**Dave Kuderer, LEPC Chair**

**Matthew Modjeski, LEPC Vice-Chair**

**Local Emergency Planning Committee**

**January 25, 2018 Meeting Minutes**

**Meeting called to order by Chair, Dave Kuderer, at 10:02am**

**Members present:** Darlene Pintarro, Randy Williams, Jeremy Oliver, Lisa Olson-McDonald, Roberta Walczak, Tiffany Giesler, Mark Nicholson, Randall Heimke, Tim Heiderscheit, David Kuderer, Mike Arnold, Darrel Zietlow, Cathy Whaley, Staci Tenner, Matthew Modjeski, Tim Adler, Randal Dunford, Scott Perkins, Steve Rundio, and Michelle Tischer.

**July 27, 2017 Minutes:** The minutes were distributed, via email, for committee members to review prior to the meeting. *Motion to approve the minutes was made by Arnold, second by Perkins. Motion carried (17-0).*

**By-Law Review:** By-laws were reviewed. Modjeski noted a grammatical change under 4. Business, Meeting: the third sentence should read: Additional or emergency meetings may be called by (adding word) the LEPC chair. *Adler made a motion to approve the by-laws with the grammatical change, second by Nicholson. Motion carried (17-0).*

**Review of the LEPC Membership List:** The list was reviewed. The retirement of the Tomah Ambulance Director created a vacancy of EMS representation in Group II. Randy Dunford from Tomah Ambulance and Staci Tenner from Sparta Ambulance have both been appointed by the LEPC.

Pintarro announced that David Ohnstad, the Monroe County Highway Commissioner, was willing to serve on the committee. The LEPC appointed Ohnstad for transportation representation. Pintarro also indicated that Hope Dawson from Fort McCoy EM has moved from the area. Her replacement is Timothy Werstein, who also agreed to serve on the Committee.

Darrell Zietlow announced his upcoming retirement from Northern Engraving. His replacement, Cathy Whaley, was present. Zietlow requested his appointment be replaced by Whaley. The committee agreed with this appointment.

All required groups have representation on the committee. *Nicholson made a motion to approve the LEPC member list with the announced additions/changes, second by Williams. Motion carried (17-0).*

**Election:** The LEPC By-Laws state that elections will be held biennially, in even years, during the first semi-annual meeting. The following elections are scheduled: Chairman, Vice-Chairman, Secretary and Information Coordinator.

Kuderer opened nominations for Chairman. Arnold nominated Kuderer for Chair, second by Adler. *Motion by Arnold to close nominations, second by Williams.* *Vote for Kuderer as Chair 17-0.*

Kuderer opened nominations for Vice-Chairman. Williams nominated Modjeski for Vice-Chair, second by Arnold. Nominations were closed. *Vote for Modjeski for Vice-Chairman 17-0.*

Kuderer opened nominations for Secretary/Information Officer. Walczak nominated Pintarro for Secretary/Information Officer, second by Williams. Nominations were closed. *Vote for Pintarro for Secretary/Information Officer 17-0.*

**2017 EPCRA Organic Valley TTX:** Pintarro advised the group that an Anhydrous Ammonia Release Tabletop Exercise was conducted at Organic Valley in September 2017. An after action report/improvement plan was emailed to LEPC members, and a hard copy was present at the meeting for members to review.

**2018 EPCRA Americold TTX:** Pintarro announced that a grant was written and approved through the state to contract for a tabletop exercise. Americold has agreed to participate in the exercise. The tabletop exercise will be conducted on March 14, 2018 and is currently being planned.

**2018 Monroe/Jackson Joint DOT Exercise:** Pintarro indicated that Monroe and Jackson County are in preliminary discussions about a joint DOT EPCRA exercise. The exercise will begin with a tabletop and most likely move into a functional exercise since it will likely involve the interstate.

**Strategic Plan:** Pintarro announced that the Monroe County strategic plan is currently being reviewed. An emailed copy was sent out to the LEPC members. The members are invited to provide input for changes.

