

AGENDA
RUSK COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE

DATE SEPT 8th, 2023
TIME: 10:00 am
PLACE: Small Conference Room

OPEN SESSION

- I. Meeting called to order
- II. Approval of minutes
- III. Public comment and/or input (15 min)
- IV. Discussion and possible action
 - a. Review spills; Excel 15-gal non-PCB transformer oil spilled, 10 gal recovered from soil-other 5 gal was recovered via absorbent strips in the storm sewer. Transformer struck by lightning.
 - b. Grant for EPCRA (LEPC) 23 is approx. \$6539.00 no approval needed.
 - c. Review Counties role through LEPC for charging responsible parties for spills.
 - d. Approve WEM to provide compliance inspector as in the past.
 - e. Review and approve bylaws for 2023 (no changes)
 - f. Review and approve membership list.
- V. Committee member's reports and/or concerns
- VI. Set date/time/place for next meeting (March 8th, 2023 at 10 am) Small conference room.
- VI. Adjourn

Receipt of this agenda constitutes notice of the meeting. Please plan to attend.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the municipality may attend the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body(s) specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, or to request this service, contact the Rusk County Clerk's office, at 311 Miner Avenue East, Ladysmith, WI 54848 Phone (715) 532-2100.

This agenda prepared by Thomas Hall, secretary, at the direction of, Chairperson, Rusk County LEPC.

MEETING MINUTES
RUSK COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

April 14th, 2023

Persons present

Mark Schmitt	County Board Rep
Thomas Hall	Rusk County EM Director
Doug Pavlik	Community Rep
Tyler Kenefick	Rockwell/Facility Rep
Ron Weber	WI DNR
Kathy Halbur	Community Rep
John Pohlman	Citizen At Large/Vice Chair
Scott Jones	RC HWY
Tim Meyer	RC HWY
Kevin Julien	LPD
Jeffery Wallace	Sheriff

Persons absent

Robert Grotzinger	City of Ladysmith
Brian Uhren	Co Fire Assoc.
Bob Krejcarek	WLDY
George Murray	Fire
Lisa Wicik	Public Health
Nathan Maves	Rockwell
Phil Grassman	RC Sheriff

Others present:

I. Schmitt called the meeting to order at 10:00 am.

II. **Approval of minutes.** From 9/27/22 Wallace/Pohlman PASSED

III. **Public Comment**

No public comment at this time but time reserved if needed later.

IV. **Discussion and Possible Action**

- a. Motion; Wallace/Meyer to accept membership list. PASSED
- b. Hazmat/Computer grant application
- c. Motion; Pohlman/Pavlik to accept updates to Off Site Plans. Rockwell 2 sites-Walmart-Brightspeed-Weather Shield-Dairy Farmers of America- Tractor Central- Jeld-Wen PASSED
- d. Motion; Hall/Kenefick to approve 2023 Strategic Plan update with additions-PASSED
- e. EPCRA notice in will be published in June.
- f. Spills discussed and can be found in Strategic Plan

V. **Committee member's reports and concerns**

VI. **Set date for next meeting**

The next LEPC meeting is scheduled for Sept. 8th, 2023 at 10 am.

VII. **Adjourn** At 10:32

Respectfully submitted,
Thomas Hall, Secretary



RUSK COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE

311 Miner Ave. E., Ladysmith, WI 54848

(715) 532-2121

FAX 532-2448

STATEMENT of PURPOSE and BYLAWS

ARTICLE I

NAME

The name of this Committee shall be the Rusk County Local Emergency Planning Committee, abbreviated **LEPC**

ARTICLE II

PURPOSE

Section 1.

The Rusk County Local Emergency Planning Committee (LEPC) serves the local planning district of Rusk County. This planning district was established by the Wisconsin State Emergency Response Board (SERB) as required by the Superfund Amendments and Reauthorization Act (SARA) Title III: Emergency Planning and Community Right to Know Act (EPCRA).

Section 2.

The purpose of the LEPC shall be to:

- A. Provide a forum wherein representatives of local government, community leaders, emergency response agencies, long term response agencies, reporting and planning facilities, the media and other concerned parties may cooperatively examine and discuss the political, financial, environmental and personal safety issues of emergency planning activities.

- B. Conduct fact finding, planning, exercising, evaluating and coordinating activities for the development of a comprehensive area-wide response system to respond to hazardous materials emergencies.
- C. Identify local response needs and resources.
- D. Serve as the primary information source for residents of Rusk County regarding hazardous materials information and emergency response activities involving these materials.
- E. Establish liaison, maintain communication and exchange information with other LEPCs in the Northwest region as well as with counties contiguous to Rusk County.
- F. Fulfill the requirements outlined in SARA Title III, the Emergency Planning and Community Right to Know Act (EPCRA).
- F. Advise the Rusk County Board and local governmental agencies of the LEPC's activities.

ARTICLE III

MEMBERSHIP

Section 1.

The membership of the Rusk County **L**ocal **E**mergency **P**lanning **C**ommittee (LEPC) shall be as required by SARA Title III, Section 301(c).

Section 2.

Membership on the Rusk County **L**ocal **E**mergency **P**lanning **C**ommittee (LEPC) is at the appointment of the Chairperson of the Rusk County Board of Supervisors. Such appointments must be confirmed by the State Emergency Response Board.

Section 3.

The State Emergency Response Board has determined that the county Emergency Government Director shall be a member of the LEPC.

Section 4.

Each member of the LEPC may select an alternate to attend meetings in his or her absence. The alternate shall be appointed as such by the Board Chair, be confirmed by the SERB and shall have voting privileges when acting on behalf of said member.

ARTICLE IV

POSITIONS

Subject to SARA Title III, Section 301(c) and Section 303(c), the following positions shall be appointed by the Rusk County Local Emergency Planning Committee (LEPC):

Section 1.

