



*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.

1100 East 46<sup>th</sup> Street, Davenport, Iowa 52807

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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

**May 26, 2017**

**Tentative Meeting Agenda**

- 1) Call Committee to Order; Introductions and sign-in;
  - 2) Motion to approve the minutes from February 24, 2017 QCLEPC meeting (see attached);
  - 3) Discuss/Motion to approve By-laws for QCALEPC organization (see attached final draft);
  - 4) Hazard Mitigation Plan Update;
  - 5) Grant Updates:
    - a. Iowa HMEP Grant 2017
    - b. CCTA Grant application;
  - 6) Commodity Flow Data - Rail
  - 7) Exercise Update:
    - a. Area Maritime Security Committee – 2017 Full-Scale Exercise;
    - b. CMS Facility 2017 EX requirements
  - 8) Training Update:
    - a. QC Preparedness Event Calendar (see attached info flyer)
    - b. Salamander (May 24)
    - c. Volunteer Management (May 31)
    - d. AWR247 – Railcar Response Training (August 5 at Buffalo VFD)
    - e. PER211 Medical Management of CBRNE (Date TBD)
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f. Operations Section Chief (Jan. 2-8, 2018)

9) Review of County response plans

10) Other items of interest;

11) Future meeting dates: August 25, 2017; December 1, 2017;

12) Motion to Adjourn

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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**

**February 24, 2017  
Regular Quarterly / Organizational Meeting Minutes**

Decker Ploehn and Jerry Shirk called the meeting to order at 9:49 a.m.

Introductions were made around the room. In attendance were: Laura Berkley, Bethaney Conklin, Denny Coon, Gregory Cotton, Dave Donovan, Tony Houdeyshell, Steve Knorrek, Dan Kruse, Al Loeffelholz, Amber MacGrath, Ken Maranda, Kate Meyer, Trent Mull, Pam Paulsen, Denise Pavlik, Decker Ploehn, Phil Redington, Shawn Roth, Sherry Saskowski, Jerry Shirk, Scott Starns, Chris Varnes and Lynn Washburn-Livingston,

Loeffelholz motioned and Mull seconded to approve the minutes from the final Scott County LEPC meeting on December 2, 2017. All ayes and the motion carried.

The Committee discussed the proposed, draft by-laws for the new QCA LEPC organization. Any suggested revisions should be sent to Donovan. These by-laws will be added to the May 26, 2017 QCA LEPC agenda for adoption.

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Berkley and Donovan gave an update on the Scott County Hazard Mitigation Plan update, currently in progress. Shirk gave an update on the Rock Island County Hazard Mitigation Plan, which is the approval process.

Donovan gave an update on the (Scott County) HMEP Training Grant for 2017 and Shirk discussed the use of HMEP funding to purchase credentialing software and equipment for Rock Island County.

Donovan updated the Committee on the Complex Coordinated Terrorist Attack Grant application which was submitted on February 10, 2017.

Donovan indicated that there is not additional funding for a Commodity Flow Study in the Scott County 2018 HMEP funding. He has begun to gather hazardous material flow data manually from railroads and barge traffic. Scott County EMA intends to hire a consultant, utilizing the limited 2017 HMEP funding available, to conduct a snap shot analysis of hazardous materials on major highways in Scott County.

The Committee discussed the May QC Area Maritime Security Council Exercise in conjunction with the Rock Island Arsenal Full Scale Exercise on May 10, 2017.

The Committee discussed recent and upcoming training opportunities. They also discussed the need to reinvigorate the local Public Information Officer group.

The Committee discussed the proposed meeting schedule of the last Friday in February, May and August and the first Friday in December.

The meeting was adjourned at 10:50 a.m.

Respectfully prepared and submitted by Dave Donovan, Scott County EMA

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Rock Island County  
Emergency Management

# QUAD CITY AREA LOCAL EMERGENCY PLANNING COMMITTEE

## BYLAWS

Adopted May 26, 2017

### 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 as the “Quad City Area Local Emergency Planning Committee” or QCA-LEPC.

