



*Rock Island County
Emergency Management*

QUAD CITY AREA Local Emergency Planning Committee

Decker Ploehn and Jerry Shirk, Co-Chairs

Dave Donovan, Emergency Mgt. Coord/LEPC Staff Scott Co.

Jerry Shirk, Emergency Mgt. Coord/LEPC Staff Rock Island Co.

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**Scott County, Iowa and Rock Island County, IL
QUAD CITY AREA Local Emergency Planning Committee (LEPC)
Decker Ploehn and Jerry Shirk Co-Chairs**

**January 24, 2017
Tentative Meeting Agenda**

- 1) Call Committee to Order;
 - 2) Introductions and sign-in;
 - 3) Motion to approve the minutes from the December 2, 2016 Scott County LEPC meeting (see attached);
 - 4) Discussion of By-laws for new LEPC organization (see attached draft);
 - 5) Hazard Mitigation Plan Update;
 - 6) HMEP Grant 2017 discussion: training and planning;
 - 7) CCTA Grant application;
 - 8) Commodity Flow Analysis;
 - 9) Exercise Update –
 - a. Area Maritime Security Committee – 2017 Full-Scale Exercise;
 - 10) Training Update:
 - a. Logistics Section Chief – May 1-5, 2017;
 - 11) Other items of interest;
 - 12) Future meeting dates (tentative): May 26, 2017; August 25, 2017; December 1, 2017;
 - 13) Motion to Adjourn
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SCOTT COUNTY Local Emergency Planning Committee
Decker Ploehn, Chairperson
David Donovan, Emergency Management Coordinator/LEPC Staff
1100 East 46th Street, Davenport, Iowa 52807
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Scott County, Iowa
Local Emergency Planning Committee
Decker Ploehn, Chair

Meeting Minutes (pending approval)

Scott County Local Emergency Planning Committee

December 2, 2016 regular meeting

Present: Laura Berkley, Bi-State Regional Commission, Denny Coon, Scott County Health Department, Dave Donovan, Scott County EMA, Donna Dubberke, National Weather Service – Davenport, Rich Flies, John Deere, Corey Hardt, John Deere, Randy Heisch, Rock Island County EMA/Sheriff's Office, Tony Houdyshell, CP Rail, Steve Knorrek, Bettendorf Fire, Dan Kruse, Barton Solvents, Tim Lane, Scott County Sheriff's Office, Mike Luchner, Rock Island Arsenal Emergency Management, Gayle Lundeen, Scott County EMA and American Red Cross, Kate Meyer, Rock Island County Health Department, Pam Paulsen, SECC, Denise Pavlik, SECC, Decker Ploehn, City of Bettendorf, Phil Redington, Bettendorf Police, Ed Rivers, Scott County Health Department, Sheri Saskowski, Gold Star FS, Thomas Scheetz, Bettendorf Fire, Brenda Schwarz, Scott County Health Department, Jerry Shirk, Rock Island County EMA, Scott Starns, Rock Island Arsenal EMA, Chris Varnes, Scott County Health Department, GerryGoelliger, Bettendorf Fire, Todd Whitchelo, Davenport Fire.

