



**MANITOWOC COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING NOTICE**

DATE: MARCH 12, 2014

TIME: 9:00 A.M.

PLACE: MANITOWOC COUNTY COMMUNICATIONS
& TECHNOLOGY BUILDING
1ST FLOOR CONFERENCE ROOM
1024 S. 9th ST., MANITOWOC, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Approve agenda and previous minutes
2. Public input
3. LEPC vote on designating State as 2014 Compliance Officer – N. Crowley
4. Governor's Conference on Emergency Management & Homeland Security March 19-20 at Radisson Paper Valley, Appleton – T. Waack
5. Follow-up on review of hazmat response expenditures – G. Shavlik
6. Severe Storm Spotter Training – Wednesday, March 26 – N. Crowley
Tornado and Severe Weather Awareness Week – April 21-25 – N. Crowley
7. EPCRA Outreach-WEM – N. Crowley

Date: February 27, 2014

TRAVIS WAACK, CHAIR
By: Mary Herzog, LEPC Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**LOCAL EMERGENCY PLANNING COMMITTEE
WEDNESDAY, MARCH 12, 2014
MANITOWOC COUNTY C&T BUILDING**

Present: Travis Waack, Karl Puestow, Deb Holschbach, John Kropp, Gary Shavlik, Eric Storm, Randy Neils, Nancy Crowley

The meeting was called to order at 9:00 a.m. by Chair T. Waack. Motion to approve agenda and previous minutes by G. Shavlik, seconded by J. Kropp; motion carried.

Everyone introduced themselves for new person in attendance, Deb Holschbach.

Public Input

No public input.

LEPC vote on designating State as 2014 Compliance Officer – N. Crowley reported Manitowoc County has again chosen to designate Wisconsin Emergency Management as Manitowoc County facilities compliance officer. Motion by K. Puestow, seconded by R. Neils to designate WEM as Manitowoc County's compliance officer for 2014-2015; motion carried.

2014 Governor's Conference on Emergency Management and Homeland Security – T. Waack reported he and K. Puestow will be attending the Conference, including the training day, March 18-20, and M. Herzog will be attending the Conference March 19-20.

This year the Conference is focusing on the Boston Marathon Bombing; Moore, Oklahoma EF5 tornado; and Active Killer Survival. There will also be numerous topical seminars.

Follow-up on Review of Hazmat Response Expenditures – G. Shavlik reported he and Tim Herzog met with Todd Reckelberg, County Comptroller, to review all hazmat spill charges. Comptroller recommended:

1. Raise Level 1 response charge of Advice, Conference & Consulting Rate from \$30 to \$50
2. Raise Level 2 response charge for a Level 1 fixed charge from \$30 to \$50, plus Level 2 expenses
3. Raise fixed rate of non-expendable & small tools from \$15 to \$25

Manitowoc and Two Rivers Fire Departments take care of minor spills in their cities. The County Hazmat Team is not needed in those cases.

G. Shavlik reported Kiel Fire Department had a small chlorine leak this week. Kiel called County Hazmat to put on standby. Kiel said there was a small pinhole leak in a 150 lb. cylinder and a contractor was called for clean-up. Kiel followed-up to let Manitowoc County Hazmat know incident was resolved.

Off-site facility plans follow-up – T. Waack reported at the last meeting the Committee voted to once again hire SJA Planning to update 25% of our off-site plans. Also for 2014, there are three new plans to develop: Anixter Fasteners, Charter Communications, and Manitowoc Tool & Machining. Sam will be developing these three new plans too for 2014.

G. Shavlik reported he accompanied Sam on a few facility inspections and commented how thorough Sam is at these facilities. He goes through the complete chemical list with the facility manager and makes sure all information is complete and accurate.

Severe Storm Spotter Training – March 26 – N. Crowley invited anyone who would like to attend this training to call EM office at 683-4207 to register. It is sponsored by National Oceanic Atmospheric Association (NOAA) and will be at 1024 S. 9th St (C&T Building), 6:30 p.m.

Severe weather awareness week – N. Crowley reported Tornado and Severe Weather Awareness week is April 21-25. When the severe weather drill is performed on Thursday, April 24, from the Joint Dispatch Center, the CodeRED system will be activated so citizens will be notified of the drill by phone if they have a landline phone or are registered by cell.

EPCRA outreach-WEM – N. Crowley received an email from Wisconsin Emergency Management (WEM) and passed it around the room. It referred to how WEM could help produce EPCRA materials and email to EM Offices. Discussion pursued on different ways to get information out to the public on EPCRA issues. K. Puestow said Manitowoc PD is not charged for their advertising on billboards for the people they are looking for with warrants; LEPC on Facebook was discussed again. Nancy brought up legal issues about being on Facebook and who would monitor it; Nancy said we could distribute printed brochures to the schools and have the students bring home to their parents.

