**Jack Dittmar, LEPC Chair**

**Matthew Modjeski, LEPC Vice-Chair**

**Local Emergency Planning Committee**

**July 21, 2016 Meeting Minutes**

**Meeting called to order by Chair, Jack Dittmar, at 10:07am**

**Members present:** Jack Dittmar, Matthew Modjeski, Mark Nicholson, Nick Flugaur, Lisa Olson-McDonald, Darlene Pintarro, Mike Arnold, Roberta Walczak, Randy Heimke, Tom Nordwig, Clifton Stanton, Ryan Avery, and Darrell Zietlow.

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

**Review of LEPC Membership/Appointments:** Pintarro provided the committee a listing of members for review. There have been a number of members that have been replaced with retirements, turnover, and elections. The by-laws do not dictate whether appointments are voted on. Therefore, it was recommended that the following appointments be voted on: Cedric Schnitzler-Monroe County Chair, Roger Gorius-City of Tomah Administrator, Todd Fahning/Mark Sund-City of Sparta Administrator(s), Scott Perkins-Sheriff, Mark Nicholson-City of Tomah Police Chief, Dave Kuderer-City of Sparta Police Chief, Tim Jorgensen-Ft McCoy Fire, Darlene Pintarro-Monroe County Emergency Management, Roberta Walczak-Monroe County Health, Steve Rundio-Media Tomah Journal, Deb Amundson-Salvation Army, Ryan Avery-Red Cross, and Hope Dawson-Ft McCoy Emergency Management. The listed appointments cover the five required membership groups. *Zietlow made a motion to approve the listed appointments, second by Arnold. Motion carried (13-0).*

**By-law Review:** The revised by-laws were provided to committee members. The revisions were based on approved motions from the January 21, 2016 meeting. *Modjeski made a motion to approve the revised by-laws, second by Walczak. Motion carried (13-0).*

**Strategic Plan:** Pintarro announced that the Strategic Plan has been approved by the WEM Regional Director. A hardcopy of the plan was present at the meeting for review by members. It was noted that there were minor changes requested for next year’s submission. Pintarro advised that she can send an electronic copy out to members.

**Miles Paratus Exercise:** Pintarro extended a “thank you” to the agencies and personnel, who participated in Miles Paratus. There was a brief review of participant feedback. It was noted that Monroe County received two (2) EPCRA credits with Miles Paratus. There was a brief discussion of the HSEEP requirements of the exercise and the county is still waiting for the final version of the AAR.

**EPCRA Annual Public Notice:** Pintarro advised that this EPCRA Legal Notice requirement will be submitted to the Sparta Paper in September.

**WHOPRS/EPCRA info on Reporting Facilities:** The WHOPRS/EPRCRA reporting facility being reviewed in the POW16, period two (2) are: Century Foods Plants two (2) and three (3), Ocean Spray Cranberries, Inc., and Walmart-both Tomah and Sparta. Century Foods is added as a reporting facility and Pintarro is working on that plan.

Pintarro noted that the Toro off-site plan updates were accepted by the WEM Regional Director and the plan was utilized during Miles Paratus.

Members expressed concern about a cranberry facility in the Warrens area. The facility name is unknown at this time but located on or near Aspen Ave. Pintarro will check on this facility and report back to the committee.

**HazMat Team Training Report:** The HazMat team leader, Heimke, briefed the group on the team’s Miles Paratus participation. The group was busy during the exercise and team members thought it was beneficial for the team.

Pintarro provided a list of the DNR reported spills since the last meeting. They are as follows:

* 1/28/16: 30 Gal Diesel fuel spilled on blacktop-Sparta
* 3/14/16: unknown amount of Anhydrous Ammonia released by Sparta Co-op
* 4/23/16: 1,000-2,000 Gal Liquid manure spilled with vehicle rollover-Tomah area
* 5/14/16: 1/3 barrel of an unknown liquid substance investigated by the DNR-LittleFalls
* 6/7/16: 30 Gal Hydraulic Oil due to an excavator line break-Ft. McCoy
* 6/9/16: 50 Gal Diesel spill due to semi-truck rollover-Interstate Tomah area
* 7/11/16: 10 Gal Caustic Soda leaked into gravel area due to containment system construction error-VAMC
* 7/18/16: 9 Gal Hydraulic Oil ruptured on a heavy road grader onto a gravel area-Ft. McCoy

**DATCP Training:** Pintarro announced a training opportunity on behalf of Bill Halfman, who could not make it to the meeting. On October 3, 2016 there will be a workshop for emergency responders at Volk Field on dealing with bovine livestock in emergency situations. This a joint effort being put on by DATCP and UW-Extension.

**Old Business:** Modjeski asked about the status of the mass casualty trailer. The trailer still remains at the highway shop. There has been some communication breakdown in the attempt to move the trailer from that location to the Sparta Area Fire District, Station two (2). According to Arnold, the fire board has agreed to house the trailer. It is currently unknown if the trailer is road ready and what the contents are and what condition the contents may be in. Perkins will follow-up on this move. Pintarro will have a 2017 budget review to stock and make the trailer road ready. Pintarro and Walczak will meet once the trailer is moved to take inventory of the trailer.

It was also noted that Pintarro and Walczak met with Ft. McCoy Fire Department to inventory their mass casualty trailer. That trailer is also available with a mutual aid request.

Arnold asked if the county board room will double as the Monroe County EOC. Perkins informed the group that the justice center building committee agreed that this is the best spot for the EOC. Pintarro advised that the 2017 budget is currently being drafted and equipment for the EOC is being taken into consideration based on recommendations from the County Administrator following Miles Paratus.

**New Business:** Walczak advised that the Health Department are working on finalizing their “Extreme Heat Plan.” A list of cooling centers was published by the State Health Department with the heat advisory. The Health Department is also finalizing their “Continuity of Operations Plan.”

Pintarro announced that she will be participating in the National Night Out on August 2nd. The Emergency Management display will be based on lightning and requirements for the booth is that you must have a kid friendly activity. Pintarro will review the POW16 and most likely will include an EPCRA display with information.

**Adjournment:** The meeting was adjourned at 11:10am. **Pintarro made a motion to adjourn, second by Avery. Motion carried.**

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

**Recorder:** Darlene Pintarro