

**MINUTES OF THE ONEIDA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE MEETING
FEBRUARY 28, 2018**

MEMBERS PRESENT: Vice-Chairperson Jason Goeldner, Duff Damos, Tom Emond, Jim Jung, Dan Hess, Jay Sommers, Rob Swearingen, Terry Williams Ken Kortenhof and Dawn Robinson, Program Assistant.

MEMBERS NOT PRESENT: Chairman Brian Gehrig, Linda Conlon, Dick Johns and Bruce Stefonek.

ALSO PRESENT: Gerald Anderson, Sherri Congleton, Teresa Eler, and Rebecca Lohagen.

CALL TO ORDER

Vice-Chairperson Goeldner called the meeting of the Local Emergency Planning Committee to order in the Community Room at the Oneida County Law Enforcement Center at 1:00 p.m. Vice-Chairperson Goeldner noted the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

APPROVE AGENDA/MINUTES OF PREVIOUS MEETING

MOTION: To approve the Agenda (Kortenhof/Emond, PASSED).

INTRODUCTIONS

Introductions were made.

APPROVE PREVIOUS MEETING MINUTE(S)

MOTION: To approve the June 21, 2017 LEPC Committee Meeting Minutes (Emond/Hess, PASSED).

RESIGNATION/APPOINTMENT OF LEPC COMMITTEE MEMBER(S)

Appoint Rebecca Lohagen representing Health

Linda Conlon requested to be replaced by Rebecca Lohagen.

Appoint Jay Sommers representing Hospital/First Aid

A formal motion was not made to appoint Jay Sommers.

MOTION: To approve appointment of Rebecca Lohagen representing Health (Williams/Hess, PASSED).

MOTION: To approve appointment of Jay Sommers representing Hospital/First Aid (Williams/Hess, PASSED).

HAZMAT TEAM REPORT

Overall information was cited regarding the HazMat Team (number of Technician/Operations and Support Level Members, Rhinelander Fire Department Members and Volunteer Members, incidents and trainings). The Emergency

Management Director mentioned the HazMat I Vehicle is being updated with electronic equipment and is being installed with workstations.

Rob Swearingen attended the meeting at 1:06 p.m.

HAZMAT MEMBER STATUS

Appoint Assistant HazMat Chief

Every other/alternating year, the HazMat Chief and the Assistant HazMat Chief positions are appointed.

MOTION: To approve appointment of Tom Waydick as the Assistant HazMat Chief (Goeldner/Kortenhof. Terry Williams abstained and the motion was PASSED).

Probationary Members

Boos and Smiley have completed their probationary period. There are no issues or concerns. Williams explained part of Rhinelander Fire Department's probationary requirements are to obtain Technician-Level Training within the first year of employment. However, no class has been offered. Williams mentioned Boos and Smiley would obtain Technician training once a class is available.

MOTION: To approve Andrea Boos and Jacob Smiley as full time Hazmat Team Members (Goeldner/Hess. Terry Williams abstained and the motion was PASSED).

Resignation of Members

Greg Zeske resigned from the HazMat Team. Zeske was an original HazMat Member that has been on the Team since 1990's.

Don and Barb Kulis resigned from the HazMat Team and were members representing the Papermill.

Informational purposes, no motion needed.

LEPC CHAIRPERSON PRE-AUTHORIZATION SIGNATURE LETTER

The Emergency Management Director explained LEPC Chairpersons are now required to log onto the new WHOPRS (WI Hazardous Online Planning & Reporting System) to approve Plans. The Director added Wisconsin Emergency Management drafted a letter for LEPC Chairpersons to authorize the Emergency Management Director to sign plans on the Chairpersons behalf.

Erler (Wisconsin Emergency Management Northeast Regional Director) explained the Emergency Management Offices would continue to obtain original signatures and would sign plans in the WHOPRS System on behalf of the LEPC Chairperson.

