



**County of Ottawa**  
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**LEPC MEETING MINUTES**  
**May 16, 2007**

Chairperson Dan Henderson called the meeting to order at 10:00 a.m.

**Members in Attendance:** Blain Beckett, Tom Bosscher, Helen Cox, Gerry Dawson, Bill Denmark, Chief Dan Henderson, Lt. Lee Hoeksema, Lis McNeil, Mike Monaghan, Dianne Phillips, Chris Saddler, Gord Schrottenboer, Bonnie Schuitema, Bill Smith, Steve Vander Hill, Paul Ziegler

**Members Excused:** Michael Averill, Kenneth Dzieszinski, Sindee Maxwell, Anne McManus, Randy Mergener, Ken Porter, Chuck Pistis, Susan Paauwe, Chris Pfeiffer, Amy Swords, Rich Szczepanek, Beth Thomas, Ken Walits

**Members Unexcused:** Paul Hascher, Dr. Paul Heidel, Don Hutchens, George Keefe, Eric Klingensmith, Earl Mokma, Myra Reimink, Mark VanderWerff, Rick Velderman,

**New Members Introduced:** None

**Guests Present:** Joellen Thompson-Grand Rapids Water Treatment, Cindy Kersten-Grand Rapids Water Treatment. Char Nash and her Newfoundland dog, Emma. Welcome to all!

**Handouts:** January 17, 2007 minutes, Agenda for May 16, 2007

**November 15, 2006 Minutes:** The minutes were approved.

**COMMITTEE REPORTS**

**Executive Subcommittee:** (Dan Henderson)

- The executive committee met on February 21<sup>st</sup>, discussed ways to reenergize the committee, The 302 plans are in the process of being put onto "sticks" to be available in the Patrol Cars for quick access to plans. The 302 plans need to be reviewed to see what needs to be updated or still needs completion. We would like to have a table top exercise two times a year. One of the goals of the executive committee is to increase media coverage of the LEPC and awareness.

**Planning Subcommittee:** (Amy Swords)

- No report – not present

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

- No report – not present

**Outreach Subcommittee:** (Su Paauwe)

- No report – not present

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

- No Report - Absent

**OLD BUSINESS**

- Discussion was held about the Annual LEPC conference that was held on March 21, 2007 at the Howard Miller conference center in Zeeland. The topic was Agri-Terrorism. The turnout was good with 40 plus in attendance, with a diversity of groups represented, including farms and business. Media coverage was good.
- Update on HLS Grants was given by Bill Smith. The 2005 Grant is nearly completed. The 2006 Grant is underway. Interoperability for all jurisdictions within Region 6 is a priority. This will be addressed with Codespear which provide a “black box” kit. They are also looking at a reverse 911 system.
- NIMS update was given by Chris Saddler. FEMA has been increasing their NIMS requirements for jurisdictions. Emergency Management will now have to keep track of each jurisdiction and if they have completed the necessary training. The current NIMS requirements as to who needs to have what training will be sent with the minutes.
- E-Team training is being held quarterly by Ottawa County Emergency Management. The next training is May 17, 2007. This is a crucial training for those individuals that deal with damage assessment. Anyone who is in need of E-Team training is asked to contact Bill Smith.
- Skywarn training was held on March 22, 2007 in Zeeland. We had a very good turnout with over 160 attendees.

**NEW BUSINESS**

- A brainstorming session was held to come up with ideas for next year’s conference. Dan Henderson suggested focusing on business and 302 sites. To take an actual HazMat incident that has occurred to model a tabletop exercise was suggested. This would allow participants to understand the plans that we have and how they are used. This could also include an incident command overview.
- Tulip Time report was given by Dan Henderson. Everything went smoothly. The Mobile Command Unit was used for communications for Tulip Time instead of activating the EOC. It worked very well and was positively received.

- Dianne Phillips reported that a Sheriff's Deputy who is on light duty is assisting in updating the plans to make them easier to put on the "sticks" for the Sheriff's Department.
- Discussion was held on participation at the Fairs this summer, as to whether the LEPC wants to commit to staffing an information display at each fair. The concern is with the large time commitment required. The Mobile Command Unit will be at each of the Fairs for Sheriff's Department communications. The information tub will be in the MCU. The table can be set up and staffed whenever anyone is available. Chris Saddler will check on the process for getting passes into the fair for anyone who will be staffing the table. The dates of the Fairs are:  
Berlin: July 15-21, 2007  
Ottawa County: July 23-28, 2007  
Coast Guard: July 27-August 5, 2007  
Hudsonville: August 20-25, 2007  
If you are going to volunteer your time at the information table please contact Chris Saddler at 738-4052.

#### HAZMAT/TECH RESCUE TEAM UPDATE

- The HAZMAT team has had several runs. An ammonia leak at Hudsonville Ice Cream, a call from a private citizen, a chlorine leak at Wyoming Water treatment, a formaldehyde release at Zeeland West High School. The HazMat/Tech Rescue Team is looking for new members.

#### NEXT MEETING

- Next meeting will be July 18, 2007 at 10:00 at the EOC

#### TRAINING

- Char Nash gave a wonderful presentation on her work with her Critical Response dog Emma.

#### ADJOURN

Meeting was adjourned.