, Ken Porter, Bonnie Schuitema, Bill Smith, Chief Rich Szczeanek, Jeff VanderWerff.

**Members Excused:** Dr. Paul Heidel, Sindee Maxwell, Earl Mokma, Myra Reimink, Rep. William VanRegenmorter. Paul Ziegler.

**Members Unexcused:** Michael Averill, Willie Beattie, Scott Braak, John Crozier, Jack Hankiweicz, Paul Hascher, Don Hutchens, George Keefe, Mark Keller, Lt. Steve Kempker, Eric Klingensmith, John McDonnell, Anne McManus, Dale Myaard, Vito Palazzolo, Chris Pfeiffer, Doyle Stratton, Beth Thomas, Rick Velderman.

**Guests Present:** Cindy Kersten, Grand Rapids City Water Systems; Scott Schroeder, Ottawa Co. Health Dept.; Joellen Thompson, Grand Rapids City Water Systems; Cornie VanderKam, Ottawa Co. Commissioner.

**January 19, 2005 Minutes:** There was a motion made by Bonnie Schuitema to approve the minutes from the January meeting. Chief Rich Szczepanek seconded the motion and the motion passed.

**Handouts:**

- Community Right to Know Bulletins
- LEPC Subcommittee List
- LEPC Meeting Dates for 2005
- Public Officials Conference Brochure for 2005
- Public Officials Conference Information Sheet
- Emergency Preparedness Card Handout from the Health Dept

**COMMITTEE REPORTS**

**Executive Subcommittee:** (Myra Reimink)

- Chief Dan Henderson, the Vice Chairperson for the LEPC, presided at the meeting, due to Chairperson Myra Reimink's absence.
- Bill Smith commented that he was concerned about the lack of activity in the LEPC, and that further on in the meeting there would be discussion on how to revitalize the LEPC.

**Planning Subcommittee:** (Jim Hancock)

- Dianne Phillips sent letters out to farms on the 302 Site List of the need for their plans to be updated. So far, there has been one response to this mailing.

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

- The committee has reviewed the Power Point presentation put together by Randy Mergener. The presentation should be ready soon.
- Chemical Awareness Week is the week of May 1-7, 2005. The LEPC will submit a notice to the public that week.
- The Ottawa Co. Health Dept would like to distribute the "Preparing for a Public Health Emergency" cards to heads of households. This card is from the Office of Public Health Preparedness and the Michigan Dept of Community Health.

**Outreach Subcommittee:** (Susan Paauwe)

- Susan Paauwe volunteered to head this very important committee. Thanks, Susan, for your leadership!

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

- It was reported that there will be a Unified Incident Command Class held at the Spring Lake Fire Dept on April 19, 21, 26 & 28 from 6:30 PM-10:00 PM. Anyone interested in signing up may contact Mary Kleinheksel at [mkleinh@ci.ottawa.mi.us](mailto:mkleinh@ci.ottawa.mi.us).
- Bill Smith encouraged the LEPC members to attend the annual Homeland Security Conference on May 4-6, 2005 at the DeVos Place in Grand Rapids. The cost for this conference will be covered by the Homeland Security Training Grant, although no lodging costs will be covered. If you would like to have a blank form, you may contact Mary at 616-738-4052. You may also get the form at the MSP/EMD website. In order to have the costs covered by the grant, under the "Bill Me" portion of the registration form, write in "Ottawa County" and put Bill Smith's name in the PO box. The completed form must be faxed in to the number on the form and also faxed to the Emergency Management Office at fax number 616-738-4053.

**OLD BUSINESS**

- Bill Smith stated his concern over the lack of activity in the committees. Bill commented that it is important for the committees to find a time to get together, whether it's before or after the regular LEPC meeting, or on the off month when the LEPC doesn't meet.
- Dianne Phillips, LEPC Coordinator, went over the responsibilities of each committee and also went over some important information about the responsibilities of the LEPC. Dianne encouraged the LEPC members to find the opportunity to promote the LEPC in their workplace and the organizations they are a part of.
- Dianne asked for assistance from the membership in updating the current 302 sites. There is also a need for members to assist at LEPC promotions and public events.
- In regards to possible changes to the transportation placard system, Bill Smith, along with fire chiefs Rich Szczepanek and Dan Henderson, expressed concern about the possible changes. It has not yet been decided by the Homeland Security Dept whether or not the changes will take place. Tom Bosscher of Cornerstone University suggested that the fire chiefs as a whole flood the Homeland Security office expressing their concerns.

**NEW BUSINESS**

- It was decided by the membership that the LEPC Conference this year would be a Public Officials Conference that will take place at the Fillmore Complex, Main Conference Room, on Wednesday, May 18, from 8:00 AM-12:00 PM. Dianne presented a preliminary brochure and some information that she put together. Possible areas of discussion for the conference would include presentations about/by Emergency Planning, Homeland Security, the HazMat/TR Team, the State Emergency Management Division and HazMat Center and the American Red Cross. The committees will be responsible for planning, organizing and preparing for the conference, and Dianne will coordinate the committees. (Please note the conference will take the place of the regular LEPC meeting that would normally be held on that date.)
- The Annual Skywarn Spotter Training will take place on Thursday, April 21, 2005 at the Zeeland East High School, DeWitt Auditorium, from 7:00 PM-10:00 PM. No registration is required and admission is free.
- Bill Smith reported that there is a FBI "Hazardous Materials Response" Tele-Conference taking place on March 16, 2005 from 1:00-3:00 PM. If you do not have a chance to see this tele-conference, Bill will have a VHS tape available.

**HAZMAT/TECH RESCUE TEAM UPDATE**

- On Monday, March 14, 2005 the HazMat/Tech Rescue Team received a call of a chemical threat at the Target store in Jenison.
- On March 10, the FBI gave a training session on Evidence Collection to the HazMat Team. The Muskegon County HazMat Team and the Holland Police Department also sent people to the class.
- The Tech Rescue Team had a meth lab presentation the end of March and they will also have another presentation the end of May.

**NEXT MEETING**

Next meeting date will be the LEPC Public Official's Conference on Wednesday, May 18, 2005 from 8:00 AM - 12:00 p.m. at the Fillmore Street Complex in the Main Conference Room.

**TRAINING**

There was no training session at this month's meeting.

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**Agenda**

**Date:** February 22, 2005

**To:** All LEPC Members

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

**Subject:** Agenda for March 16, 2005 LEPC meeting

This is a reminder of our bi-monthly meeting that is scheduled for **Wednesday, March 16, 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](mailto:mkleinh@co.ottawa.mi.us).\*\*

**I. Introduction of guests**

**II. Approval of January 19, 2005 minutes**

**III. Handouts:**

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

**IV. Committee Reports:**

Executive Subcommittee (Myra Reimink)

Planning Subcommittee (Jim Hancock)  
- Report on letters sent to farms on the 302 Site list.

Public Relations & Promotions Subcommittee (Randy Mergener)  
- Tulip Time Parade application mailed in.

Outreach Subcommittee (Vacant)

Training & Exercising Subcommittee (Paul Hascher)  
- Report on Training Classes being offered for 2005.

**V. Old Business**

**VI. New Business**

- Report on the 2004 Homeland Security Grant

**VII. HazMat/Tech Rescue Team Update**

**VIII. Next meeting date:** May 18, 2005

**IX. Presentation**