



**HAMILTON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

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MEETING MINUTES

LEPC Meeting Minutes, November 9, 2011

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held on, November 9, 2011 at Wally's Restaurant, 6521 Ringgold Rd, East Ridge, TN. The following constitutes the minutes of that meeting. Meeting commenced at 10:30.

Those in attendance were:

Nathan Hollingsworth, NAIH **Acting Chairman**

Wayne Stuntz, HCES, **Secretary**

John Leach, HEPACO (**V-Chair**)

Chris McCormack, SRT Safety (**V/Chair**)

Susan Holmes, TAWC (**V/Chair**)

Jamie Farrow, Pilgrims (**V/Chair**)

David Houtchens, Southern (**New Mbr.**)

Mike James, MEI

Bill Seavey, MEI

Bubba Bryan, MEI

Chris Raymond, SWS Environ

Don Green, City of Chattanooga

Connie Morin, SEI

Daniel Hague, Chattanooga Fire

Tim Pridemore, UTC

John Bennett, JIT Chemical Corp.

Jack Gray, Lamberti Synthesis

Ron Drumeller, Volkswagen

Shelby Thompson, UTC

Mike Edwards, McKee Foods

Mike Flynn, East Ridge Fire Rescue

Michael Thompson, CHATTEM Chemical

Robby Brewer, UNIVAR

Mike Brooks, HC Hazmat

Karen Dale, INVISTA

Robert Hadden, THP

Nathan Warren, Highway Transport

Todd Robinson, SWS Environ.

Jim Wakim, UNIVAR

William Hackney, Colonial Pipeline

Jeff Richards, Colonial Pipeline

Dawn Ford, Health Dept.

David Darnell, BASF

Bill Tittle, Chief, Emer. Mgmt

Kevin Highsmith, TAWC

Call to Order:

Nathan Hollingsworth, acting Chairman, (from herein referred to as Chairman) began by asking those present to introduce themselves—after which it was determined that quorum for the meeting was met. After introductions, Chairman Hollingsworth asked if there was anyone present at the meeting who wished to become a member of the LEPC. Mr. David Houtchens, Fire Safety Mngr. and Associate Life Safety Officer with Southern Adventist University asked to become a member. A motion to accept Mr. Houtchens as a new member was made by Mr. James Bryan, and seconded by Ms Jamie Farrow. Motion received unanimous approval by committee members in attendance. There being no further discussion, motion passed. Welcome to new member.

Old Business

Acting Chairman Hollingsworth asked if everyone had received a copy of the Sept. 14, 2011 LEPC Meeting minutes and the Nov 4, 2011 Financial Report. All present indicated that they had. He then asked if there were any corrections, additions, or comments to the meeting minutes or the financial report. There being none, Chairman Hollingsworth asked for a motion to approve those two reports as written. A motion to approve was made by Mr. Kevin Highsmith, seconded by Mr. John Bennett. Motion received unanimous approval by committee members in attendance. Motion passed.

Susan Holmes from TN American Water Company (TAWC) was asked to give a recap of the Sept 29, 2011 TN American Water Hazmat drill. Ms Holmes said that TAWC was pleased and honored to host the drill—saying that it helped TAWC to fine-tune company procedures as well as employee's response—adding that one of the most valuable outcomes was the relationship built not only with emergency responders but some of the community players—some of which were not aware where the TAWC was in relationship to their area. Mr. Kevin Highsmith, lead player from TAWC, echoed comments made by Ms. Holmes and added that much was learned working with some of the hospitals and their emergency plans regarding water outages. He said that TAWC learned much internally about their response to help other players understand their roles had this been an actual event.

Chairman Hollingsworth, referencing the elections that were held at the Sept 14, 2011 LEPC meeting that left the position of Chairman unfilled—said that he would continue as Acting Chairman until it could be addressed at the November 9, 2011 LEPC meeting. At this meeting, and, in order to fill the vacant Chairman position, Ms. Jamie Farrow made a motion that Mr. Hollingsworth be nominated to fill the vacant LEPC Chairman position for the next two year term. Motion was seconded by Mr. Wayne Stuntz. Motion was unanimously approved by committee members present. Motion carried.

