

**Portage County Local Emergency Planning Committee**  
**Meeting Minutes**  
8:30 a.m., Thursday, November 1, 2018  
Law Enforcement Center Training Room, Stevens Point, Wisconsin

**Call to Order**

Meeting was called to order at 8:30 a.m. by Brian Lepper, Chair.

**Quorum**

A quorum of the Local Emergency Planning Committee (LEPC) was present.

**Review & Approval of Minutes**

Motion and second by Makuski/Kontos to approve minutes of September 25, 2018, Local Emergency Planning Committee meeting. Motion carried unanimously. Minutes approved. Meeting on 08/02/18 cancelled.

**Public Notice**

No public comments.

**Emergency Coordinator's Report** (Williams)

EPCRA (Emergency Planning Community Right-to-Know Act) grant forms have been submitted. Computer enhancement for HazMat Grant is also being worked on.

**Emergency Release & Spill Report** (Williams)

Spill reports are smaller spills that do not require use of HazMat team and are reported to WEM or DNR usually by spillers themselves, then reported to Emergency management. Two releases happened this quarter: Paramount Farm Wastewater and hydraulic oil spilled by Sandhill Crane Service. DNR notified Emergency Management Office and will be handling both. For more details, contact James Williams.

**Portage County Hazardous Materials Team Report** (Deaver)

No HazMat calls. Assisted Stevens Point with semi turn over as traffic incident management only. Stevens Point took care of spill with County's help.

**Hazardous Materials Response Claims; Discussion and Possible Action**

None.

**Existing TIER II Plan Updates; Discussion and Possible Action**

None.

**New TIER II Plan Updates; Discussion and Possible Action**

None.

### **Energizing LEPC & Potential LEPC Activities**

Materials included in packet. Discussion about membership and adding representative from railroad. Williams incorporating community outreach while doing offsite plans. Makuski suggested more public education by participating in community events, more outreach to all media outlets, and more education among committee members. Community events that include K-9's, Sheriff, and local businesses will inspire media participation.

Suggestions from group included Safety Fair in May, display window at Portage County Public Library, event with Airport as venue. Other suggestions to engage public included press releases, linking up to Sheriff's Facebook page or creating LEPC Facebook page, YouTube Page with YouTube Videos such as "How do you evacuate" with local LEPC personnel (videos can also be links on LEPC webpage), traveling tri-fold display creation to take to events and possibly donated by area business. Lepper suggested a committee member present terminology, core activities & challenges at each quarterly meeting. Garske suggested enhancing LEPC webpage.

Jankowski suggested LEPC get involved (for LEPC public awareness) in launching PulsePoint phone app being released in February, 2019. PulsePoint initiates public notification of sudden cardiac event, alerts where closest public AED is and notifies first responders who can respond to event.

### **2018 Community Outreach Project; Discussion and Possible Action**

Makuski & Garske will work on creation of display for future events and Safety Fair in May. Williams & Makuski will partner to create press release(s) and work on public outreach and awareness.

### **Consideration of Future Agenda Items; Discussion Only**

Makuski suggested "Introductions." Introductions will be added to agenda, right after "Call To Order." Garske suggested adding Committee Member Update. He will present at next meeting regarding his agency's terminology, core activities & challenges. Garske discussed community "closed pods" (companies that participate as portal for vaccines which help reduce strain on public health agency giving public access to vaccines during outbreaks).

### **Open Forum Announcement for the Good of the Order; Discussion Only**

None.

### **Next Meeting Date**

Next meeting of Local Emergency Planning Committee will be Thursday, February 7, 2019, at 8:30 a.m. in the Law Enforcement Center Training Room at Sheriff's Office.

### **Adjournment**

Motion/second made by Kontos/Makuski to adjourn meeting at 9:00 a.m. Motion carried.

Respectfully submitted,  
/s/

Kim Delikowski  
Recording Secretary

PRESENT	NAME	REPRESENTING
<b>Appointed Members</b>		
	Ault, Dan	Village of Plover Police Department
	Carlin, Andrew	Waupaca County Hazardous Materials Team
EXCUSED	Clark, Walter	University of Wisconsin – Stevens Point
X	Coleman, Debbie	Worth Company
X	Deaver, Mark	Portage County Hazardous Materials Team
	VACANT	Verso Paper Corporation
X	Draheim, Jason	City of Stevens Point Emergency Management
EXCUSED	Finn, Bob	City of Stevens Point Fire Department
X	Garske, Gary ( <b>Vice-chair</b> )	Portage County Health and Human Services
	Gemza, Joe	City of Stevens Point Fire Department
	Holman, Chris	Portage County Executive
X	Jankowski, Don	Portage County Board, Public Safety/Emergency Management Committee
	Kawlewski, Kevin	Worth Company
X	Kontos, Dan	Portage County Sheriff's Office
EXCUSED	Krzmarzick, Pete	Del Monte Foods, Inc.
	Lemke, Joel	Stevens Point Water & Sewer Department
X	Lepper, Brian ( <b>Chair</b> )	Sentry Insurance
X	Makuski, Brandi	Stevens Point/Plover Metro Wire
EXCUSED	McGinty, Sally	Sentry Insurance
X	Nagel, Joe	Winfield Solutions
EXCUSED	Neeb, Corinna	University of Wisconsin – Stevens Point
EXCUSED	Polum, James	Flint Hills Resources
	Voss, Ken	Portage County Hazardous Materials Team
	Widder, Gary	Village of Plover Police Department
X	Williams, James	Emergency Management Division, Portage County Sheriff's Office
<b>Non-Appointed/Alternate Members</b>		
	Bachman, Joe	Stevens Point News
X	Fox, Ryan	Village of Plover Police Department
EXCUSED	Reber, Dan	McCain Foods – Plover
<b>Others in Attendance</b>		
X	Olds, Jason	Verso Corporation for Kris Zywicki
X	Moody, JB	City of Stevens Point Fire Department
X	Meilahn, Peter	Neenah Inc. – Whiting Mill
X	Delikowski, Kim	Portage County Sheriff's Office, Recording Secretary