



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

DATE: MARCH 13, 2013

TIME: 9:00 A.M.

PLACE: 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. 20 minute pipeline presentation by Bryon Bensen, sub-contractor with Trans Canada and firefighter for City of Eau Claire
4. LEPC vote on designating State as Compliance Officer for 2013 - N. Crowley
5. Report on Governor's Conference on Emergency Management & Homeland Security March 7-8, 2013 – Chula Vista Resort, Wisconsin Dells

Date: February 27, 2013

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

March 13, 2013

MANITOWOC COUNTY C&T BUILDING

Present: Travis Waack, Nancy Crowley, Gary Shavlik, Jim Blaha, Eric Storm

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 E. Storm; motion carried.

Public input

No public input

Presentation on TransCanada ANR Pipeline

Bryon Bensen, City of Eau Claire firefighter/Hazmat Team member

Matt Stubbs, ANR Pipeline Operations Area Manager – 920-477-2222

Tim McCacky, ANR Resource Member

The ANR staff presented a 20 minute presentation on emergency response that included emergency contact information, an emergency response guide, pipeline emergency response guidelines, and maps that show where ANR pipelines run throughout Wisconsin. We do have a few extra copies if someone would like one.

The TransCanada Pipeline emergency phone number is 1-800-447-8066. Website: www.transcanada.com

LEPC vote on designating State as 2013 compliance officer

Manitowoc County has chosen to designate Wisconsin Emergency Management as Manitowoc County facilities compliance office. Motion by J. Blaha, seconded by G. Shavlik to designate WEM as Manitowoc County's compliance officer for 2013-2014; motion carried.

Report on 2013 Governor's Conference – Wisconsin Dells

T. Waack reported he, as well as Mary Herzog, Tim Herzog, and Karl Puestow attended the Governor's Conference. Seminars offered were School Preparedness, Traffic Evacuation, Flooding Event Best Practices Panel Discussion, Functional Needs, Target: Aiding in Disasters, Responding to and Surviving the Active Killer Attack. There were also breakout sessions with speakers. The conference was March 7-8, with a pre-conference training on March 6.

N. Crowley reported Tornado & Severe Weather Awareness Week is April 15-19. In conjunction with that, we are holding a weather spotter class, conducted by the National Weather Service, on Thursday, April 4 at 6:00 pm in the EOC at 1024 S. 9th Street. Please call 683-4207 to register, class is free.

N. Crowley reported Kewaunee Power Station decommissioning is scheduled for May. As long as there is spent fuel in the pool, we will have to plan. The exercise scheduled in October may not be evaluated by FEMA. As of now, our staff hasn't been made aware of the exercise date. We are awaiting the decision by FEMA whether it will be evaluated and the date change from June to October.

J. Blaha reported the Health Department is having a functional drill Thursday, April 11, 9:00 am for staff and locals. The scenario is an ice storm event. They will contend with lack of travel, power lines down, etc.

Motion by G. Shavlik, seconded by J. Blaha to adjourn at 10:30 a.m.; motion carried.



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

DATE: SEPTEMBER 11, 2013

TIME: 9:00 A.M.

PLACE: 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. 2014 LEPC tentative budget
4. LEPC vote on hiring SJA Planning for FFY 2014 off site facility plans
5. LEPC review/vote on updating By-Laws of Manitowoc County Local Emergency Planning Committee
6. LEPC to review procedure of hazmat response expenditures

Date: August 29, 2013

TRAVIS WAACK, CHAIR
By: Mary Herzog, LEPC Secretary

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LOCAL EMERGENCY PLANNING COMMITTEE

September 11, 2013

MANITOWOC COUNTY C&T BUILDING

Present: Travis Waack, Gary Shavlik, Eric Storm, Karl Puestow, John Burris, John Kropp, Jerry Wiesner, Gary Shavlik

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

Public input

No public input

2014 LEPC tentative budget

Chair Waack reported for FFY'14 we should receive \$24,034. Chair Waack passed around a tentative 2014 budget that showed the distributed amount to various budget lines in the LEPC budget.

LEPC vote on hiring SJA Planning for FFY'14 off site facility plans

We are required to update 25% of our off-site planning facilities annually. This equals approximately 10 plans per year. Sam Al-Saadi of SJA Planning is very thorough and does inspections/tours of facilities and has been using the new State's on-line reporting system. Each jurisdictional fire department, the EM Office, the facility, the Hazmat Team, and the State each receive a hard copy and CD rom of the completed plan. Motion by K. Puestow, seconded by J. Kropp to hire SJA Planning for FFY 2014 off-site plans; motion carried.

By-Laws update

There have been some minor changes: (1) M. Herzog's title changed; (2) order of "Public Input" on agenda changed; (3) Revision date added; (4) Footer date revised. Motion by R. Neils, seconded by J. Wiesner to update LEPC By-laws; motion carried.

Review LEPC procedure of hazmat response expenditures

There have not been any spill responses in 2012 or 2013 to review. In previous years, the county comptroller and hazmat coordinator would review our fees for the equipment used and wages we bill for. Chair Waack passed around two pages of current fees Manitowoc County charges to spillers. Committee reviewed current fees. However, charges have not been reviewed with comptroller for six years. Hazmat Coordinator and Assistant Coordinator will be meeting with comptroller to review charges and update if necessary.

Motion by G. Shavlik, seconded by K. Puestow to adjourn at 9:11 a.m.; motion carried.