#### **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**

As authorized by the Iowa State Emergency Response Commission and the Illinois State Emergency Response Commission, the Quad City Area Local Emergency Planning Committee (QCA-LEPC) is hereby established effective January 1, 2017, by a vote of the former Rock Island County LEPC (on October 12, 2016) and the former Scott County LEPC (on December 2, 2016) to dissolve the individual, respective County LEPC organizations and merge together to provide a combined LEPC for the two counties.

The QCA-LEPC 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 QCA-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 QCA-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 QCA-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 QCA-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 two meetings 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 QCA-LEPC 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 shall be a representative of Rock Island County membership and one Co-Chair shall be a representative of Scott County membership.

**SECTION 2. CO-CHAIRS**

The Co-Chairs shall preside at all meetings of the Committee. The Co-Chairs shall assign 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**

Emergency Management Coordinators are 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 (2017) Co-Chairs for the QCA-LEPC shall be the two most recent chairpersons of the Scott County LEPC and the Rock Island County LEPC, having dissolved to form the QCA-LEPC. These co-chairs shall serve a one-

year term until the next even year election (see above). The initial (2017) Secretary for the QCA-LEPC shall be the Scott County EMA Coordinator 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 QCA-LEPC but must be represented by a QCA-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 Secretary 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 and procedures and to ensure the actions required are properly administered within the Local Emergency Planning District, which is defined as Scott and Rock Island Counties.

**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 called by a Committee Officer 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 QCA-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:

- a) Changes in federal and state laws that dissolve or significantly reorganize the organization, structure and operational processes, thus eliminating the statutory need for the LEPC;
- b) Merging into a larger, regional multi-county LEPC or with neighboring LEPC organizations;
- c) The desire by the members to revert back to individual county LEPC organizations;

**SECTION 2. ASSET DISTRIBUTION**

Upon dissolution of this administration, any assets of the Committee obtained with any QCA-LEPC funds shall become property of the successor organization or, in the absence of a clear successor, shall become the property of the funding agency for the property or, lastly, become the property of the respective County Board of Supervisors from whichever state funded the acquisition of the assets, who may liquidate and distribute as they see fit, once all grant accounting requirements are met.

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

# Quad City Emergency Planning Committee

## QC Preparedness Calendar

QCEPC has created an event calendar for use by its members and partners. The purpose of the calendar is to share information about upcoming events, training and exercise opportunities and to reduce the likelihood of conflicts. QCEPC also hopes that the calendar will enhance our ability to share training and exercise resources by providing one location for sharing and marketing opportunities.

The calendar is Google™ based and easy to use. To view the calendar, use this link:

### [View QC Preparedness Event Calendar](#)

<https://www.google.com/calendar/embed?src=YW83ajU5ZzNkYTcydnZ0Mm9kaDlpampoNTRAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>

The calendar is managed by a small group from QCEPC. This will help to ensure that the events listed are appropriate and to avoid errors or inadvertently removing or modifying calendar items. This is important since we chose to make this a public calendar to avoid potential issues in managing access. To add an item to the calendar, use the form at this link:

### [Submit your Event/Training/Exercise for the Calendar](#)

<https://goo.gl/forms/qyNYiV2yqLLLZVH92>

We recommend that you bookmark the two links in your browser to make it easy to access the calendar or submit. You may want to save this document electronically as well.

Check the calendar periodically for new events and especially before scheduling training or exercise events. Make sure to share your events with your colleagues. We hope this tool will help us to continue to enhance the great partnerships and collaboration in the emergency preparedness community in the Quad City Area. Thanks!

Questions or comments regarding the QCEPC event calendar may be submitted to:

[David.Donovan@scottcountyiowa.com](mailto:David.Donovan@scottcountyiowa.com)