**Dave Kuderer, LEPC Chair**

**Matthew Modjeski, LEPC Vice-Chair**

**Local Emergency Planning Committee**

**January 23, 2019 Meeting Minutes**

**Meeting called to order by Vice-Chair, Matt Modjeski, at 10:00am**

**Members Present:** Darlene Pintarro, Randy Williams, Tiffany Giesler, Mark Nicholson, Randall Heimke, Cathy Whaley, Staci Tenner, Matthew Modjeski, Tim Adler, Steve Rundio, Tim Jorgensen, and Pete Peterson.

**Others Present:** Nicole Vik, Mari Dwyer, and Mollie Ostrander.

**July 26, 2018 Minutes:** The minutes were distributed, via email with hard copy available at the meeting, for committee members to review prior to the meeting. *Motion to approve the minutes was made by Geisler, second by Williams. Motion carried (12-0).*

**Review of the LEPC Membership List:** The list was reviewed. Pintarro noted following changes: Nancy Vadermeer replacing retired Representative Lee Nerison, Sheriff Wes Revels as the current Sheriff, Tim Heiderscheit for Mayo Hospital is left vacant at this time due to his retirement and no replacement named, and Greg Evans added for media representation on the Sparta side. Additionally, a direct extension will be added for the Sheriff along with a cell phone number. Geisler’s and Williams’ addresses need to be updated. Tomah Police Chief Nicholson requested his direct extension be added along with his cell phone number.

All required groups have representation on the committee. Pintarro will reach out to James Newlun at Tomah Memorial Hospital to see if he is interested in committee representation. *Nicholson made a motion to approve the LEPC member list with the announced additions/changes, second by Adler. Motion carried (12-0).*

**By-Law Review:** By-laws were reviewed. No required changes noted.

**2018 Americold Functional Exercise:** Pintarro spoke about a functional exercise that was conducted based on an Anhydrous Ammonia Release at Americold, one of the planning facilities in Monroe County. The exercise involved an EOC activation. The exercise was initially scheduled for August and had to be rescheduled with the EOC activation due to real-life flooding. The exercise was conducted by the end of October.

**2019 Monroe/Jackson Joint DOT Functional Exercise:** Pintarro indicated that Monroe and Jackson County are in the planning phase to conduct a functional exercise with the scenario that was used in the 2018 tabletop exercise. The exercise is tentatively scheduled for August with an EOC activation. Pintarro and Ostrander are completed Master Exercise Practitioner Program (MEPP) training and this exercise will serve as a required capstone project.

**Strategic Plan:** Pintarro announced that the Monroe County strategic plan from 2018 was approved by the state and distributed to LEPC members in December. The plan is currently under revision for 2019. Pintarro is requesting members to review the plan and provide updates/changes to her by March.

**Review of WHOPRS/EPCRA reporting Facilities:** A list of Monroe County active reporting facilities was provided to the LEPC members. Pintarro noted that Warrens Cold Storage is missing from the active facility list. This is being addressed by Pintarro and the State Compliance Officer.

**Warrens Cold Storage Anhydrous Ammonia Leak:** Pintarro and Heimke spoke about an Anhydrous Ammonia leak incident at the facility. It was an interior leak and based on parts per million (PPM) being reported, La Crosse HazMat team was called in. The exterior PPM reported did not warrant an evacuation of the area due to there being no threat to the public. Personnel were on scene approximately four (4) hours. La Crosse County HazMat will be completing an After Action Report (AAR) and indicated they would provide a copy to Pintarro. Pintarro will provide that to members when received. The State Compliance Officer and Pintarro are working with the facility to get up-to-date information and reporting compliance in the WHOPRS system.

**LEPC Compliance Inspector:** Pintarro advised the group that the LEPC Compliance Inspector designation is an annual designation. Pintarro announced that the State has someone following up with Warrens Cold Storage in a compliance issue currently. A copy of that correspondence was circulated to members for review.

*Nicholson made a motion to designate the WEM Compliance Inspector for Monroe County, second by Geisler. Motion carried (12-0).*

**Procedure for Receiving and Processing Public Requests:** Pintarro advised that this is also an annual POW item but the LEPC addressed the procedure in the by-laws. No new action suggested by members with the current by-laws approved.

**EPCRA Off-Site Plan Update:** Pintarro advised committee members that the following plans are in the process of being updated: Sparta Water Department Service Building, Sparta Wells #7, #9, and #10, Trans Continental Packaging (formerly Coveris), CenturyLink – Tomah, and Warrens Cold Storage.

**HazMat Team Training Report:** Heimke indicated that the team has provided ops refresher course material, including hands on exercises with the Sparta Area Fire District and will continue to do so. Heimke stated that the Sparta Fire Department has a new training officer that he will be working with to organize the ops refresher unit specific.

Pintarro announced that the HazMat Team will be sending members to the WAHMR conference in March. The team has one new member coming on board.

**HazMat Spill Report and Response:** Pintarro provided a list of DNR reported HazMat spills. Heimke talked briefly about a call at Love’s truck stop. A call was received when a trucker saw liquid dripping from her trailer. There were acid/reactive chemicals onboard. La Crosse HazMat was called in since the substance dripping was unknown. Upon further inspection, it was determined that the drip was condensation from temperature changes within the trailer. That call was not on the report because no hazardous chemicals were involved.

**Old Business:** Nicholson provided and update on the Tomah drones. With some scheduling issues and bad weather the training has been rescheduled for February.

Heimke mentioned propane and septic issues during the 2018 flooding event. Modjeski and Nicholson thanked agencies including Fort McCoy, who provided resources during the flooding response.

Modjeski advised that he believes the Nixle mass notification system has been an asset for the county. Pintarro will follow up with a media release to remind the public to sign up for system notifications.

**New Business:** No new business announcements.

**Adjournment:** The meeting was adjourned by Modjeski at 10:50 am.

**Next Meeting:** The next meeting will be held in July 2019, location to be determined.

 **Recorder:** Darlene Pintarro