



PORTAGE COUNTY

MEETING MINUTES

LOCAL EMERGENCY PLANNING COMMITTEE

MONOGRAM FOODS
2921 TWIN TOWERS DRIVE
PLOVER, WI 54467

Thursday, November 6, 2025

8:30 AM

Join on your computer, mobile app or room device

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Meeting ID: 268 912 784 520

Passcode: sE6Hs6h8

Dial in by phone

[+1 872-242-7813, 47091452#](#) United States, Chicago

Phone conference ID: 470 914 52#

CALL TO ORDER

The Local Emergency Planning Committee meeting was called to order at 8:35 am.

Members Present:

Attending In-Person: David Lutz, Gary Garske, Don Jankowski, Emma Baumhofer, Brian Lepper, John Pavelski, Corinna Neeb, Joe Nagel, Tanner Arnold, Kristopher Falasco, Barbera Muckler Poirier, Justin Malin, Kenneth Glazer, Mark Deaver, Stephanie Duxbury-Weir, Chris Michalski

Attending Online: Charles Robertson, Andrea Krantz, Jason Meidl

Members Excused:

Members Absent: Kenneth Collins, Jacob Greeley, Nick Proulx, JB Moody, David Jimenez, Leigh Ann Trzinski, Scott Janz, Brandi Makuski

Others Attending:

Attending In-Person: Robert Weinert, Kasia Norgaard, Melissa Diers-Sarasin

Attending Online:

CORRESPONDENCE

PRESENTATIONS

REPORTS

1. Emergency Coordinator's Report

- Training and Exercises
- Outreach and Initiatives
- TIER II Reports - HAZMAT Inventory

Deputy EM Coordinator Tanner Arnold:

- Training and Exercises:
 - Lineage Logistics is looking to do a table-top exercise with their Emergency Action Plan (EAP)
- Outreach and Initiatives:
 - Attended Plover Fire Department Open House on October 2, 2025
- TIER II Reports:
 - Worked with a handful of facilities to update their municipalities in TIER II plans

2. Emergency Release and Spill Report

Deputy EM Coordinator Tanner Arnold:

- One spill in August: 10 gallons of mineral oil, impacted soil was excavated

3. Portage County Hazardous Materials Team Report

- Staffing, Operations, and Activities

Fire Chief Mark Deaver:

- Deputy Fire Chief Anthony Luchini accepted position with the Stevens Point Fire Department
- Hazmat Team has not had any calls for service

4. Special Meeting Attendance Reports (Portage County Ordinance 3.1.47 & 3.1.48)**PUBLIC NOTICE**

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the public comment ordinance and the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

APPROVAL OF MINUTES**5. LEPC Minutes 08.07.2025**

A motion was made by Brian Lepper, seconded by Don Jankowski, to approve the LEPC meeting minutes for August 7, 2025. Motion carried by voice vote, with no negative votes.

DISCUSSION ONLY**6. Hazmat Countywide Strategic Plan**

- Update on Plan Status and Changes

Deputy EM Coordinator Tanner Arnold:

- All plan updates have been completed except membership list approval in item 11

7. 2026 Local Emergency Planning Committee Meeting Dates:

- February 5, 2026
- May 7, 2026
- August 6, 2026
- November 5, 2026

DISCUSSION/POSSIBLE ACTION**8. Discussion/Possible Action Re: Review and Approval of Hazardous Materials Response Claims**

Fire Chief Mark Deaver:

- No claims

9. Discussion/Possible Action Re: Review and Approval of Off-Site Plans

- Allen Supply Company Inc.
- Sentry Insurance - Headquarters

A motion was made by Corinna Neeb, seconded by Kristopher Falasco, to approve the off-site plans as presented. Motion carried by voice vote, with no negative votes.

10. Discussion/Possible Action Re: Grant Updates and Approval of Intent

- Wisconsin Emergency Planning Community Right to Know Act (EPCRA) Grant
- Wisconsin Computer Hazmat Response Equipment (CHREG) Grant
- Hazardous Materials Emergency Preparedness (HMEP) Grant

Deputy EM Coordinator Tanner Arnold:

- EPCRA Grant: FY 26 application has been submitted, report for FY 2025 will be sent in January 2026
- CHREG Grant: award has been received and all equipment has been received as well
- HMEP Grant: no update

11. Discussion/Possible Action Re: Membership Review and Approval

A motion was made by Barbera Muckler-Poirer, seconded by Joe Nagel, to nominate and approve Melissa Diers-Sarasin (UWSP Risk Management) as a new member of LEPC. Motion carried by voice vote, with no negative votes.

NEXT MEETING DATE February 5, 2025 at 8:30am

ADJOURNMENT

A motion was made by Joe Nagel, seconded by Brian Lepper, to adjourn. Motion carried by voice vote.
Meeting adjourned at 8:52am.