Chairman Hollingsworth's election to the Chair position immediately left a Vice Chair positioned to be filled. Chairman Hollingsworth then asked members present if there was a volunteer to fill the V/Chair position. Mr. James Bryan with Marion Environmental volunteered to fill that position. A motion was then made by Ms. Jamie Farrow to approve Mr. James Bryan's request to fill that position. Motion was seconded by Mr. John Bennett and was unanimously approved by committee members present. Motion carried.

New Business:

Chairman Hollingsworth said that he had received a written request from Hamilton County Fields Service asking for LEPC funds to purchase a much needed Hazmat trailer. Nathan reminded the committee that the LEPC does have money for funding some legitimate requests. Nathan gave a brief description of the condition of the current hazmat trailer saying that due to age, the trailer has developed leaks in the roof and walls causing major issues regarding mold on interior walls and decontamination equipment. Nathan said the cost of the trailer, with a weight distribution system (special hitch) is \$5,610.00. Chairman Hollingsworth then asked for a motion to approve the request to use LEPC funds for the purchase of this hazmat trailer for H.C Field Services. Mr. Jack Gray made a motion to approve funding the purchase of the hazmat trailer for the H.S Field Services. Motion was seconded by Ms. Jamie Farrow and unanimously approved by committee members present. Motion passed.

Chief Bill Tittle took a moment to announce that the LEPC was losing two of its members. Mr. George Sivils recently retired from Invista after about 40 years and noted that he was a long time member of the LEPC. Bill said also that Ms. Dawn Ford is leaving the Health Department and has taken an academic position with UTC. He said that Ms. Ford has been with the Health Department for seven years and for the last 5 years was Emergency Response Coordinator. Bill said that those in Emergency Management worked with her almost daily. He said Dawn has been an invaluable asset to Emergency Management and noted that Dawn served as Vice Chair on the LEPC Executive Committee. Well wishes to Dawn.

Chief Tittle was asked to give an update on the leadership change in Hamilton County Emergency Services. He said that as Mr. Scott Schoolfield retired as the Administrator of Human Services, Mr. Don Allen applied for and got that position as the new Administrator for Human Services. That left the Director of Emergency Services position open and Chief Tony Reavley applied for and became the new Director of Emergency Services. Likewise, as Chief Reavley vacated the Chief of Field Services position, Capt Rip Rohen of Field Services now fills that position. Chief Tittle gave rave reviews for each person saying that they were well qualified to fill those positions.

Program:

Chairman Hollingsworth then introduced Mr. Gary Burke with the U.S. Department of Transportation, Federal Railroad Administration (FRA). Mr. Burke gave an excellent and very informative power point presentation on the creation of the FRA under the U.S. Department of Transportation Act of 1966 and how it enforces the shipment and handling of hazardous material by rail. An excellent question and answer period ensued.

Other Business:

Update of Former LEPC Chairman, Mr. Larry Martin

Mr. Mike Edwards with McKee Foods said that Larry is recuperating and his condition continues to improve.

Honoring LEPC tradition, Chairman Hollingsworth said that it has been customary in the past to present a plaque to the outgoing Chairman for his service and leadership. Chairman Hollingsworth said that to honor that tradition, a plaque would be made and presented to Mr. Martin at an appropriate time.

Chairman Hollingsworth said that the Executive Committee decided it was fitting that the LEPC send a fruit basket to Mr. Martin, in lieu of sending flowers—a more appropriate get-well gesture from the LEPC. The Chairman then asked for a motion to approve sending a fruit basket, not to exceed \$75.00, to Mr. Larry Martin. A motion was made, seconded, and unanimously approved by committee members present.

Date and Location of Next Meeting:

The next LEPC Meeting is scheduled for January 11, 2012, 10:30 a.m. at Wally's Restaurant, 6521 Ringgold Rd., East Ridge, Tennessee.

Meeting Adjourned,

Respectfully Submitted,

/S/
Wayne Stuntz, Secretary
Hamilton County LEPC