



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

DATE: MARCH 9, 2011

TIME: 9:00 A.M.

PLACE: MANITOWOC COUNTY COMMUNICATIONS &  
TECHNOLOGY BUILDING (1024 S. 9<sup>th</sup> Street)  
1<sup>ST</sup> FLOOR CONFERENCE ROOM

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; roll call
2. Public input session
3. HMEP/functional exercise - May 26, 2011 – N. Crowley
4. Designate compliance officer – N. Crowley
5. New Tier II online filing system – N. Crowley
6. Vote on hiring SJA Planning for 2011 off site facility plans
7. Report on Governor's Conference – G. Shavlik
8. 2011 campaign events/outreach events/ideas

Date: February 24, 2011

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 9, 2011  
Communications & Technology Building

Present: Gary Shavlik  
Chris Meyer  
Eric Storm  
Chuck Hoffman  
Mary Coenen  
James Blaha  
Mary Herzog

The meeting was called to order at 9:05 a.m. by Vice Chair G. Shavlik. Motion by C. Meyer, seconded by E. Storm to approved agenda and previous minutes; motion carried.

### **Public Input**

No public input.

### **HMEP functional exercise** – G. Shavlik

We were awarded a grant under hazardous materials emergency planning (HMEP) to hold a functional exercise with a facility that uses extremely hazardous substances. The Emergency Operations Center will be operational. The scenario will involve a response to a hazardous materials release at a local industry. We will receive credit under the EPCRA portion of our program.

### **Designate compliance officer** – G. Shavlik

Manitowoc County has chosen to designate Wisconsin Emergency Management as Manitowoc County's facilities compliance officer. Per State requirement, the LEPC has to vote on this designation each year. Motion by J. Blaha, seconded by E. Storm to designate Wisconsin Emergency Management as Manitowoc County's compliance officer for 2011; motion carried.

### **New Tier II on-line filing system** – G. Shavlik

The State has changed the process for Tier II reporting for facilities. Instead of facilities filling out Tier II's and mailing hard copies to the State, LEPC's, and jurisdictional fire departments, the facilities now fill out the forms on-line and the Emergency Management Offices and fire departments can access the on-line system to view the Tier II's for each facility.

### **SJA Planning for off-site facility plans** – G. Shavlik

This year we have 10 facility updates, and so far, 1 new plan in Kiel, Polarware/Stoelting. C. Meyer said Sam Al-Saadi, from SJA Planning, is very thorough when he updates the plans and walks through the facility. Motion by M. Coenen, seconded by J. Blaha to hire SJA Planning for 2011 facility plans; motion carried.

### **Report on Governor's Conference** – G. Shavlik

G. Shavlik attended the 2011 Governor's Conference on Homeland Security and Emergency Management in Middleton. A pre-conference training on software was held the day before the Governor's Conference. Seminars and breakout sessions at the Governor's Conference covered: lessons learned in disasters, cyber terrorism, Department of Homeland Security update, hot topics in communications, and others. Conference keynote speakers were Gordon Graham, Mike Perry, Scot Phelps, and Dennis Mileti.

### **2011 LEPC campaign events/outreach events/ideas** – G. Shavlik

The Committee agreed participating in one day events would be more practical such as Crime Prevention Day and Community Care Day in Two Rivers. Travis also has a sampling of what surrounding county LEPC's do for outreach efforts.

Motion by C. Meyer, seconded E. Storm to adjourn at 9:40 a.m.; motion carried.



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

DATE: SEPTEMBER 14, 2011

TIME: 9:00 A.M.

PLACE: MANITOWOC COUNTY COMMUNICATIONS &  
TECHNOLOGY BUILDING (1024 S. 9<sup>th</sup> Street)  
1<sup>ST</sup> FLOOR CONFERENCE ROOM

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; roll call
2. Public input session
3. Report on HMEP/functional exercise held May 26, 2011 – N. Crowley
4. 2011-2012 Hazmat training schedule – G. Shavlik, Assistant Hazmat Team Coordinator
5. Upcoming nuclear plant exercise – N. Crowley
6. Communications & Technology Building Open House – N. Crowley
7. Outreach campaign ideas – T. Waack

Date: September 8, 2011

TRAVIS WAACK, CHAIR

By: Mary Herzog, LEPC Secretary

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LOCAL EMERGENCY PLANNING COMMITTEE

Wednesday, September 14, 2011 - 9:00 a.m.

Manitowoc County C&T Building

Members Present:      Mary Coenen                      John Kropp  
                                 Nancy Crowley                      James Blaha  
                                 Nicki Davis                              Lee Stadler  
                                 Karl Puestow                              Randy Neils  
                                 Gary Shavlik                              Travis Waack  
                                 Eric Storm

The was meeting called to order at 9:00 a.m. by Chair T. Waack. Motion by E. Storm seconded by M. Coenen to approve agenda and previous minutes; motion carried.

**Public Input:**

No public input.

**Report on HMEP functional exercise – N. Crowley**

T. Waack suggested that we have an EOC exercise to fine-tune the new EOC, test the new AV equipment, and have the staff try out the new surroundings before the nuclear exercise on Tuesday, October 4.

We applied and were approved for a hazardous materials emergency planning grant and hired Lenora Borchardt to facilitate the exercise. The tabletop exercise was on May 26 with one of our SARA facilities.

At the exercise critique, there were good suggestions on where and what to improve on phone lines and EOC set-up. There were some communication issues and the scenario which started out on a large scale, had to be scaled down. Inter-departmental communications remained problematic.

**2011-2012 Hazmat training – G. Shavlik**

The Manitowoc County Hazmat Team has 8 members from the Sheboygan County Hazmat Team who have been trained to be auxiliary health monitors at the Reception Center.

We are preparing and training for the October 3 nuclear exercise which will be evaluated by FEMA. We have a a training session on September 20 at the Reception Center with Dan Stefanek from the State Dept. of Health, Radiation Protection Section.

Also in preparation for the nuclear exercise, there is a dosimeter class for Hazmat members September 27. The instructor for this class is Doug Gossen, Radiological Officer.

Our regular hazmat training schedule consists of pressurized cylinders, photo ionization device, rig inventory, obstacle course, chlorine repair kits, boat and boom training, a site visit and chlorine drill with an extremely hazardous facility, and a joint training with the Sheboygan Hazmat Team.

**Upcoming nuclear plant exercise – N. Crowley**

Tuesday, October 4 is the Kewaunee Power Station full-scale nuclear exercise, evaluated by FEMA. As Gary referred to earlier, the Reception Center portion will be held the evening of Monday, October 3. If anyone is interested in observing, call the EM Office to be added to the security list.

**Communication & Technology Building – N. Crowley**

There will be an open house on Saturday, October 15, from 9:00 a.m. – 4:00 p.m. T. Waack said he can demo the weather software in the EOC and Nancy is going to ask RACES if they can demonstrate their equipment in the EOC.

**Outreach campaign ideas – T. Waack**

Travis recommended that the LEPC utilize Facebook and Twitter so the public could follow the LEPC for updates and information. Each Committee member could contribute in their area of expertise on the Twitter account. Travis said he would demo Twitter for Nancy and Mary after the meeting and set up a sample account before going live.

Motion by G. Shavlik, seconded by J. Blaha to adjourn at 10:13 a.m.; motion carried.