**Dave Kuderer, LEPC Chair**

**Matthew Modjeski, LEPC Vice-Chair**

**Local Emergency Planning Committee**

**January 26, 2017 Meeting Minutes**

**Meeting called to order by Vice-Chair, Matt Modjeski, at 11:00 am**

**Members present:** Matthew Modjeski, Mark Nicholson, Lisa Olson-McDonald, Darlene Pintarro, Mike Arnold, Roberta Walczak, Randy Heimke, David Kuderer, Randy Williams, Steve Rundio, Scott Perkins, Tim Adler, and Darrell Zietlow.

**Others present:** Heather Lang and Troy Simpson

**July 21, 2016 Minutes:** The minutes were reviewed. *Motion to approve the minutes was made by Arnold, second by Williams. Motion carried (13-0).*

**Review of LEPC Membership/Appointments:** Pintarro provided the committee a listing of members for review. There was one noted vacancy created with the chair vacancy. That position is representative of transportation and will remain vacant for now. There was also a replacement for the Red Cross representation. Members noted a few other contact changes with phone and/or address. There was also one name change. The appointment list will be updated accordingly and distributed.

**By-law Review:** The revised by-laws were provided to committee members. There was an addition to the by-law to address public information requests. *Kuderer made a motion to approve the revised by-laws with two (2) noted spelling changes and the addition of the new chair name, second by Nicholson. Motion carried (13-0).*

**Election Due to Vacancy:** With a recent resignation with the Committee Chair, there is a need to designate a new Chair. There was discussion on job duties and responsibilities. Pintarro nominated Kuderer as Chair, second by Williams. No further nominations were made, and nominations closed. *Kuderer voted as LEPC Committee Chair (13-0).*

**2017 EPRCRA Organic Valley TTX:** Pintarro announced that there are plans to have a hazardous substance tabletop exercise with Organic Valley after April 2017. Participating agencies will get further information once the date is determined.

**Strategic Plan:** Pintarro advised that revisions to the strategic plan are currently underway. Some committee members provided changes following the last distribution of the plan. Pintarro is requesting any further changes be forwarded to her.

**WHOPRS/EPCRA info on Reporting Facilities:** The WHOPRS/EPRCRA reporting facility was circulated for member review. The report indicates an increase by one (1) facility, Rosen’s. There will be another facility that should be added once reporting is complete in March.

**LEPC Compliance Inspector:** Annually each LEPC must designate a compliance inspector and report that to the WEM Regional Director. In 2016, the LEPC designated the State Compliance Inspector. *Williams made a motion to designate the State Compliance Inspector for the current year, second by Nicholson. Motion carried (13-0)*

**Procedure for Receiving and Processing Public Requests:** This was discussed and voted on during the by-law review. Pintarro advised when the by-law addition was drafted she did public law and statute review as well as modeling some of the information after another county. Pintarro indicated that contrary to public record requests that can be verbal, the LEPC information must be in writing based on public law. Pintarro drafted a LEPC Information Request Form and circulated the form for review.

**EPCRA Off-Site Plan Update:** Pintarro reported the following plans for update with the POW17, first period:

VPP Group, LLC; Sparta Water Department Service Building; and Sparta Wells #7, 9, & 10.

**New Plan Developments:** Pintarro announced the development of Rosen’s Inc.-Sparta Warehouse off-site plan. Pintarro also provided an update to members about a facility that was questioned in the July meeting. Warren’s Cold Storage is housed with CranGrow. Pintarro advised that the building in Warrens houses two (2) separate companies. Warren’s Cold Storage is the business with EHS, Anhydrous Ammonia. Pintarro has worked with a business contact to gather information and the business should be updating their information in WHOPRS by March.

**HazMat Team Training Report:** The HazMat team leader, Heimke, briefed members on the team’s recent training and assistance being provided to local fire departments with Hazardous Material Operations Refresher training. Heimke also announced that up to seven (7) members will be going to the WAHMR Conference in February.

**HazMat Sill Report and Responses:** Pintarro circulated a report depicting all reported DNR hazardous substance reports since the last meeting. The calls that necessitated a HazMat Team response were noted on the report. There was one call that did not make the report. It was an overturned garbage truck by Brookwood School the previous night. Pintarro advised that AARs are completed for each call that the HazMat Team responds to.

**Mass Casualty Trailer Update:** Pintarro advised that the mass casualty trailer is currently housed with the Sparta Fire District, Station two (2). Walczak and Pintarro completed an inventory of the trailer contents. Pintarro advised that the regional HHC funded the hydro testing and fill of the oxygen tanks. The Sparta Ambulance has donated some bandages and Pintarro has reached out to the ESA for additional donations. Future budgets will take into account the needs of this trailer. Pintarro announced that the Sheriff’s Office has two (2) trucks with the capability of towing the trailer. Walczak also announced that Ft. McCoy has a mass casualty trailer that is available by request through mutual aid, MABAS.

**Old Business:** Arnold talked about a tabletop exercise that occurred following a real-life scenario in which a suspect was barricaded in a residence with shots fired. A fire began in the residence and eventually the suspect was found deceased in the basement with an apparent self-inflicted gunshot wound. Arnold indicated that it was the intent to expand the tabletop to a functional exercise and then full-scale exercise.

Arnold indicated that this was around the timeframe that Michelle Larsen was still with the Sheriff’s Office. Arnold advised that this would be a good exercise to conduct, but it would be beneficial to incorporate the CTU Team. Pintarro advised that Arnold can talk to her off line but also indicated that 2017 would not be realistic for planning a full-scale exercise.

**New Business:** Walczak shared the Monroe County Public Health Preparedness Plan. Walczak advised that part of the plan is to share it with interested partners. She is asking members to review the plan and direct any questions to her. A copy was provided to every member that was present.

Modjeski announced the recent DNR Regional Response Rep retirement of Tom Kendzierski. Pat Collins can be contacted for DNR matters.

Pintarro advised that she has had contact with Collins in reference to a business that has recently located to Tomah. Arena Container is located on Rezin Road off of Clifton Ave (USH 12). This business cleans dairy equipment. There have been recent concerns over a PH increase in the Tomah wastewater. Pintarro has sent out a letter to the company to get chemical information. Pintarro will also follow-up with Tomah Public Works Director.

Pintarro advised that she has reached out to a State of Wisconsin Trainer to begin plans on another EPCRA tabletop, possibly including Americold. This business is located outside of Tomah but a release of Anhydrous Ammonia could potentially affect the entire City of Tomah. It is a plan to conduct a tabletop in the fall of 2017 with the POW18 and then expand into a functional or full-scale exercise.

**Adjournment:** The meeting was adjourned at 12:16 pm. *Nicholson made a motion to adjourn, second by Williams. Motion carried.*

**Next Meeting:** July 2017, date, time, and location to be determined.

**Recorder:** Darlene Pintarro