1. Chair Decker Ploehn called the Committee to order at 9:30 a.m.
 2. Ploehn explained that this is the last meeting of the Scott County LEPC as the Committee intends to merge with Rock Island County LEPC to form the Quad City LEPC going forward into 2017. Discuss of voting requirements for the current meeting. Introductions were made around the room and a sign-in sheet was passed around;
 3. Voelliger made a motion and Redington seconded to approve the minutes from the September 30, 2016 meeting as attached to the agenda. All ayes.
 4. Scott County Hazard Mitigation Plan Update – Laura Berkley gave an update on the planning process. There are three jurisdictions that have not yet confirmed participation and one jurisdiction that has indicated that they will not participate.
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5. Donovan gave an HMEP Grant 2016 final update and discussed HMEP Grant 2017 which includes a portion of the costs for a commodity flow study as well as funding for hazmat operations refresher (for volunteer fire) and awareness training (for law enforcement and EMS). The logistics of conducting the flow study and possible data sources was discussed. The intent is to form a sub-committee from the QC LEPC to assist with planning for and contracting for the flow study.
 6. Donovan proposed applying for the remaining flow study funding as well as continuing funding for the hazmat refresher and awareness training in amounts similar to the 2017 grant. Voelliger made a motion and Rivers seconded to approve the 2018 HMEP Grant application as discussed. All Ayes.
 7. The group discussed several local exercises including:
 - a. Area Maritime Security Committee – 2017 Full-Scale Exercise – scheduled for May 2017 with several planning meetings scheduled for December 12-14. Group discussed the probable scenario venues and some of the objectives.
 - b. 2016 Radiological Emergency Preparedness Exercise for Quad City Generating Station – group discussed the recent exercise and the collaborative enhanced exercise initiative. Also discussed public notification enhancements to the Radiological Emergency Planning (REP) program. That led to a lengthy discussion of IPAWS and alerting.
 8. The group discussed the following upcoming training initiatives:
 - a. Planning for HMEP Hazmat training – refresher and awareness;
 - b. Mass Fatality Course – February 21, 2017;
 - c. Logistics Section Chief – May 1-5, 2017;
 - d. Training and Exercise Calendar Form;
 9. The group discussed the merging of the Scott County and Rock Island County LEPC Committees into the Quad City LEPC effective January 2017. It was decided to keep the meeting dates from the Scott County Committee at this time. Shirk and Donovan to prepare a draft of by-laws and individual membership lists for Iowa and Illinois. Shirk and Donovan also to discuss the logistics of merging response plans. Voelliger moved and Knorrek seconded the approval of merging the Scott County Local Emergency Planning Committee with the counterpart committee from Rock Island County, Illinois with the provision that grant funding (use of state pass through grant funding and approvals related to grant funding) shall be kept separate by maintaining membership lists for each state. All ayes.
 10. The group discussed the status of the QC Community Awareness Emergency Response Group (CAER Group) and how to get the process of forming that group moving again. It was suggested to find out what the legal issues were regarding the MOU and possibly forming a sub-committee from the QC LEPC. Houdyshell discussed his role with CP as the organizer and sponsor of local CAER Groups. He explained the advantages of having a local group and being part of the CAER Group system for first response regarding spills along the river.
 11. The next meeting (as the Quad City Local Emergency Planning Committee) is scheduled for February 24, 2017 with future meetings tentatively scheduled for May 26, 2017, August 25, 2017 and December 1, 2017.
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12. The group continued the discussion of the new merged committee, individual state membership lists, by-laws, election of officers, etc. that will be necessary moving forward.
13. Voelliger made a motion and Redington seconded to adjourn. All ayes – meeting adjourned at 10:29a.

Prepared by Dave Donovan, Scott County EMA
December 2, 2016



QUAD CITY AREA LOCAL EMERGENCY PLANNING COMMITTEE BYLAWS Draft - Draft - Draft

ARTICLE I – NAME

The following Bylaws shall establish and govern the operation of the Local Emergency Planning Committee (LEPC) for Scott County, Iowa and Rock Island County, IL. This organization is formed by the merging of the former Scott County Local Emergency Planning Committee and the former Rock Island County Local Emergency Planning Committee as approved by both former committees at their final meeting in 2016.

SECTION 1. NAME OF THE COMMITTEE

The name of the committee shall be known the “Quad City Area Local Emergency Planning Committee”.

SECTION 2. MAILING ADDRESS AND TELEPHONE NUMBER

The official mailing address and telephone number of the committee for the planning effort shall be:

Quad City Area Local Emergency Planning Committee
% Scott County and Rock Island County EMA
1100 East 46th Street
Davenport, Iowa 52807
Telephone: (563) 484-3050

ARTICLE II - LEGAL STATUS AND PURPOSE

SECTION 1. STATUS OF COMMITTEE

The QCA Local Emergency Planning Committee shall serve Scott County, Iowa and Rock Island County, Illinois. LEPC members are appointed by the State Emergency Response Commissions of Iowa and Illinois, respectively, and the LEPC is granted the powers necessary to carry out the functions and duties specified in Chapter 30 of the Iowa Code, the Code of the State of Illinois (430 ILCS 100/) Illinois Emergency Planning and Community Right to Know Act and the Emergency Planning and Community Right-to-know Act of 1986.

