

DU PAGE COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC)
FINAL AGENDA

August 15, 2017

LEPC Meeting

1:30 PM

DUPAGE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

418 N. COUNTY FARM ROAD
WHEATION, IL 60187

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. MINUTES APPROVAL

A. Minutes of May 16, 2017 2:30 PM

5. ACTION ITEMS

A. Action Item -- Addition of Bylaws-Record Retention to be added to the standing DuPage LEPC bylaws, providing the statutes that must be followed in both record retention and the subsequent document destruction with the creation of a new article; to be Article XI - Records and Reports.

B. Action Item -- Addition of Bylaws-Logging Incidents to be added to the standing DuPage LEPC bylaws as Section 2 within Article XI - Records and Reports.

C. Action Item -- Addition of Bylaws-Logging Annual Report to be added to the standing DuPage LEPC bylaws as Section 3 within Article XI - Records and Reports.

D. Action Item -- Amend Bylaws-Secretary-Treasurer position/description within Article IV - Offices and Appointed Positions, to reflect the additional responsibilities.

E. Action Item -- Amend Bylaws-Information Coordinator position/description within Article IV - Offices and Appointed Positions, to reflect the additional responsibilities.

6. INFORMATIONAL ITEMS

A. Informational -- Technological Advancements-CEMP It is recommended that the LEPC's documents are housed within the Comprehensive Emergency Management Plan (CEMP), an online tool.

B. Informational -- Technological Advancements-Smartsheets: It is recommended that the Information Coordinator utilize Smartsheets (a web application) to log all received LEPC related phone calls from DuPage citizens, incident reports from the State, and coordinating emails from the State.

C. Informational -- DUCOMM Update - CAD

D. Informational -- OHSEM POC - Introduce Paul Sherrod

- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
- 9. ADJOURNMENT**

2017 Bylaw Addition to standing DuPage LEPC Bylaws with the creation of Article XI -
Records and Reports, Section 1

Object

Section 1. The DuPage County Local Emergency Planning Committee (LEPC) shall abide by the document destruction precedence set forth by the Office of Homeland Security and Emergency Management and the Local Records Unit, Illinois State Archivist on September 6th 2012, for continuity and consistency purposes. The “Application for Authority to Dispose of Local Records” (Application number 12:271; DuPage County Office of Homeland Security and Emergency Management) and any related records disposal certificated (PDF) are to be retained permanently.

This record retention schedule does not relieve local governments or retention requirements mandated by other state and federal statues and/or regulations. When such an obligation does exist, then the longer retention period takes precedence.

Records may only be disposed of when the below is provided for:

- After their individual retention period is complete
- If they are correctly listed on a records disposal certificate submitted to and approved by the local records commission sixty (60) days prior to disposal.
- Providing any local, state, and federal audit requirements have been met
- As long as they are not needed for any litigation either pending or anticipated

Disposal of records after microfilming or digitizing must be noted on the records certificate.

2017 Bylaw Addition to standing DuPage LEPC Bylaws within Article XI - Records and Reports

Object

Section 2. The DuPage County Local Emergency Planning Committee (LEPC) shall log and/or account for all received LEPC related phone calls from DuPage County citizens, incident reports from the State, and coordinating emails from the State. The log will be kept in an electronic format.

2017 Bylaw Addition to standing DuPage LEPC Bylaws within Article XI - Records and Reports

Object

Section 3. The DuPage County Local Emergency Planning Committee (LEPC) shall, at a minimum, carry out the following functions in accordance with Section 301(c) of the Community Right to Know Act:

9) Not later than the first day of July of each year, submit to the State Emergency Response Commission (SERC) a summary report relative to the activities undertaken by the committee during the previous calendar year. The report shall reflect such activities undertaken pursuant to the program established in subsection (a)(8) of this section, based upon the submission of emergency and hazardous chemical inventory forms required to be submitted on or before the immediately preceding first day of March under Section 312 of the Act.



**DUPAGE
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HOMELAND SECURITY AND EMERGENCY MANAGEMENT

630-682-7921
Emergency: 630-682-7201

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DuPage County Local Emergency Planning Committee Summary Report - LEPC Activities, July 2016 to July 2017

During calendar year 2016, the DuPage County Local Emergency Planning Committee (LEPC) conducted during calendar year 2016, the DuPage County LEPC conducted quarterly meetings, scheduled for the 3rd Tuesday of the month. These dates are: August 16, 2016, November 15, 2016, February 21, 2017, and May 16, 2017.

The DuPage County LEPC is aware of 29 hazardous materials incidents that occurred from June 30, 2016 to July 01, 2017. The DuPage County LEPC represents 33 municipalities serving a total population of over 932,000 residents. The DuPage County LEPC verified all Tier II reports were submitted to the DuPage County LEPC and cross referenced the consistency of information submitted to the State of Illinois.

