**Jack Dittmar, LEPC Chair**

**Matthew Modjeski, LEPC Vice-Chair**

**Local Emergency Planning Committee**

**January 21, 2016 Meeting Minutes**

There was a brief Coveris Inc. business summary presented by the Plant Manager, Joe Pintarro, prior to the start of the LEPC meeting.

**Meeting called to order by Chair, Jack Dittmar at 10:16am**

**Members present:** Jack Dittmar, Mark Nicholson, Nick Flugaur, Lisa Olson-McDonald, Darlene Pintarro, Tim Jorgensen, Randy Williams, Mike Arnold, Bill Halfman, Roberta Walczak, Dave Kuderer, Randy Heimke, Jim Kuhn, Roger Gorius, Kirk Arity, and Tom Nordwig.

**July 16, 2015 Minutes:** The former Secretary/Information Officer resigned shortly after the July 16, 2015. No minutes were located following that resignation. The new Emergency Management Coordinator, Darlene Pintarro, reviewed and organized hand-written notes that were obtained by the Chair, Jack Dittmar. The notes were presented in a word document to the committee as a review of the meeting. No motion required since there were no formal notes to approve.

**LEPC Membership Review:** Pintarro provided the committee a listing of members for review with suggestion of changes and updates as needed. The following updates were noted and will be recorded appropriately: Matt Modjeski is still an active member, the County Board chair will be known following the election in April-Jim Kuhn is not seeking re-election, Roberta Walczak will be taking the place of both Pam Rainwater and Sharon Nelson, Tim Jorgensen will be taking the place of Dave Biondi, and Pintarro will be seeking out a replacement for the Red Cross representative.

**By-law Review:** The current by-laws were presented to committee members. There was a scheduling difficulty with a 911 Advisory Committee meeting scheduled for the same morning. The current by-laws are defined specifically by month, day, and time when the LEPC meeting will be held. There was also a desire to have the meeting held in the month of January and July, which would replace the stated June meeting.

The current election also raised some questions in reference to the term and wording of the election process. It was suggested that the wording change to specify elections being held in the even years.

**Mark Nicholson made a motion to amend the by-laws to address the meetings and election. The by-laws will state, “Elections will be held biennially, in even years, during the first semi-annual meeting of the year.” The meeting wording will be changed to read, “Meetings will be held in the month of January and July. The day and time will be determined and called by the LEPC Chair. Additional or emergency meetings may be called by the LEPC Chair. The meeting location will be determined by the Emergency Management Coordinator. All meetings will be open to the public, unless a closed session is called, unless closed by proper rules, as adopted by Monroe County.**

**The motion was second by Roger Gorius. Motion passed with a unanimous vote.**

**Elections:** Nominations were opened for the Chairman. **Mike Arnold nominated Jack Dittmar, second by Randy Williams.** There were no further nominations for Chairman.  **Williams made a motion to close, second by Arnold. Dittmar was voted in as the Chairman by a unanimous vote.**

Nominations were opened for the Vice-Chair. **Arnold nominated Matt Modjeski, second by Williams.** There were no further nominations for Vice-Chair. **Arnold made a motion to close, second by Williams. Modjeski was voted in as Vice-Chair by a unanimous vote.**

Nominations were opened for the Secretary/Information Officer. **Mike Arnold nominated Darlene Pintarro, second by Nick Flugaur.** There were no further nominations for Secretary/Information Officer. **Arnold made a motion to close, second by Flugaur. Pintarro was voted in as Secretary/Information Officer by a unanimous vote.**

**2015 EPCRA Tabletop Exercise:** The former Emergency Management Coordinator was planning a crude oil tabletop exercise for the month of August. The tabletop was actually conducted in September by an independent contractor. A review of the tabletop was provided by Pintarro. The scenario was a railroad derailment caused by a semi accident. The semi was transporting anhydrous ammonia and the railroad had crude oil cargo. The location was Iband Avenue and true-to-life responding units participated in the exercise. An after action report (AAR) was presented by Pintarro and was available for committee review.