SECTION 2. PURPOSE

The purpose of the Quad City Area Local Emergency Planning Committee is as follows:

- a) Meet the requirements of SARA Title III – Emergency Planning and Community Right to Know Act (EPCRA) 42 USC.1101 et. Seq.;
- b) Develop a chemical emergency response plan for the two counties by working with first response organizations, Hazmat responders, public health officials and private sector organizations;
- c) Establish and implement procedures for conducting the public information and education requirements;
- d) Receive and respond to requests for information in compliance with the Freedom of Information Act (FOIA);
- e) Notify the public of all LEPC meetings and activities;

- f) Perform a hazard inventory and analysis using information and reports from facilities, transportation providers and other information from within the jurisdiction of the LEPC;
- g) Promote awareness, community safety, emergency response and the safe handling of hazardous materials used, stored, transported and consumed in the community;
- h) Build membership in the LEPC that is reflective of the community;
- i) Conduct regular meetings and committee meetings in accordance with the respective laws of Iowa and Illinois regarding open meetings, promoting collaboration and whole community planning.

ARTICLE III – MEMBERSHIP

SECTION 1. MEMBERS

The membership of the committee may consist of representatives from the following groups or organizations:

- 1. Elected State and local officials
- 2. Law enforcement personnel
- 3. Emergency management personnel
- 4. Firefighting personnel
- 5. EMS personnel
- 6. Public Health personnel
- 7. Hospital personnel
- 8. Transportation personnel
- 9. Community groups
- 10. Owners and operators of facilities and transportation companies

Personnel from any of the above listed groups may petition for membership as a representative for that organization or group of organizations. Membership shall be nominated locally and appointed/approved by the State Emergency Response Commission of the state (Iowa or Illinois) governing the respective applicant. Initial membership shall be the current member rosters from the Scott County LEPC and the Rock Island LEPC. Discrete membership lists for the two respective counties and states shall be maintained to satisfy jurisdictional membership requirements and for jurisdiction specific voting matters (see Article IV – Meetings, Section 5 Voting Matters).

SECTION 2. TERM OF MEMBERSHIP

All members shall serve for a two (2) year term from the date of appointment by the respective State (Iowa or Illinois) Emergency Response Commission. Members in good standing will automatically be re-appointed to successive terms. Polling of the membership concerning tenure and review of appointments shall take place during the fall meeting.

SECTION 3. MEETING ATTENDANCE

All members are required to attend at least one meeting each twelve month period unless excused by a committee Co-Chair. A committee member will be excused from a meeting for good cause upon notification to the Co-Chair person or the committee secretary.

SECTION 4. FILLING VACANCIES AND ADDING NEW MEMBERS

Vacancies may be filled and new members added to the committee by forwarding nominations to the QCLEPC for nomination to and action by the respective State Emergency Response Commission. The respective State Emergency Response Commission must also accept any resignations.

ARTICLE III – COMMITTEE LEADERSHIP

SECTION 1. OFFICERS

The officers of the Committee shall be two Co-Chairs and the Secretary. One Co-Chair will represent Rock Island County and Scott County each.

SECTION 2. CO-CHAIRS

The Co-Chairs shall preside at all meetings of the Committee. The Co-Chairs shall sign or delegate to the Emergency Management Coordinators the authority to sign, all official documents of the committee. The Co-Chairs shall also insure that an agenda of each Committee meeting, along with minutes of the prior meeting are distributed in advance to all members.

SECTION 3. SECRETARY

Secretaries shall be responsible for preparing meeting agendas and keeping /distributing meeting minutes.

SECTION 4. EMERGENCY MANAGEMENT AGENCY COORDINATORS

Responsible for receiving mail, filing, and keeping financial records. The Emergency Management Coordinators may act in the capacity of secretary in the absence of another member wishing to fulfill the position.

SECTION 5. OFFICER APPOINTMENTS

Officers shall be appointed for a two year term. Nominations shall be solicited by the outgoing Co-Chairs at the first meeting held in even the numbered years. In the case of two nominees for a single officer position, paper ballots shall be taken to determine the outcome. In the case of more than two nominees, the Co-Chairs may use a preliminary ballot to narrow the field to two candidates for a final vote. Single nominees may be determined by a simple voice vote.

Initial Co-Chairs for the LEPC shall be the two most recent chairpersons of the Scott County LEPC and the Rock Island County LEPC, having dissolved to form the Quad City Area LEPC. These co-chairs shall serve a one-year term until the next even year election (see above).

SECTION 6. EMERGENCY CONTACT POINT

The 24 hour emergency contact point for emergency release notifications shall be as follows:

Scott County, IA:
Scott Emergency Communications Center (SECC)
563-388-3905 on behalf of the Scott County Emergency Management Agency Coordinator

Rock Island, IL
Rock Island County Sheriff Dispatch
309-558-3435 on behalf of the Rock Island County Emergency Management Agency Coordinator

ARTICLE IV – SUBCOMMITTEES

The Co-Chairs may appoint subcommittees as may be required to carry out tasks of the committee. Members of the subcommittees do not have to be members of the LEPC but must be represented by a LEPC member.