Training

The DuPage County LEPC was a part of two major training events that took place over this last year. The Itasca Fire Protection District Hazardous Materials Team spearheaded a dynamic training event which encompassed multiple jurisdictions as well as multiple layers of government. This training simulated the complexity, reality, and severity of a terrorist chemical release in the Greater Chicagoland Area. This training outlined gaps in the communication structure. Technical relationship deficiencies in mitigating against, preparing for, responding to, and recovering from a hazardous materials incident were noted from the local through federal levels.

The DuPage County LEPC, along with the DuPage County Office of Homeland Security and Emergency Management (OHSEM), conducted a Homeland Security Exercise Evaluation Program (HSEEP) compliant railroad hazardous materials training with the Southern DuPage County municipalities. This training consisted of local MABAS, ILEAS, EMA's, FBI, and railroad agencies simulating a Bakken Crude Oil release.

Planning

The DuPage County Office of Homeland Security and Emergency Management wrote a Hazardous Materials Emergency Response Plan for the DuPage County Local Emergency Planning Committee (LEPC). This plan is referred to as the Hazmat Annex in the DuPage County's Emergency Operations Plan (EOP). This plan meets all requirements and is consistent with State and Federal guidance for a Local Emergency Planning Committee Hazardous Materials Response Plan. This plan is written in compliance with federal planning guidance consistent with the Comprehensive Planning Guide (CPG) 101 framework.

The HAZMAT Annex contains a Railroad Appendix which is written in compliance with CPG 101. This plan was also tested by local MABAS, ILEAS, EMA's, FBI, and





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Railroad Agencies simulating a Bakken Crude Oil release. This plan was updated from the Full Scale Exercise After Action Review were annotated and the plan was revised in October, 2016.

DuPage LEPC Changes

The DuPage County Local Emergency Planning Committee completed version 1 of their Bylaws in April, 2016. Since the adoption of these Bylaws, the committee has begun to compile additions and edits to be made with this original document. The committee intends to vote on a list of changes and improvements at their next quarterly meeting in August, 2017.

The DuPage County Local Emergency Planning Committee (LEPC) added in their Bylaws that the DuPage County Board Chairman shall approve the addition of all voting members of the LEPC, before the State Emergency Response Commission (SERC) approves the members. This year, the LEPC confirmed all present members with the DuPage County Board Chairman and the SERC.

In May 2017, the LEPC elected a new Chairperson and Secretary / Treasurer. The SERC was notified of these changes and; the meeting minutes for the LEPC reflect these changes as well.

The DuPage County OHSEM has recently hired a Paid on Call (POC) specifically for the use of the LEPC. The LEPC expressed the need for better organizing and recording of the Tier II reports, as well as following up with local organizations who are subject to Emergency Planning Community Right-To-Know Act (EPCRA). OHSEM has agreed to help with these planning efforts and will absorb all costs associated with the POC personnel.

Attachment: LEPC yearly summary2 (10365 : Addition to Bylaws-Annual Report)



Amend Bylaw to standing DuPage LEPC Bylaws within Article IV - Offices and Appointed Positions to include the yellowed text.

THE SECRETARY-TREASURER. The Secretary-Treasurer shall keep a true record of the proceedings of all meetings and shall be the custodian of all up-to-date and current books, papers, documents, and other property of the LEPC. The Secretary-Treasurer in cooperation with the Information Coordinator shall attend to the business needs of the LEPC and shall maintain an accurate record of all monies received and expended for the use of the LEPC. In the absence of the Chairperson and Vice-Chairperson, the Secretary-Treasurer shall preside at meetings of the LEPC.

Amend Bylaw to standing DuPage LEPC Bylaws within Article IV - Offices and Appointed Positions to include the yellowed text.

THE INFORMATION COORDINATOR. The LEPC shall appoint an Information Coordinator. The Information Coordinator is responsible for maintaining the Committee's files of information received under Illinois Emergency Management Agency (IEMA) Act Section 324 (Right-to-Know), including Tier II information under Section 312 Act and procedures adopted under it and for receiving and fulfilling requests from the public for that information. Additionally, the Information Coordinator will be responsible for electronically logging all received LEPC related phone calls from the DuPage County citizens, incident reports from the State, and coordinating emails from the State. The Information Coordinator will also be responsible for ensuring that a registration process is followed, preceding each quarterly LEPC meeting in order to ensure that a quorum can be formed from the scheduled attendees. The Information Coordinator will assist the Secretary-Treasurer in records management. The Information Coordinator will be a non-voting member of all subcommittees of the LEPC.