MOTION: To approve the LEPC Chairperson to sign the Signature Designation and Authorization Letter designating, and authorizing, the Emergency Management Director to review and sign on the LEPC Chairperson's behalf (Williams/Hess, PASSED).

EXPERA SPECIALTY SOLUTIONS HAZARDOUS WASTE CONTINGENCY PLAN

Emond explained when Expera purchased the old Printpack building and established operations, the process of the solvent required Expera to create a Hazardous Waste Contingency Plan citing what is being stored, contact information, etc. similar to Expera's Offsite Response Plan.

The Emergency Management Director indicated operations at the Kemp Street building does not fall under Planning requirements. The Director and the District Ambulance Manager suggested editing contact information. Emond will make revisions and will provide updated plan(s). The Rhinelander Fire Chief mentioned he did not receive a copy of the plan.

Informational purposes only, no motion needed.

ITEMS FOR AND REPORT FROM EMERGENCY MANAGEMENT

HazMat Incident Billing Policy and Procedure

An annual review of the policy and procedure was performed and there are no changes. The Rhinelander Fire Chief noted he quotes prices based on information in the policy and procedure.

The Emergency Management Director recommended forwarding the policy and procedure to the State with no changes.

MOTION: To approve the HazMat Incident Billing Policy and Procedure as presented and forward onto the State of Wisconsin (Williams/Hess, PASSED).

LEPC Compliance Inspector

The last local compliance Inspector was a previous HazMat Chief (Puza). The Emergency Management Director recommends designating Wisconsin Emergency Management as the Inspector.

MOTION: To designate Wisconsin Emergency Management as the LEPC Compliance Inspector (Kortenhof/Hess, PASSED).

LEPC Bylaws

An annual review was performed with no changes recommended.

MOTION: To approve the LEPC Bylaws as presented (Kortenhof/Hess).

Discussion on motion:

Erler (WEM NE Regional Director) inquired about committee quorum requirements. The Emergency Management Director stated there are thirteen-members with a 50% quorum.

MOTION: To approve the LEPC Bylaws as presented (Kortenhof/Hess, PASSED).

State and County HazMat Team Contracts

The County HazMat Team and the Wausau Fire Department are combined as a Type II Team for State. Contract funds are the same and currently the Team is in the third-quarter of first-year contract.

The Emergency Management Director mentioned the surrounding counties that contract for HazMat services.

Informational purposes, no motion needed.

2018 Computer-Equipment HazMat Grant

The Emergency Management Director indicated typically grant information is out with applications due but at this time, the grant is not available. The Emergency Management Director recommended a motion allowing him to apply for the grant once it is out.

MOTION: To authorize the Emergency Management Director to apply for the 2018 Computer-Equipment HazMat Grant (Williams/Hess, PASSED).

REVIEW/APPROVAL OF BILLING FOR SPILLS

There were two incidents in Lincoln County. Responsible parties were billed and payments were received. The Emergency Management Director provided specifics and mentioned the LEPC Chairperson can authorize him (Director) to bill for spills in advance of LEPC Meetings.

MOTION: To approve billing the City of Merrill in the amount of \$298.00 for the October 6, 2017 HazMat Incident (Kortenhof/Hess, PASSED).

MOTION: To approve billing Lincoln County in the amount of \$2,099.73 for the June 12, 2017 HazMat Incident (Kortenhof/Emond, PASSED).

PUBLIC COMMENTS

None.

OTHER ITEMS FOR DISCUSSION ONLY

None.

ITEMS FOR NEXT AGENDA

Review of planning and reporting facilities.

SET DATE FOR NEXT MEETING

The next meeting is scheduled for June 20, 2018 at 1:00 p.m.

ADJOURN

1:24 p.m. MOTION: To adjourn the meeting (Emond/Kortenhof, PASSED).

Brian Gehrig
Chairperson

Dawn Robinson
Program Assistant

Jason Goeldner
Vice-Chairperson