ARTICLE IV - MEETINGS

SECTION 1. OPEN MEETINGS LAW

Committee business shall be conducted in compliance with the Iowa Code chapter 21, “Official Meetings Open to Public,” and Iowa Code Chapter 22, “Examination of Public Records.” and Illinois Statute (5 ILCS 120/) Open Meetings Act.

SECTION 2. FREQUENCY

The LEPC shall meet on a quarterly basis or as deemed necessary by the Co-Chairs. The Vice Chair may also call a meeting upon the request of the membership. One meeting each year shall be designated by the Co-Chairs for the review of the emergency response plans, procedures and ensure the actions required are properly administered within the Local Emergency Planning District.

SECTION 3. AGENDA

An agenda shall be prepared and will be distributed to the membership prior to the meeting. The agenda shall be posted in accordance with Chapter 21 of the Iowa Code and Illinois Statute (5 ILCS 120/) Open Meetings Act.

SECTION 4. QUORUM

A quorum shall consist of a minimum of 5 members present at any meeting. Unless specified in these by-laws, all votes shall pass by a simple majority of those present.

SECTION 5. PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the reference for parliamentary procedures in conducting meetings.

SECTION 5. VOTING MATTERS

Matters coming before the Committee that require a vote to document the action of the Committee may be taken up via a motion and a second from two members combined with a voice vote of the members present, only if a quorum is present. A poll of members may be used to document and/or decide contentious or close votes.

Matters specifically pertaining to an issue requiring a jurisdiction (County or State) specific decision or any financial matter specific to either the state of Iowa or Illinois (example, HMEP Grant funds), shall be taken up as an issue in front of members appointed from the impacted state or county only. Further, financial resources specific to one jurisdiction (state or county) shall be utilized in accordance with the governing jurisdiction (state or county) and the intended use of the resources.

ARTICLE VI – AVAILABILITY OF INFORMATION TO THE PUBLIC

SECTION 1. INFORMATION REPOSITORY

The Committee designates the Emergency Management Agency Coordinators of Scott and Rock Island Counties shall serve as the office for receiving their respective non-emergency notifications from facilities subject to the EPCRA Section 324, including Tier II information under Section 312.

SECTION 2. INFORMATION DISSEMINATION

The Committee designates the Emergency Management Agency Coordinators of Scott and Rock Island Counties as the information coordinators responsible for processing their respective requests for information from public (e.g.: MSDS, chemical inventory forms, minutes of LEPC meetings, and emergency response plans).

SECTION 3. ANNUAL HAZARDOUS MATERIAL REPORT

The hazardous materials response plan will be distributed as a part of the county-wide multi-hazard emergency response plan, specifically in ESF-10 Hazardous Materials.

ARTICLE VI – AMENDMENTS

SECTION 1. AMENDMENTS TO BYLAWS

The bylaws of the Committee may be amended by an affirmative vote of three fourths (3/4) of everyone present. Any proposed amendment must be submitted in writing. No vote shall be taken to amend the bylaws until the proposed amendment has been reduced to writing and distributed with the agenda for the meeting at which the amendment is to be voted on.

SECTION 2. FILING OF BYLAWS AND AMENDMENTS

The bylaws shall be recorded with the County Recorder in Scott County and a copy of the bylaws shall be filed with the State Emergency Response Commissions of Iowa and Illinois.

ARTICLE VII – SEVERABILITY

Invalidation of any provision or application of these bylaws shall not affect other provisions or applications

ARTICLE VIII – DISSOLUTION

SECTION 1. AUTHORITIES

The committee shall not be dissolved by an action other than that caused by changes in federal and state laws dissolving or significantly reorganizing the organization, structure and operational processes. The LEPC may dissolve to merge into a regional multi-county LEPC.

SECTION 2. ASSET DISTRIBUTION

Upon dissolution of this administration, any assets of the Committee obtained with any LEPC funds shall become property of the respective County Board of Supervisors who liquidate and distribute as they see fit.

These By-laws acknowledged and adopted by a vote of the Quad City Area Local Emergency Planning Committee, representing Scott County in Iowa and Rock Island County in Illinois, this the _____ day of _____, 2017.

Decker Ploehn

Printed Name
Co-Chair (Scott County)

Signature
Co-Chair

Jerry Shirk

Printed Name
Co-Chair (Rock Island County)

Signature
Co-Chair