



PORTAGE COUNTY

MEETING MINUTES

LOCAL EMERGENCY PLANNING COMMITTEE

PORTAGE COUNTY ANNEX
CONFERENCE ROOM 5
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

Thursday, November 4, 2021

8:30 AM

Remote Attendance & Comment

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 608-338-1399,,784833728# United States, Madison

Phone Conference ID: 390 017 669 #

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to norgaark@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

CALL TO ORDER

The Local Emergency Planning Committee meeting was called to order at 9:30 am.

Members Present:

Attending In-Person: Brian Lepper (Chair), Mark Deaver, Jason Draheim, Ryan Fox, Don Jankowski, Wayne Kropidlowski, Joe Nagel, Ken Voss

Attending Online: Gary Garske, Sally McGinty, Peter Meilahn, Corinna Neeb, James Polum

Members Absent: Dan Ault, Andrew Carlin, Bob Finn, Joe Gemza, Kenneth Glazer, Chris Holman, Pete Krzmarzick, Joel Lemke, Brandi Makuski, JB Moody

Others Attending: Robert Weinert, Kasia Norgaard, Marlen Rodriguez

APPROVAL OF MINUTES

1. LEPC Minutes 08.05.2021

A motion was made by James Polum, seconded by Joe Nagel, to approve LEPC meeting minutes for August 5, 2021. Motion carried unanimously.

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 reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

REPORTS

2. Emergency Coordinator's Report

Weinert:

- Emergency Management personnel attended the Wisconsin Emergency Management Association (WEMA) Conference
- Anthony Luchini continues his training to obtain his Certified Emergency Manager designation
- HAZMAT Grant - EOC antenna has been purchased

Voss:

- McCain Foods excersizes:
 - Tabletop discussion is planned for early next year (2022)
 - Functional exercises are planned for the summer of 2022

3. Emergency Release and Spill Report

Voss:

- Two spills in the past quarter:
 - Traffic accident on Hwy 54 and County F on September 30, 2021, bill will be submitted to LEPC shortly
 - Kwik Trip - spill was not officially reported, but rather an info call from a truck driver

4. Portage County Hazardous Materials Team Report

- Portage County Hazmat Contract has been signed

DISCUSSION/POSSIBLE ACTION

5. Discussion/Possible Action Re: Regarding Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

6. Hazardous Materials Response Claims

- Bill/Claim for the traffic accident spill on Hwy 54 and County F on September 30, 2021 will be submitted to LEPC shortly

7. Existing TIER II Plan Updates

- Figis Company Inc. and Veritiv Operating Company are no longer planning facilities (no longer in business) - plans should be removed

8. New TIER II Plans

- None

9. Offsite Facility Emergency Plans

- A motion was made by Don Jankowski, seconded by Sally McGinty, to remove Figis Company Inc. and Veritiv Operating Company plans as these companies are no longer in business. Motion carried unanimously.

- Final Emergency Planning Notification (EPN) - Figis Company Inc.
- Final Emergency Planning Notification (EPN) - Veritiv Operating Company

10. Hazmat Countywide Strategic Plan

- No updates

11. New Members Addition/Approval

- The LEPC membership list was reviewed
- A motion was made by Ken Voss, seconded by Joe Nagel, to draft a letter to planning facilities to encourage participation in the LEPC meetings. Motion carried unanimously.

12. By-laws Review/Approval

- Compliance Officer Designation was added to current LEPC by-laws on 10/01/2021
- Billing for HAZMAT spills was discussed

13. Reset County Ordinance Edits Requested

- A motion was made by James Polum, seconded by Don Jankowski, to ask the County Board for the ordinance change to include the following sentence: In addition to the above paragraph, membership to the LEPC can include, but is not limited to, Emergency Management, the DNR, and EMS. Motion carried unanimously.

14. 2022 Local Emergency Planning Committee Meeting Dates

- No changes to the dates
 - February 3, 2022
 - May 5, 2022
 - August 4, 2022
 - November 3, 2022

15. Consideration of Future Agenda Items

- None

NEXT MEETING DATE February 3, 2022

ADJOURNMENT

A motion was made by James Polum, seconded by Sally McGinty, to adjourn. Motion carried unanimously.
Meeting adjourned at 9:19 am.

NOTICES

Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact the Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.