

Richland County LEPC
Meeting Minutes
February 21, 2019

Members present:

Burlie Williams – Red Cross	Ben Lesko – Rockwell Automation
Barry Roghair – RCFD	Brian Jones – RCFD
Chris Kanable – ARES/RACES	Aaron Sanders – RCRE
Brandon Fetterly – UW Richland	Zach Thayer – Schreiber Foods--East
Darin Gudgeon – RCEM	Rose Kohout – Richland County H&HS
Steve Bauer – Rockwell Automation	Kerry Severson – Richland County Board
Lauren Moe – RCPD	Amber Burch – RCEMS
Paul Theobald – RCRE	John Heinen – JT Heinen Global
Sean Gary – Schreiber Foods--East	Jon Bosworth – Richland School District
Ryan McBride – Schreiber Foods--West	Lyle Kratochwill – Richland Hospital
Sean Culver – RCFD	

1. **Meeting called to order** at 6:30pm by Brandon Fetterly and a sign-up sheet was circulated.
2. **Proof of notification** by Darin Gudgeon.
3. **Motion to approve agenda** by Brian Jones, seconded by Zach Thayer. Motion carried.
4. **Approval of minutes** from the July 19, 2018 meeting by consensus.
5. **Director/Chairman's Report:**

a) Change of Offsite Plan Cycle:

Darin Gudgeon reviewed the change in the Offsite Plan Cycle. According to Wisconsin Emergency Management, there has been a change in the frequency of updating Offsite Plans. SARA requires that this occur every four years. Richland County has historically completed this process on an every two-year schedule and, as new plans have arrived, a review of each has occurred. The LEPC has fourteen total plans for which it is responsible and reviews half each year. The new requirement is that ten plans per year will require review. Those facilities with an increased risk of accidental release (Schreiber East and West, Foremost, Alcam, Allied Machining, Richland Center Renewable Energy and Premier) will be reviewed every year. For 2019, the list will also include Rockwell Automation, Frontier Communications and City Wells 6, 7 & 8. Going forward, the even year rotation will have Rockwell Automation, Miniature Precision Components and Walmart plan updates. On the odd years, Frontier Communications and City Wells 6, 7 & 8 plans will be reviewed and updated. Darin commented on the fact that Richland County was exceeding plan cycle review expectations; the new guidelines will require additional work. Two plans have been reviewed to date and in order to have all necessary plans reviewed and ready to be submitted by September 30, 2019, another LEPC meeting will be need to be held before August. Tier II reports are submitted annually to the LEPC per thresholds found in the EPA's "List of Lists". They are triggered by inventory amounts that exceed an RQ. If a TPQ is exceeded, then an Offsite Plan needs to be prepared for that facility that addresses all the requirements as set forth by EPCRA. These plans are updated annually. Darin ended by stating that all facilities pay in to the state and these proceeds support the LEPC.

b) HazMat Contract:

This item has been moved to 7. c) Please refer to the minutes contained under the section entitled, ‘Vernon Four-County HazMat Response Team Contract’ below.

c) WEM Review of Plans and WHOPRS:

Facility plans and review sheets will need to be uploaded into WHOPRS this year. WHOPRS serves as a repository for plans and now, will require completed signature sheets.

6. **Public Comments and Input:** There were no public comments or input offered.

7. **New Business:**

a) EPCRA Plan of Work:

1) Review and Update Membership List:

John Heinen reviewed the current LEPC membership list and members’ contact information. He reported that the appointment list goes to WEM to check for gaps. This is a new process, but is based upon the law which created LEPC’s in 1987. Representatives from the 49th, 50th, and 51st Assembly Districts and the Senator from the 17th District were added to the list. Travis Tranel (49th), Tony Kurtz (50th), Todd Novak (51st) and Howard Marklein (17th) were added; John will research their contact information and place it on the membership list. Ryan McBride will be the Schreiber West LEPC member. Discussion occurred regarding who could represent the DNR and it was determined that a representative would be determined later. The membership list needs to be sent to WEM by March 31, 2019. At this time, a motion to approve the list as modified was requested. Chris Kanable made a motion to that effect and it was seconded by Kerry Severson. The motion carried.

