



PORTAGE COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE MINUTES

LAW ENFORCEMENT CENTER -
TRAINING RM
1500 STRONGS AVE.
STEVENS POINT, WI 54481

THURSDAY, AUGUST 6, 2020
8:30 AM

1. REMOTE ATTENDANCE & COMMENT

Tap to join from a mobile device (attendees only)



+1-408-418-9388, 1463995932## United States Toll

Join by phone



+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial 1463995932@portagecounty.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

1463995932.portagecounty@lync.webex.com

Dial

To attend this meeting by video: go to

<https://portagecounty.webex.com/portagecounty/j.php?MTID=mefcbb612e054990703784664d6085561>, in the Join a Meeting box enter: meeting # 146 399 5932 and password YjiZPiMP525 – if requested.

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to strnadj@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

It is recommended that those attending in person wear a mask.

2. CALL TO ORDER (8:30 AM)

Members Present: B. LEPPER, C. NEEB, D. JANKOWSKI, G. GARSKE, J. NAGEL, J. POLUM, J. WILLIAMS, K. VOSS, M. DEEVER, R. FOX AND W. KROPIDLOWSKI

Members Absent: A. CARLIN, B. FINN, B. MAKUSKI, C. HOLMAN, D. AULT, D. REBER, J. BACHMAN, J. DRAHEIM, J. GEMZA, J. LEMKE, K. GLAZER, K. KAWLEWSKI, P. KRZMARZICK AND P. MEILAHN

Members Excused: S. MCGINTY

Others in Attendance

Jami Strnad

Teresa Erler

3. APPROVAL OF MINUTES

- [02.06.20 Minutes - DRAFT](#)

Motion made by Kropidlowski/Nagel to approve meeting minutes for February 2, 2020. Motion carried unanimously.

4. PUBLIC NOTICE



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Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

5. REPORTS

- [Emergency Coordinator's Report](#)

Williams

Emergency Planning Community Right to Know Act grant

- Annual notice for 2019 has been published as required
- Required outreach for 2020 has been complete

Tier II forms submitted were included in the agenda and posted publicly

- For each of these a double-check is done to see if it is a new facility that needs a plan or if it is an existing facility that needs an update.

- [Emergency Release and Spill Report](#)

Williams

Total of 10 spills/complaints of potential spills since February - not all were actual spills

- All were reported to the DNR
- they ranged from release of waste water, a couple car crashes, a gallon of gear oil, and mineral oil from a car hitting an electrical pole.

- Portage County Hazardous Materials Team Report

Voss

Working with James to purchase an ammonia monitor that would work with Waupaca County's team

- Purchase will probably happen sometime in October. State hasn't approved it yet. (Williams)

6. DISCUSSION / POSSIBLE ACTION

- Hazardous Materials Response Claims

No updates



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-
- [Existing TIER II Plan Updates](#)

Williams

Picked 17 plans to work on this year that were either new or needed updating. Only going to be able to update 16 of the plans

- The one outstanding plan is a farm that signed on in 1996 that can probably be removed but they have not completed the removal paperwork.
- The committee has already approved 5 plans
- 6 of the remaining 11 plans are final updates - meaning they no longer store hazardous materials at their facility and can be removed.

Motion made by Jankowski/Fox to approve remaining 11 plans as a bulk. Motion carried unanimously.

- New TIER II Plans

None.

- Designation of Compliance Inspector

Williams

The EPCRA Grant requires that the County have a Compliance Inspector. The most efficient way to accomplish this is to designate the State and/or Wisconsin Emergency Management as Compliance Inspector as they already have trained personnel.

- Purpose of a Compliance Inspector is to assist with facilities that are not complying with making a plan.

Motion made by Williams/Kropidowski to refer compliance issues to the State of Wisconsin through the Wisconsin Emergency Management EPCRA Program Manager and/or the appropriate State of Wisconsin compliance personnel. Motion carried unanimously.

- [LEPC By-Laws and Ordinance Review - Approval](#)

Lepper

Changes to By-Laws

- Terms of Office - align with County Ordinance at 4 years
- Emergency Management Director - Ask to have "director" changed to coordinator in the County Ordinance
- Secretary - Add language: The Portage County Emergency Management Department will assume responsibility for this position, and may request assistance from the Sheriff's office Records Division until such time as the LEPC decides otherwise.
- Meetings/Membership - State statute quoted. Add clarifying language: In addition to the above paragraph, membership to the LEPC can include, but is not limited to, Emergency Management, the DNR, and EMS.

Motion made by Nagel/Jankowski to approve By-Laws changes. Motion carried unanimously.



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- Committee Member Education Segment

None.

- Consideration of Future Agenda Items

None.

7. DISCUSSION ONLY

- [Flint Hills Resources Junction City NFPA Assessment](#)

Polum

Because there is a large amount of propane stored at Flint Hills, every 3 years they hire an external company to do an audit. In 2018 one of the auditors found that they did not have a completed FP-58 Assessment, January they came onsite and the couple things that came out of that is that there will now be some thermal devices installed on the propane loading hoses and tanks. It was also recommended that a secondary access way be installed for emergency response/firefighters to gain access to the facility. Looking at putting in a fire roadway that will come in on the eastern road on the other side of the property.

- Open Forum Announcement for the Good of the Order

None.

Special Meetings

- Request for Special Meeting Attendance
- Approval of Attendance of Special Meetings
- Special Meeting Attendance Reports

None.

8. NEXT MEETING DATE

- November 5, 2020

9. ADJOURNMENT (9:03 AM)

Motion to adjourn made by Fox/Jankowski. Motion carried unanimously.

10. NOTICES

Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact Facilities Office at 715-346-1595 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or a ny committee thereof, may be present at this meeting.