

**MICHIGAN EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW COMMISSION**  
**MEETING MINUTES**

**DRAFT**

**Presentation Room  
Michigan State Police  
4000 Collins Road  
Lansing, Michigan 48910**

**January 10, 2006**

**Subject to Commission Approval**

**COMMISSIONERS PRESENT**

Kriste Etue, Chair  
Amy Butler, Vice Chair  
Brad Deacon  
Kenneth Gembel  
Christopher Johnson  
Gregory Kirt  
Tom Martin  
Dawn Mills  
Kenneth Murray  
Ron Nelson  
Gail Novak  
Grace Ranger  
Ida Shelly  
Martha Stanbury  
Arthur Tanis

**COMMISSIONERS EXCUSED ABSENCE**

Burton Eichler

**OTHERS PRESENT**

Sandy Altschul, Wayne County LEPC  
Herb Corey, Ingham County LEPC  
Lisa DiRado, Wayne County EMD  
Mark Hammond, Wayne County EMD  
Peter Hetzel, Allegan County LEPC  
Robert Hill, Bay County LEPC  
Susan Parker, DEQ  
Matt Skowronski, Bay County LEPC  
Steve Szekely, Wayne County LEPC  
Bonnie Fighter, MSP/EMD  
Thomas Higinbotham, MSP/EMD  
Diane Laban, MSP/EMD

1. **Call Meeting to Order.** Chair Etue welcomed everyone to the Collins Centre facility and took a few moments to ensure that commissioners had the materials that were distributed prior to the meeting.

The meeting was called to order at 1:40 p.m. by Chair Etue, and roll call was taken by Ms. Laban.

2. **Approve Agenda.** A motion was made by Commissioner Tanis, seconded by Commissioner Johnson, to approve the agenda as submitted. Unanimous approval.

3. **Approve Meeting Minutes.** Commissioner Stanbury indicated that there was a typographical error on Page 2. In the second paragraph under 4, *Allegan County Letter to Commissioners*, "HEMP" should read "HMEP." A motion was made by Commissioner Novak to approve the minutes from October 3, 2005. Commissioner Martin seconded the motion. Unanimous approval. Meeting minutes will be approved as corrected.

4. **Acceptance of 302 Site Plans.**

Chair Etue directed Commissioners to the LEPC Site List that was distributed and asked for a motion to approve the list. Clarification was given to the Commission that these are only new facilities. Commissioner Novak stated that she wanted to thank the Emergency Management Division and Ms. Bonnie Fighter for the success that Oakland County experienced this year in submitting all of their facilities correctly.

Commissioner Gembel has a question regarding the proper name for one of the facilities. He believes that there isn't a GM Wixom and that it should possibly be Ford Wixom. Ms. Bonnie Fighter indicated the facility was submitted with that name, but that she would review the submittal sheet and advise. Chair Etue indicated that a correction will be made on the Site List sheet if it is an error. If not, Oakland County will submit a new form with the changes. Commissioner Johnson made a motion to accept the Site List, seconded by Commissioner Mills. Unanimous support.

5. **MSP/EMD Activity Report:** Ms. Bonnie Fighter reported on the following:

- The HMEP Grant process for 2004-05 was completed and checks were distributed in November 2005. It was originally anticipated that LEPCs would receive \$150 for each new plan and \$25 for each reviewed plan. However, they ultimately received \$433.31 for each new, completed plan and \$31.12 for each reviewed plan. A \$600 continuation grant for LEPCs was issued to 22 LEPCs. A total of 46 grant applications were received. Of those, 42 followed through with a signed contract agreement.
- In October 2005, an updated membership roster was requested with verifications from CEOs that members were nominated by elected officials. The response deadline was November 7, 2005, and to date, 52 new membership rosters have been received. A follow-up reminder letter will be distributed sometime this month. Chair Etue suggested that SERC commissioners assist in making phone calls to their counties to remind them of the importance of this updated information. In addition, information has been provided to DEQ, and the list will be updated as changes occur. The data will be verified in August so that DEQ has an updated list by November 1 for their December mailing. The HMEP Grant application deadline has been changed from July 1 to April 1, 2006.
- The EMD Local Planning Unit staff will be available at the DEQ Sara Title III workshops to answer LEPC or planning questions.
- EMD staff will be attending the annual No Spills Conference on January 24-25, 2006, in Traverse City, Michigan.
- Ms. Fighter met with Ms. Susan Parker regarding training offered to LEPCs. It is anticipated that two SARA Title III planning and reporting training classes will be held this year. The first will be held in the Fifth District in June; and the second will be held at the EMD Fall Conference in October.
- Ms. Fighter distributed postcards containing information pertaining to Michigan's First Critical Infrastructure Protection Conference on March 30-31, 2006.

6. **DEQ Activity Report:** Ms. Susan Parker reported on the following:

- On November 9-10, 2005, she attended the Region 5 SERC Conference.
- The EPA gave an overview at the Conference of their year's activities and discussed their significant enforcement actions in 2005. EPA also handles the Risk Management Program. Ms. Parker explained that under Sara Title III, DEQ reviews all reporting facilities and looks at the ones that report extremely hazardous substances.
- Other states gave reports at the Conference which include the following highlights:  
INDIANA SERC functions have moved to the newly-created Department of Homeland Security.

WISCONSIN will be using Tier II Manager.

OHIO uses EPA's Tier Two Submit. EPCRA program is funded by fees. They use the HMEP grant to create an inspection program whereby they reimburse LEPCs to do a site visit and audit facilities for Tier Two Reports (approximately \$250/facility).

