



**HAMILTON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

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**MINUTES**

**LEPC Meeting Minutes, November 8, 2006**

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held November 8, 2006 at Wally's Restaurant, 6521 Ringgold Rd, in East Ridge, Tennessee. The following constitutes the minutes of that meeting.

**Those in attendance were:**

Bruce Garner, CFD; **Acting Chairman**  
Wayne Stuntz, **Secretary/Treasurer**  
Jack Gray, Hyperlast N. America, **V/Chair**  
Larry Martin, McKee Foods, **V/Chair**  
Garish Patel, ALCO Chem, **V/Chair**  
Bill Tittle, Chief, Emer. Mgmt, **V/Chair**  
John Piotter, Greenleaf, **V/Chair**  
Michael James, Marion Env.  
Dawn Ford, C-HCHD, **V/Chair**  
Caroline Williams, LWV  
Mike Edwards, McKee Foods  
Michael Poe, Sofix  
Sandra Polly, TN State Guard  
Connie Morin, Security Engineers  
Tommy Arthur, NuFoam

Libby Forrester, Cherokee Cleaners  
Marcus Cochren, First Response  
Tim Arnold, USCG Aux.  
John Leach, HEPACO  
Sabrina Novak, C-HCHD  
Chuck Nichols, Chief, CFD  
Shirley Greene, CARTA  
John Bennett, JIT Terminal  
Eric Helquist, JAT Oil  
Craig Allison, Hawker Power  
John Moorshead, DPC Enterprises  
Robert Hadden, TNHP  
Susan Holmes, TN American Water  
Jim Morgan, Velsicol  
David Debuty, Security Engineers

**Introductory Remarks:** Chairman Garner began by welcoming all in attendance and asked for personal introductions.

Chairman Garner then asked if there were any new attendees seeking LEPC membership. There were none.

**Old Business:**

**Approval of Minutes for Last Meeting:**

- Motion to approve September 13, 2006 LEPC Meeting Minutes was made by Ms. Caroline Williams, seconded by Ms Sandra Polly. Motion carried.

**Financial Reports:**

- Secretary, Wayne Stuntz provided the Financial report covering the period September 1, 2006 through October 31, 2006 as well as a brief overview of the cost of the August 2006 LEPC Conference—which totaled \$2,731.93. Chairman Garner asked for a motion to approve the financial reports. Motion to approve financial reports was made by Mr. Larry

Martin, seconded by Mr. Jeremy Swilley—motion carried. Reports will become part of the records for the LEPC meeting.

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#### **Training Classes for LEPC Members:**

- Chairman Garner said that the free HAZWOPER refresher course and free Fire Extinguisher course were cancelled due to not enough signed up to fill a class. Bruce offered a couple explanations as to why the courses did not materialize but said they would be offered again next year—asking for later guidance as to when the best time of the year will be to have the classes.
- Chairman Garner said that the CFD was not yet able to offer the free CPR course, either for advanced training or the basic, because the CFD Fire Academy is currently involved in the EMT phase of the training which takes practically all of the Departments training staff (instructors) to complete it. Chairman Garner said that once that particular phase of the Academy training is over—it will free up instructors that will enable the CFD to offer a free CPR course to LEPC members in the Spring.

#### **Membership Tracking – Enforcing the Three Strikes Rule:**

- Chairman Garner said that tied directly to membership incentives (free training classes) is membership tracking and said that membership will be tracked more closely in the future—reiterating the provisions passed recently in the by-laws regarding the “missing three consecutive meetings” rule. With that in mind, Bruce then called on Jack Gray to shed further light on membership.
- Mr. Gray briefly discussed the new pre-printed Excel spreadsheet for recording attendance at the meetings—simply initial by your name after checking relative information for accuracy. Jack said that when a member has missed three consecutive meetings, a letter will be sent to them informing them of such and try to bring them back to the meetings. Jack also said that Garish Patel provided the Executive Committee with a PDF copy of an EPA inspection that was performed at his facility. Jack said that because Garish’s company is an RMP facility, there were two or three questions related to LEPC membership, and that RMP facilities are required to coordinate with Emergency Management personnel regarding their facility—a good incentive for companies to belong to an LEPC.
- Jack Gray provided a quick recap of Conference critique sheets saying that they were very complementary and most said that they would attend next year if the LEPC were to host another conference.
- Chairman Garner said that it was decided during the last Executive Committee meeting that we would visit RMP facilities that were not members of the LEPC—adding that we now have received a definitive list of RMP facilities from EPA Region 4. Bruce said that the plan is to visit those companies and invite them to a meeting—making the case that during facility audits; questions about being affiliated with an LEPC do surface.
- Chairman Garner reminded the committee that an oversight occurred during the election in September in that we failed to allow the Executive Committee to choose a First Vice Chair person. Bruce said that matter will be addressed during the next

Executive Committee meeting—since it is the Executive Committee that selects that position.

- Mr. Gray announced that his position with the USAR Reserves is changing in that he may be called upon to fulfill contingency operations within or outside of the U.S.—that

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being the case, Mr. Gray asked that in his absence, when necessary, that someone in the Exec. Committee step-up to fulfill the membership task.

#### **New Business:**

- Dawn Ford presented an informative presentation, with handouts, on seasonal flu, bird flu, and how to plan for a pandemic event. A question and answer period followed the presentation.
- Chairman Garner brought before the committee the subject of the LEPC paying for lunch for the LEPC Coordinator, Wayne Stuntz, at regular meetings. Reason given is that this position is a permanent staff position of the LEPC and must be in attendance. Chairman Garner then asked for a motion to approve—Mr. John Piotter made the motion to approve, seconded by Ms. Sandra Polly—motion carried.

#### **Testing The Rapid Public Notification System (a.k.a. Reverse 911) in 2007**

- Chairman Garner brought before the committee the subject of testing the County's Rapid Public Notification System on a grander scale during 2007. Bruce acknowledged that the system is tested monthly through Emergency Services Communications with a select group of first responders on a lesser scale.

Bruce said that when it comes to public notification procedures, he did not feel comfortable that the city or county has everything in place to get the right information out in a timely fashion. He said he is particularly concerned about a catastrophic accident—something involving a dangerous substance that would quickly threaten the environment and the public. Once we identify the problem, cordon off an area and the incident commander makes a decision to evacuate or shelter in place — Bruce asked: "...what happens after that to contact the media and the public directly using the Rapid Public Notification System?"

Bruce said he is proposing to work with Hamilton County Emergency Management where the LEPC would be directly involved. He said that Alco Chemical and BASF have already volunteered their services as a host facility, if necessary. Bruce said we could draft a scenario but not give the location of the event, then at a precise time, tell the responders which facility is involved. Once the location is revealed, and a plan of action has been determined, emergency information can be disseminated to the public using the Rapid Public Notification System, the Emergency Alert System (EAS), and any other means deemed necessary.

Bruce, in answer to a question on how the public would know it's a drill and not real—said the system would actually be used, (i.e. calls made), and the message would be in the form of a "test message".

Bruce said there will be an expense involved to use the (Reverse 911) system and that he is working with Chief Tittle, Hamilton County Emergency Management, to possibly have TEMA fund the exercise using the HMEP grant program.

Further questions/discussion ensued regarding handling calls from the public, letting the public know in advance that an exercise of Rapid Public Notification System will be tested, combining this system of notification with EAS, etc. Bruce said one way to handle any public concerns, and further test our capabilities, would be to activate the Health Department's phone bank system. More to come on this issue.

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**Date and Location of Next Meeting:**

- Next meeting is scheduled for January 10, 2007 at Wally's Restaurant in East Ridge.
- Meeting adjourned.