Discussed the need in Manitowoc County for propane assistance. N. Crowley said this county has been very fortunate, as she has only seen a couple of names for our County on a list she receives from the State. The Small Business Administration has made some loans available, but we don't anticipate any assistance needed.

Travis said Red Cross has made a standing offer with opening shelters in Shawano, Oconto, and a few others counties, but no one has taken advantage of using them. The residents end up staying with families or friends.

So far, we haven't had problems with the water systems, however, that could change as everything thaws and/or water mains break.

K. Puestow reported the Manitowoc PD had a speaker from the Oak Creek Sikh Temple shooting. The MPD is looking at developing a Suburban Mutual Aid Response Team (S.M.A.R.T.). This would provide immediate extra law enforcement personnel and equipment at the scene of law enforcement emergencies. Karl said they are in the process of creating new emergency planning with the fire department and EMS services.

K. Puestow reported there's an anti-terrorism conference coming up in June. There's more information on Wisconsin Emergency Management's website.

N. Crowley reported on March 25, there will be a regional public health exercise with the hospitals, EMS, and a few other agencies in our EOC, 9:00 am – 12:00 noon.

Motion by G. Shavlik, seconded by J. Kropp to adjourn at 9:52 a.m.; motion carried.



**MANITOWOC COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING NOTICE**

DATE: SEPTEMBER 10, 2014

TIME: 9:00 A.M.

PLACE: MANITOWOC COUNTY COMMUNICATIONS & TECHNOLOGY BUILDING
1ST FLOOR CONFERENCE ROOM
1024 S. 9th STREET, MANITOWOC, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Approve agenda and previous minutes
2. Public input
3. LEPC vote on election of officers 2014-2016 – Chair & Vice Chair
4. By-Laws reviewed – no changes
5. LEPC tentative 2015 budget
6. LEPC vote on hiring SJA Planning for FFY 2015 off-site facility plans
7. LEPC review procedure of hazmat response expenditures

Date: August 26, 2014

TRAVIS WAACK, CHAIR
By: Mary Herzog, LEPC Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

LOCAL EMERGENCY PLANNING COMMITTEE
WEDNESDAY, SEPTEMBER 10, 2014
MANITOWOC COUNTY C&T BUILDING

Present: Travis Waack, Nancy Crowley, Jerry Wiesner, Deb Holschbach, Eric Storm, Gary Shavlik, Randy Neils, Amy Wergin, John Kropp

The meeting was called to order at 9:02 a.m. by Chair T. Waack. Motion to approve agenda and previous minutes by G. Shavlik, seconded by J. Kropp; motion carried.

Public Comment

No public comments.

2014-2016 Election of Chair and Vice-Chair

A. Wergin nominated T. Waack for LEPC Chairman. Nomination was seconded by J. Kropp. Motion by J. Wiesner, seconded by R. Neils to close nominations and cast unanimous ballot; motion carried.

A. Wergin nominated G. Shavlik for LEPC Vice Chairman. Nomination was seconded by J. Kropp. Motion by J. Wiesner, seconded by D. Holschbach to close nominations and cast unanimous ballot; motion carried.

Review of By-Laws – N. Crowley

The By-Laws have been reviewed by the EM Office. There are no changes at this time. A copy will be emailed to committee members along with the minutes.

2015 LEPC Budget – N. Crowley

We have not received official word from the State on the dollar amount for 2015. At this time we will use the same amount as 2014, \$24,034.

SJA Planning for Off-site Plans

We currently have 43 off-site facility plans. Sam Al-Saadi is updating 10 plans for Manitowoc County this year and has also identified 3 new plans. We are required to update 25% of our plans annually. G. Shavlik accompanied Sam on some of the site visits to the facilities and said Sam is very thorough on the inspections. Motion by R. Neils, seconded by G. Shavlik to hire SJA Planning for 2015 off-site facility plans; motion carried.

Review LEPC Procedure of Hazmat Response Expenditures

There have not been any spill responses since 2011. In 2013, Tim Herzog and Gary Shavlik met with Todd Reckelberg, County Comptroller. They reviewed the fees for equipment used and wages billed to a spiller. A few adjustments were made. The updated fee schedule was passed around to the committee. N. Crowley recommended no changes should be made at this time.

Motion by A. Wergin, seconded by D. Holschbach to adjourn at 9:36 am; motion carried. Next LEPC meeting scheduled for Wednesday, March 11, 2015.