



# PORTAGE COUNTY

## MEETING MINUTES

### LOCAL EMERGENCY PLANNING COMMITTEE

LAW ENFORCEMENT CENTER  
TRAINING ROOM  
1500 STRONGS AVENUE  
STEVENS POINT, WI 54481

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Thursday, February 3, 2022

8:30 AM

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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: 464 278 54#

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](mailto: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 8:30 am.

#### Members Present:

Attending In-Person: Brian Lepper (Chair), Ken Glazer, Wayne Kropidlowski, Anthony Luchini, Ken Voss

Attending Online: Jason Draheim, Gary Garske, Pete Krzmarzick, Sally McGinty, Peter Meilahn, Corinna Neeb, James Polum,

Members Absent: Andrew Carlin, Mark Deaver, Bob Finn, Ryan Fox, Joe Gemza, Chris Holman, Don Jankowski (Excused), Joel Lemke, Brandi Makuski, JB Moody, Joe Nagel (Excused)

Others Attending: Robert Weinert, Kasia Norgaard, David Lutz

#### APPROVAL OF MINUTES

##### 1. LEPC Minutes 11.04.2021

Ken Voss requested correction to item 11 of the 11/04/2021 Minutes (New Members Addition/Approval): change "A motion was made by Victor Voss" to "A motion was made by Ken Voss"

A motion was made by Ken Voss, seconded by Wayne Kropidlowski, to approve the corrected LEPC meeting minutes for November 4, 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

- Luchini:
  - Attended Portage County Fire Chiefs Association Meeting and did a small presentation on LEPC and the function of LEPC and WHORPS (Wisconsin Hazmat Online Planning and Reporting System)
  - Developed LEPC Brochure to give to facilities during visits

- Computer HazMat Grant equipment and computer were delivered and completed, waiting for reimbursement from the state which should be on or before February 28, 2022
- EPCRA (Emergency Planning and Right-to-Know Act) Exercise Planning is in process with Plover HazMat Team and McCain Foods

### 3. Emergency Release and Spill Report

- Luchini:
  - Pixelle-Stevens Point Mill had 3 small spills in November, no response needed

### 4. Portage County Hazardous Materials Team Report

- Voss:
  - EPCRA (Emergency Planning and Community Right-to-Know Act) Exercise is being planned with McCain Foods in Plover
  - Tier II Plan updates are coming in

## 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

- None

### 7. Existing TIER II Plan Updates

- Luchini:
  - 50% of the facilities have submitted Tier II Plans, they have until March 1, 2022 to submit
  - There are 97 Reporting Facilities and 32 Planning Facilities

### 8. New TIER II Plans

- None

### 9. Offsite Facility Emergency Plans

- Luchini:
  - Working on twelve plans (state requires ten) - trying to get everyone on the same reporting cycle
  - Need to redact personal contact information from the offsite facility plans that are submitted to LEPC for approval

A motion was made by Sally McGinty, seconded by Ken Voss, to redact personal contact information from the offsite facility plans that are submitted to LEPC for approval. Motion carried unanimously.

### 10. Hazmat Countywide Strategic Plan

- None

#### 11. New Members Addition/Approval

Consideration of new committee member: Kenneth Collins

A motion was made by Ken Voss, seconded by Wayne Kropidlowski, to add Kenneth Collins as an LEPC Member. Motion carried unanimously.

#### Membership Discussion

A motion was made by Wayne Kropidlowski, seconded by Sally McGinty, to add David Lutz as an LEPC Member. Motion carried unanimously.

A motion was made by Sally McGinty, seconded by Corinna Neeb, to remove Plover PD represented by Ryan Fox from LEPC Membership per their request. Portage County Sheriff's Office will represent law enforcement on LEPC. Motion carried unanimously.

As a follow up to the November meeting membership discussion, a letter to planning facilities and LEPC brochure were created. These will be distributed via email. Also, Emergency Management will print out the LEPC brochures and ask fire chiefs to distribute those to the planning facilities to encourage LEPC membership/meeting participation.

#### 12. By-laws Approval

A motion was made by Wayne Kropidlowski, seconded by James Polum, to approve the by-laws as submitted. Motion carried unanimously.

#### 13. Consideration of Future Agenda Items

- Keep membership item on the future agenda

**NEXT MEETING DATE** May 5, 2022

#### ADJOURNMENT

A motion was made by Ken Voss, seconded by Wayne Kropidlowski, to adjourn. Motion carried unanimously.  
Meeting adjourned at 9:09 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.*