MINNESOTA SERC was abolished in 2004, and duties are managed by the Homeland Security and Emergency Management with Public Safety. Instead of LEPCs, they have a regional review committee. They have developed a CD entitled "A Guidance Workbook for Developing a Site Emergency Plan." Chair Etue offered that copies of this CD can be provided to commissioners.

- EPA distributed a NIOSH CD that contains chemical information normally only available from a variety of databases on the web. Commissioners were given a copy of the first page. Ms. Parker indicated that she and Bonnie Fighter have CD's from which copies can be made.
- Data from the NRC was compiled and distributed to the commissioners. Data showed improvement over 2004 in compliance with the requirement to immediately report releases. Future compliance initiative for Region 5 will probably look at propane facilities.
- Tier Two Mailing: Letters with no packets were sent to the 2,156 facilities that reported electronically last year. The remaining 3,636 facilities were sent packets. New reports are already coming in.
- SARA Title III Tier Two Workshops: Commissioners should have received a brochure in the mail pertaining to these workshops. Commissioners are invited to attend at no cost, however, they must register. The Novi workshop is already full.
- Tier II Manager: Grants will be issued to LEPCs shortly. Approval had to be channeled through two different departments.
- There are currently 2,710 facilities on the 302 List. Commissioners were given a breakdown of the numbers by county.

Following her report, Ms. Parker made a request MSP/EMD to obtain an LEPC database that is not in a snapshot format. Chair Etue indicated that this request would be reviewed.

#### **7. SERC Commissioners - Photo Identification Cards**

Chair Etue inquired as to whether commissioners were able to have their photos taken for the new SERC I.D. cards. She indicated that Ms. Wendy Galbreath will continue to take pictures after this meeting. Chair Etue asked if there were any questions regarding identification card protocol.

#### **8. New Farm Plan Workbook**

Chair Etue welcomed Mr. Allen Krizek from Michigan State University who distributed a publication to the Commission entitled, "New Farm Plan Workbook." Commissioner Deacon gave a brief introduction for Mr. Krizek indicating that this project is a culmination of the efforts that were discussed at great length last year. Mr. Krizek worked closely between the Department of Agriculture and the University, and he wanted to take the opportunity to come back and brief the SERC Commission.

Mr. Krizek indicated that this is not a new publication and, in fact, it has been around for approximately 25 years. He directed the Commissioners to particular pages in the workbook, highlighting significant items of interest. Mr. Krizek indicated that this publication could be viewed on the web. Commissioner Novak commented that this would be an extremely useful link to add to their county's website.

#### **9. Commissioner Comments.**

Chair Etue introduced Mr. Thomas Higinbotham as the new manager of the EMD Local Planning Unit. He replaced Mr. Mark Wesley who was recently promoted to the manager of the EMD Planning Section.

Martha Stanbury introduced herself to the Commission. She is representing the Department of Community Health and replaces Commissioner Lori Simon.

Commissioner Brad Deacon reported regarding efforts that resulted from the 2003 Homeland Security Grant for the Urban Area Security Initiative for Wayne County and the City of Detroit.

Discussion developed among commissioners regarding 2006 Homeland Security Grant funds. Chair Etue addressed the Commission indicating that this grant is unlike any we have managed in the past. She explained that there will be a baseline amount provided to Michigan, and then we will be competing with other states for the remainder of the grant fund. Therefore, Michigan must prove to the Federal government that they are a good investment for homeland security.

Chair Etue suggested that she have someone from EMD provide a quick overview to the Commission regarding the 2006 Homeland Security grants. Commissioners agreed that this would be beneficial.

Ron Nelson introduced himself to the Commission. He is representing Michigan Farm Bureau and replaces Commissioner James Miller.

Commissioner Dawn Mills introduced herself as formerly representing Missaukee County and announced to the Commission that she is retired as of last Friday. She complimented the State's program for equipment approval indicating that it definitely works.

Commissioner Greg Kirt offered congratulations to Commissioner Dawn Mills on recently receiving the Professional Emergency Manager of the Year award.

Commissioner Shelly indicated an error in her e-mail address on the SERC roster. Ms. Laban indicated that she formulated the roster as a draft for this meeting in order to include information regarding the two new members--Ms. Stanbury and Mr. Nelson. Chair Etue asked all commissioners to review the roster and send any changes to Ms. Laban.

Commissioner Novak asked a question regarding NIMS compliancy as it relates to grant funds received. Chair Etue offered that Mr. Jim Reardon with the EMD Local Planning Unit is an expert regarding NIMS and would welcome any questions and offer assistance.

#### **10. Discussion of SERC Retreat 2006.**

Chair Etue indicated that the date for the SERC retreat is March 2, 2006. The location has not yet been determined, but commissioners will be notified of the particulars at the beginning of next month. It was suggested that commissioners hold the entire day for this endeavor, as there is a full agenda with the revision of SERC goals and objectives.

#### **11. Public Comments.**

Mr. Sandy Altschul, Wayne County LEPC, introduced himself and his county's chairperson, Mr. Steve Szekely. Mr. Altschul made a request to the Commission to obtain a list of other LEPCs so that the information can be shared. Chair Etue clarified that Mr. Altschul was asking for an LEPC list, as well as a SERC commissioners' list.

Mr. Altschul made an informal presentation to Ms. Susan Parker from DEQ for her contribution at a SARA Title III workshop. A coffee mug was presented to Ms. Parker as a token of appreciation.

Mr. Pete Hetzel suggested that a new LEPC logo be designed, as the current one is trademarked. There was some discussion regarding this, and Chair Etue suggested that the discussion continue as a topic at the upcoming SERC retreat.

#### **12. Adjourn.**

Commissioner Novak made a motion to adjourn the meeting, seconded by Commissioner Mills. Unanimous approval. Meeting was adjourned at 3:30 p.m.