**Review of WHOPRS/EPCRA reporting Facilities:** A list of Monroe County active reporting facilities was provided to the LEPC members. The last reporting facility was listed as “Tomah.” Nicholson and Adler determined that this facility was All American Bottling. Pintarro advised that the report was generated from WHOPRS, which had recently been updated. The “Tomah” name may be a glitch or entry error from the facility.

**LEPC Compliance Inspector:** Pintarro advised the group that the LEPC Compliance Inspector designation is an annual designation. Monroe County named the WEM Compliance Inspector last year. It is believed that the majority of the counties within the state designate the State versus naming an internal person or contractor. Olson-McDonald answered a question on how often the compliance inspector is used. Olson-McDonald stated that she is aware of only one instance in which the compliance inspector was utilized in the state.

*Modjeski made a motion to designate the WEM Compliance Inspector for Monroe County, second by Zietlow. Motion carried (17-0).*

**Procedure for Receiving and Processing Public Requests:** The procedure is specified in the by-laws and voted on by the LEPC members with the approval of the By-laws.

**EPCRA Off-Site Plan Update:** Pintarro advised committee members that the following plans are in the process of being updated: Walmart DC, Foremost Farms, Ocean Spray, CROPP COOP-Organic Valley, Americold, and Sparta COOP.

**New Plan Developments:** Pintarro advised that new plans are required for the following facilities: Northern Engraving, All American Bottling, and Arena Container. Pintarro indicated that the Northern Engraving basic plan is in place. EHS battery specific information will be added to the plan for its completion.

American Bottling and Arena Container are also new planning facilities. Pintarro stated that she has met with both All American Bottling and Arena Container to begin the process of creating a new off-site plan. Pintarro advised that she will be following up on the status of Arena Container because no notice has been received for them exceeding EHS in WHOPRS. If they fail to comply, Pintarro indicated she will refer the matter to WEM.

Olson-McDonald advised that this oversight may be due to confusion by the facility with the WHOPRS updates since no message is received when the facility enters the chemicals. Olson-McDonald states this system issue was discussed at the WEM EPCRA workgroup meeting with a suggestion to add a pop-up message to the facility when EHS has exceeded threshold.

**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 Tomah Fire Department. Heimke indicated he has also reached out to other departments to provide this valuable training.

Heimke also announced that the HazMat Team will be sending seven (7) members to the WAHMR conference in February.

There was conversation on utilizing the HazMat team as a MABAS asset and the use of the Vernon County HazMat Level III Team and La Crosse County HazMat Level II Team. Fort McCoy, Oliver, stated that Fort McCoy HazMat is considered level II and could be requested through Incident Command.

**HazMat Spill Report and Response:** Pintarro provided a list of DNR reported HazMat spills. Pintarro also talked about a call she received in December on a manure spill on Co Hwy M. Pintarro did respond to the scene and indicated clean-up was completed by a contractor and the Monroe County Highway Department.

**National Night Out:** Pintarro participated in National Night Out in August. Pintarro hosted a table, which included EPCRA. Pintarro also announced a public relation focus on D-fibs and training the public how to use them. Pintarro suggested that EMS take advantage of the National Night Out 2018 for this outreach opportunity.

**Health Department PHEP Review:** Walczak provided the group with a revised PHEP and provided an overview of the plan.

**Old Business:** Modjeski requested an update to the Sparta dam improvements. Kuderer provided a review of the dam issues from the July flooding and the manual release of the flood gates. The improvements will provide for roller gates. The money has been budgeted for this year and the project should go forward when the weather gets warmer.

Sheriff Perkins provided an update on the Monroe County drone. Perkins indicated progress is being made on the insurance and licenses. The current drone is intricate and more difficult to operate. The county is reviewing the possibility on obtaining a more user friendly model.

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

**Adjournment:** The meeting was adjourned at 10:54 am. *Zietlow made a motion to adjourn, second by Tischer. Motion carried (17-0).*

**Next Meeting:** The next meeting will be held on July 26, 2018, in Sparta. It was suggested that a Sparta Dam update be included on the agenda.

 **Recorder:** Darlene Pintarro