

Winnebago County

LOCAL EMERGENCY PLANNING COMMITTEE

Pepsi Beverages Company
2541 W. 20th Avenue, Oshkosh, WI

November 1, 2018

Members present: Nate Ihrig, Mark Boettcher, Anna Carpenter, Doug Gieryn, Michael Erdman, Greg Gibbons, Linda Kollmann, Carl Mohl, Larry Smith, Emily Springstroh, Janell Tatro, Allison Vaccaro

Also present: Eric Rasmussen, Becky Powers

The LEPC meeting was called to order by acting chair Janell Tatro at 9:30 AM.

1. Roll call and approval of past minutes

Roll call was taken and a quorum was met.

MOTION to approve minutes from the May 3, 2018 meeting by Greg Gibbons; seconded by Linda Kollmann; all in favor; motion carried.

2. Public comments

None.

3. An informative presentation was given by Carl Stenbol, Planning Section Supervisor, Wisconsin Emergency Management that provided a broad overview of Emergency Planning Community Right-to-Know Act (EPCRA) and the basis for the formation and responsibilities of the Local Emergency Planning Committee (LEPC) in each county. There was clarification of statutory requirements and the latitude each LEPC has for variation in procedures.

4. Organizational Meeting

Nominations for Committee Terms Expiring December 31, 2018 – Committee members Emily Springstroh, Larry Smith, Doug Gieryn, Allison Vaccaro, Mike Rohrkaste and Michael Erdman all have terms that expire at the end of 2018. **MOTION** by Linda Kollmann to elect all six members to another 3-year term ending December 31, 2021; seconded by Mark Boettcher; all in favor, motion carried.

Nominations for Chairman – Linda Kollmann nominated Janell Tatro for the position of LEPC Chairman for a 2-year term ending November 2020. **MOTION** by Linda Kollmann to elect Janell Tatro as Chairman; seconded by Allison Vaccaro; all in favor, motion carried.

Nominations for Vice Chairman – Linda Kollmann nominated Doug Gieryn for the position of LEPC Vice Chairman for a 2-year term ending November 2020. **MOTION** by Linda Kollmann to elect Doug Gieryn as Vice Chairman; seconded by Carl Mohl; all in favor, motion carried.

Nominations for Secretary – Linda Kollmann nominated Larry Smith for the position of LEPC Secretary for a 2-year term ending November 2020. **MOTION** by Linda Kollmann to elect Larry Smith as Secretary; seconded by Greg Gibbons; all in favor, motion carried.

5. Designation of LEPC Compliance Inspector

Motion to designate the Wisconsin Emergency Management Compliance Inspector as the Winnebago County LEPC Compliance Inspector by Linda Kollmann; seconded by Greg Gibbons; all in favor, motion carried.

6. Update LEPC Bylaws

Motion to approve the LEPC Bylaws as written, without change, by Linda Kollmann; seconded by Larry Smith; all in favor, motion carried.

7. Annual Update of “Policy & Procedures for the Handling of Hazmat Response Claims:

Motion to approve the WEM-required yearly update of “Policy & Procedures for the Handling of Hazmat Response Claims” by Linda Kollmann; seconded by Allison Vaccaro. Discussion revealed a need to update the policy with a slight change in procedures to provide clarity, simplify and streamline the process. It was agreed that the committee shall approve the policy without change at this time, with the understanding that Linda Kollmann and Mark Boettcher will work together to bring an updated policy to the next meeting for the committee to review and approve. All in favor, motion carried.

8. Spill Reports

Spill reports were reviewed, with minimal discussion. Since Janell Tatro is now the chair of the committee, Eric Rasmussen volunteered to take on the task of compiling the spill report for each committee meeting.

9. Subcommittee Reports: Exercising and Education/Outreach

Linda Kollmann reviewed the distribution of the updated LEPC brochures and other outreach activities during the past six months. She noted that we will not have a full-

scale EPCRA exercise for 2018, but she is in the process of planning exercises for 2019 and beyond. Oshkosh Corporation has expressed an interest in working with Winnebago County Emergency Management to hold a series of mass casualty exercises on their campus to include tabletop, functional and full scale exercises in 2019. It is unlikely that we can do all three in 2019, but Linda is hoping that she can work with them to incorporate a hazmat component for the series, and perhaps stretch it into 2020 for the full scale.

Mark Boettcher reported that the Hazmat team completed a functional exercise at the Oshkosh Water Treatment Plant in September. He said it is a good location for an EPCRA exercise and suggested that Emergency Management consider doing another one at that venue in the future. He also suggested that Oshkosh Plating would be another good venue to consider for future exercise plans.

10. EPCRA Report

Eric Rasmussen gave an update on EPCRA facility planning activities.

11. Adjournment

Linda Kollmann moved for the meeting to adjourn; Mark Boettcher seconded; all in favor; motion carried.

The next LEPC meeting date will be Thursday, May 2, 2019 at 9:30 a.m., location to be determined.

Respectfully submitted by:
Becky Powers