CHAIRPERSON

The Chairperson of the LEPC shall be a member of the Committee elected by the membership of the Committee for a term of one year. The principal duties of the Chairperson shall include: Preside over all meetings of the LEPC; Appoint subcommittee chairs as required; Approve grant applications and documentation as required; Provide general supervision of the Committee.

The Chairperson shall hold no other concurrent position on the LEPC.

Section 2.

VICE CHAIRPERSON

The Vice Chairperson of the LEPC shall be a member of the Committee elected by the membership of the

Committee for a term of one year. It shall be the duty of the Vice Chairperson to fulfill the functions of the Chairperson in his or her absence.

The Vice Chairperson shall hold no other concurrent position on the LEPC.

Section 3.

COMMUNITY EMERGENCY COORDINATOR

The Community Emergency Coordinator shall be a member of the LEPC designated by the Committee for an indeterminate term. The Community Emergency Coordinator shall undertake those duties assigned by the LEPC including making decisions necessary to implement emergency plans. The LEPC may designate Deputy Community Emergency Coordinators to serve in the absence of the primary designee.

Section 4.

COORDINATOR OF INFORMATION

The Coordinator of Information shall be a member of the LEPC designated by the Committee for an indeterminate term. The Coordinator of Information shall develop and implement procedures for receiving and processing requests for information from the public, including information as provided for under SARA Title III, Sections 312 and 314. The LEPC may designate Deputy Coordinators of Information to serve in the absence of the primary designee.

Section 5.

SECRETARY

The Secretary of the LEPC shall be a member of the Committee appointed by the Chairperson. The principal duties of the Secretary include: Assure that proper minutes of all LEPC meetings are kept; distribute said minutes as required.

Section 6.

The election or appointment of a position replacement when an individual is unable or unwilling to serve shall be at the earliest meeting of the LEPC following notification to the Committee of the need for such replacement.

**ARTICLE V
MEETINGS**

Section 1.

REGULAR MEETINGS

Regular meetings of the LEPC shall be held at least twice a year. Notice of these meetings shall be sent to the Ladysmith News.

Section 2.

LOCATION

The LEPC has established a normal meeting location of the Law Enforcement Center meeting room in the Courthouse in Ladysmith. All meetings of the LEPC shall be held in Rusk County with the exception of joint meetings held between the Rusk County LEPC and other LEPCs and/or with the SERB as may be required for the coordination of activities or for the conduct of jointly related business. Public notice of meetings outside the normal meeting location shall be given at least 24 hours in advance of the meeting.

Section 3.

EMERGENCY MEETINGS

The Chairperson or designee may call an emergency meeting of the LEPC as soon as possible when emergency conditions are occurring or are imminent. All reasonable attempts shall be made to notify all Committee members and the public of such meetings. The conduction of business at such

meetings shall be limited to those items required by the emergency conditions present.

Section 4.

PUBLIC INPUT

The LEPC shall provide fifteen minutes at the beginning of each meeting for the receipt of public comment and input.

Section 5.

QUORUM

A quorum will consist of one third of the SERB approved membership of the LEPC.

Section 6.

VOTING

A majority vote of members present when a quorum exists shall be required for the approval of any business item.

Section 7.

DISTRIBUTION OF AGENDAS AND MEETING MINUTES

Agendas and minutes of all meetings of the LEPC and subcommittees shall be distributed to Committee members, the County Board Chair, the County Clerk, the Regional Office of the Division of Emergency Government and others who request them through the Coordinator of Information.

Section 8.

AGENDAS

Agenda items shall be received at least five working days before a scheduled regular or special meeting of the LEPC. The agenda shall be posted and notice of the meeting mailed to Committee

members and the media at least 72 hours prior to the scheduled meeting time.

ARTICLE VI

COMMITTEES

Section 1.

The Rusk County Local Emergency Planning Committee (LEPC) shall designate such subcommittees as it may find necessary to carry out the purpose of the LEPC. The members of these subcommittees shall be appointed by the Chairperson. Members of these subcommittees may be persons other than Committee members, i.e., those with technical knowledge, response information, specific expertise and/or skills etc.

Section 2.

Subcommittees of the LEPC may include, but are not limited to, the following: Planning; Training; Exercising; Response Guidelines; Special Facilities; Evacuation; Public Information, Outreach; Environmental Assessment, etc.

Section 3.

Each subcommittee shall have a Chair who is a member of the LEPC. This Subcommittee Chair shall be appointed by the Chair of the LEPC and shall serve as the liaison between the Subcommittee and the LEPC, relaying information and recommendations as appropriate.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the LEPC in all cases to which they are applicable and in which they are not in conflict with these Bylaws and any special rules of order the LEPC may adopt

ARTICLE VIII

ADOPTION of and AMENDMENTS to BYLAWS

Adoption of these Bylaws or approval of amendments to these Bylaws may be accomplished at any regular or special meeting of the LEPC as an agenda item with a majority roll call vote.

Approved by the

Rusk County Local Emergency Planning Committee (LEPC)

Chairperson: Mark Schmitt

Date 9-08-2023

Appendix A

RUSK COUNTY LEPC

LETTER OF INTENT FOR GRANT APPLICATION
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS
REGIONAL PLANNING GRANT COMMODITY FLOW STUDY FFY2023

9/8/2023

RUSK County authorizes Polk County Emergency Management to apply and administer the **Hazardous Materials Emergency Preparedness (HMEP) Regional Planning Grant Commodity Flow Study FFY2023**. RUSK County Emergency Management fully intends to participate in the project.

Sincerely,

Head of County Emergency Management (Signature)

Date

LEPC Chair (Signature)

Date