2) Review Bylaws For Any Needed Changes:

John discussed the fact that the LEPC’s Bylaws are offered to members for review on an annual basis. He asked if any changes were being recommended and none were proposed. Chairman Fetterly requested that the minutes reflect that the bylaws had been reviewed without change.

3) Exercise Requirements 2019:

Darin read the EPCRA guidelines which stated the two tabletop or functional exercises need to occur within a four-year period. The Richland County LEPC already exceeds this requirement, averaging two exercises per year. Lyle Kratochwill shared that in healthcare settings, exercises satisfy the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) requirements. Discussion occurred regarding planning an exercise involving healthcare facilities (e.g., The Richland Hospital, Pine Valley Community Village, Schmitt Woodland Hills), local fire, EMS, and another industry that has chemicals on site or has these agents delivered to their facility in order to test surge capacity and other aspects of readiness. An exercise would need to occur in June or July so an After Action Report could be completed and submitted by September 30, 2019. Members interested design planning were asked to volunteer. Darin Gudgeon, John Heinen, Brian Jones, Sean Gary, Lyle Kratochwill, and Paul Theobald offered to plan the event and serve as the exercise design team. Members were encouraged to check their calendars for an exercise date. Tentative dates are July 17, 24 and 31. John stated that he will distribute an exercise memo to members and Lyle will complete JCAHO paperwork.

b) Approve Updated EPCRA Facility Offsite Plans:

John reviewed offsite plans for both Rockwell Automation and Richland Center Renewable Energy with staff from both facilities. A detailed discussion occurred and appropriate modifications were made. At the completion of the review, Zach Thayer moved to accept the plans as modified and Brian Jones seconded. The motion carried.

c) Vernon Four-County HazMat Response Team Contract:

Darin reported that a regional HazMat Response Team was created in 1998. The team supported the counties of Richland, Crawford, and Vernon. Iowa County has since been added as a partner. In 2010 or 2011, law enforcement in a Crawford County community requested HazMat services to respond to a Methamphetamine manufacture site. An amendment approved by the Division of Criminal Investigation allows clear teams to manage assignments of this sort. In 2017, a HazMat response was necessary when a suspicious backpack was left near a courthouse. No arrest was made in the incident and, as a result, the law enforcement agency which requested the assistance of the team was billed. Since the agency is located within a county which is served by the response team, it did not believe that it had a responsibility to pay for the service. The resulting controversy nearly led to one county withdrawing from the response team. A new contract is being proposed. EM Directors from the four counties met in January to discuss the contract and expressed interest in obtaining a HazMat computer. Vernon County is willing to house the computer and other associated equipment. Grant monies are given to each county and approximately one-fourth of the proceeds will be given to Vernon County to be utilized in purchasing necessary equipment. With regard to billing agencies within the regional response team service area, if an arrest is made and restitution occurs, no charges will be billed to the requesting jurisdiction. An advisory committee is being formed to review the contract. This will include EM Directors and two members of each county's LEPC. The group will meet biannually. The meeting is scheduled for the end of February. Vernon County's Corporation Counsel drafted the contract and it was reviewed by WEM's attorney. Darin requested volunteers from the LEPC to participate in the Advisory Committee. Brandon Fetterly agreed to participate and a member of the Richland Center Police Department, Fire Department, or the Richland County Sheriff's Office may consider attending. Having the fire department involved will promote training and the possibility of having equipment on-site in the county. Darin will send an addendum to advisory committee members so they have pertinent information.

8. Next Meeting Date:

A summer meeting is being planned so more Offsite Plans can be reviewed before the September submission date. It was agreed that the next meeting will be held on Thursday, June 20, 2019, at 6:30 PM.

9. Meeting adjourned at 7:44 PM as there was no further business.