**Miles Paratus Exercise:** Pintarro explained that Monroe County has committed to the participation of a military exercise, “Miles Paratus.” The venue has been recently changed to Toro, in the City of Tomah. Pintarro will be reaching out to the City Officials and Toro Company representation for participation. The exercise is a full-scale exercise that is scheduled at Volk Field and Fort McCoy. The Monroe County exercise will be at Ft. McCoy on Monday, June 6, 2016. The full exercise will run from June 5th through June 9th. The Monroe County Emergency Operation Center (EOC) will be actively opened on June 6th.

**Strategic Plan:** Pintarro presented the Monroe County Strategic Plan. The former Emergency Management Coordinator had many revisions noted in the plan. Pintarro will continue to review and update the plan. A copy of the plan was present for committee members to review. Members were asked to contact Pintarro for a copy to be emailed for further review.

**WHOPRS/EPCRA info on Reporting Facilities:** The WHOPRS/EPRCRA reporting facility report was provided to the committee. There are 21 reporting facilities in the county. Bill Halfman expressed a concern about Allied Coop off of STH 21. Allied is not currently a reporting facility. Lisa Olson-McDonald indicated that historically Allied has been compliant in reporting stored chemicals within the communities that they are located. Olson-McDonald further suggested and encouraged members of the committee to conduct community outreach and contact the company.

Nicholson noted that the report reflects Ocean Spray as a facility in the City of Tomah when in fact they would be in another township.

**LEPC Compliance Inspector:** Dittmar’s notes from the previous meeting indicated a motion was made to name the State of Wisconsin’s Compliance Inspector as Monroe County’s LEPC Compliance Inspector. Pintarro will follow-up with Olsen-McDonald to formerly complete that designation.

**EPCRA Annual Public Notice:** Pintarro advised that the 2015 EPCRA legal notice was reported to the paper for publishing in September. However, a communication complication resulted in the legal notice to be published on October 5, 2015. This is a requirement and will again go to print in September 2016.

**EPCRA Off-Site Plan Updates:** Pintarro reported that the following off-site plans are currently under review: Americold, Sparta Coop, The Toro Company, the Toro Company Distribution Center, and XPO Logistics. Pintarro reported no changes confirmed by the Toro Company and Toro Distribution. Conway Freight has been bought and renamed as XPO Logistics but has no reported changes in hazardous materials. Pintarro is still waiting on returned updates and information from Americold and Sparta Coop.

**HazMat Team Training Report:** The HazMat team has recently provided operations refresher training for the Sparta Area Fire District. Oakdale Fire has also recently sought out the team for training.

**Old Business:** Nothing to report.

**New Business:** Roberta Warczak from the Monroe County Health Department was seeking input on dispensing locations for antibiotics/immunizations for critical response people. The need is for closed pods. It was suggested that there be two (2) locations. The City of Tomah Administrator, Roger Gorius, advised the Tomah City Hall could be utilized. Warczak pointed out that the fairgrounds have been designated for public dispensing. Warczak advised that the county services building could be utilized for the Sparta side dispensary.

Mike Arnold indicated there has been a recent focus on railroad derailments and training related to derailments. It is anticipated that there will be further training in the summer/fall time-frame.

Arnold also indicated that Annex K requires updates and asked if it was currently under review. Pintarro advised that this annex is scheduled for review.

Arnold advised that he has room for the mass casualty trailer that is currently housed at the highway shop. He was waiting to hear from Lt. John Smart from the Sheriff’s Office. The trailer will be inspected for the move and Pintarro will make contact with Health Department personnel to assist in inventorying the trailer.

Pintarro announced a LEPC training opportunity that is being held on March 8, 2016 prior to the Governor’s Conference in Appleton. The training is available to committee members. Members can sign up for the class on the Wisconsin Emergency Management (WEM) training portal. If members are not a current registered user they will have to register to sign up.

Pintarro announced a second training opportunity. Monroe County is hosting an ICS/EOC class on February 18, 2016. The class is free of charge. It will be held at the Sparta fire District, Station two (2). Members can sign up for this class also on the WEM training portal.

Nick Flugaur provided an overview of NIMS training following some questions in reference to counties reporting records of NIMS training. Flugaur further indicated that there is an attempt to develop a refresher curriculum for ICS basics.

**Adjournment:** The meeting was adjourned at 11:28am. **Bill Halfman made the motion to adjourn, second by Nicholson. Motion carried unanimously.**

**Next Meeting:** July 21, 2016 at 10:00am. Location to be determined.

**Recorder:** Darlene Pintarro