

Richland County LEPC
Meeting Minutes
September 15, 2021

Members present:

Chris Kanable – ARES/RACES	Aaron Wallace – RCSO
Brandon Fetterly – UW Richland	Rich Glass – RCEMS
Darin Gudgeon – RCEM	Bob Schoenhard – Schreiber Foods - East
Amber Burch – RCEMS	Rose Kohout – Richland County H&HS
Sean Gary – Schreiber Foods - East	John Heinen – JT Heinen Global
Steve Krueger – RC Water Utility	Brent Parker – RCFD
Brian Jones – RCFD	
Molly McCormick – Red Cross	

1. **Meeting called to order** at 6:01 PM by Brandon Fetterly and a roll of all in-person and virtual participants occurred. A sign-in sheet was circulated for signatures of those were present.
2. **Proof of notification** was provided by Darin Gudgeon. It was reported that notification was properly posted and published.
3. **Motion to approve agenda** by Amber Burch, seconded by Chris Kanable. Motion carried.
4. **Approval of minutes from the July 16, 2020 LEPC Meeting** occurred with a motion from Chris Kanable and a second from Amber Burch. The motion passed unanimously.
5. **Director's report** included advising LEPC membership that a series of exercises are required during each four-year cycle. A Table Top exercise has occurred and a Functional exercise will follow this meeting. The objective of this Functional exercise is to utilize tools at the members' disposal for a real life event. Plans for a Full Scale event will be forthcoming and this should occur in 2022. The Director noted the Wisconsin Emergency Management closely tracks completion of exercises.
5. **Public Comments and Input:** There were no public comments offered during the meeting.
6. **EPCRA Plan of Work**

a) Administration: The list of LEPC officers for 2021 was reviewed and discussion revealed that the current Vice-Chair, Zach Thayer, was no longer available to act in this capacity. It was noted that the position of Vice Chair is necessary by virtue of the by-laws and that this individual chairs LEPC meetings in the absence of the Chair. Historically, a member representing industry has filled this role. Nominations for the office of Vice Chair were brought to the floor and Sean Gary nominated himself for the position. Chair Brandon Fetterly called for additional nominations on three occasions and receiving none, moved to accept Mr. Gary's offer to serve. Amber Burch seconded the motion. No discussion occurred and the motion carried.

The LEPC Membership list was reviewed and any proposed changes were highlighted. Changes included adding Sean Gary to the appointment list as the Vice-Chair and removing Zach Thayer. Sheriff Clay Porter will remain in the position he has occupied.

The topic of EPCRA Bylaws was listed on the agenda so any requested changes to such could be identified and acted upon. The Chair requested that members provide him with their opinions on proposed changes, and, hearing none, determined that the current Bylaws remain intact.

A Full Scale exercise will be required of the LEPC by September 30, 2023. Planning for an event during the year of 2022 is being considered. It will be a joint exercise involving a facility and a school or a facility and a hospital. Grant funding to support the planning and implementation of a full scale exercise will be requested by Darin Gudgeon. Grant requests can be submitted to Lenora Borchardt of Eptec or to the State Training Officer. A representative working within the UW System can develop both a scenario and the exercise. It is being requested that the LEPC reconvened to formally discuss a full scale event as soon as the RFP is released. It will be important to meet early in the funding cycle (grants need to be utilized within 18 months of receipt) to ensure time for adequate planning and exercise completion. Despite being discussed during the current meeting, no formal agenda item was listed and, accordingly, no formal action could occur on the subject.

b) Approve Updated EPCRA Facility Off-Site Plans:

Discussion occurred regarding a final inspection of the now-closed Novares Plant (formerly known as Miniature precision Components). John Heinen stated that he has not had the opportunity to tour the site since operations ceased. It was decided that Darin Gudgeon, John Heinen, and Brandon Fetterly schedule time to perform an inspection and close out the facility's plan.

John Heinen reported that there have been no significant changes to the offsite plans at the following facilities: Allied Machining, Frontier Communications, Richland Center Renewable Energies, Schreiber-East, Richland Center Wells 6, 7 and 8, and Foremost Farms. It was noted that the offsite plan at Foremost Farms is updated on a continual basis. At the conclusion of his report, it was decided to vote on these plans as a block. Darin Gudgeon moved to accept Mr. Heinen's update and it was seconded by Steve Krueger. The motion passed.

Facilities with more significant changes in the hazardous materials stored at their sites are reflected in the tables provided by John Heinen below:

ALCAM CREAMERY CO

Sulfuric Acid	Down to 1,064 lbs. from 1,300 lbs.
Nitric Acid	Up to 934 lbs. from 870 lbs.
Peracetic Acid	Down to 40 lbs. from 154 lbs.
Phosphoric Acid Detergent	Up to 2,427 lbs. from 750 lbs.
Sodium Hydroxide [NaOH]	Up to 4,274 lbs. from 1,250 lbs.
Potassium Hydroxide [KOH]	Up to 2,690 lbs. from 1,785 lbs.
Sodium Hypochlorite	Down to 96 lbs. from 454 lbs.

FOREMOST FARMS

Sulfuric Acid	Up to 5,973 lbs. from 5,400 lbs.
Peracetic Acid	Down to 6,434 lbs. from 9,515 lbs.
Sodium Hydroxide [NaOH]	Down to 113,062 lbs. from 122,210 lbs.

PREMIER COOP

TripleFLEX Herbicide	Up to 9,220 lbs. from 500 lbs.
PowerMax	Down to 30,000 lbs. from 38,700 lbs.

Potash	Down to 500,000 lbs. from 900,000 lbs.
Ammonium Sulfate	Down to 450,000 lbs. from 500,000 lbs.
Ammonia (28%, liq)	Down to 400,000 lbs. from 550,000 lbs.
Diesel Fuel	Down to 24,000 lbs. from 232,000 lbs.
Fuel Oil	Down to 8,000 lbs. from 159,500 lbs.
Gasoline	Down to 3,500 lbs. from 200,000 lbs.

SCHREIBER FOODS

Sulfuric Acid	Up to 17,517 lbs. from 11,805 lbs.
Nitric Acid	Up to 5,657 lbs. from 2,851 lbs.
Anhydrous Ammonia	Down to 39,232 lbs. from 40,704 lbs.
Sodium Hydroxide [NaOH]	Up to 28,757 lbs. from 20,968 lbs.
Lead	Up to 78,980 lbs. from 49,355 lbs.

At this time, approval of the amended facility off site plans was requested. Amber Burch moved to approve the changes to the entire lot of off-site plans. Chris Kanable seconded. There was no discussion in response to such and the motion carried.

There was discussion regarding whether the chemicals used and stored at the aquatic center would require an offsite plan. Past inquiries regarding the site have resulted in an assumption that no plan was necessary. Upon further review, it was noted that there has been previous fire department contact at the location and that some of the materials, depending how they are stored, could create hazardous reactions. As a result, the creation of a local plan will be pursued.

The next meeting date was discussed. A meeting will need to be held once grant funding for a planned exercise is confirmed. Since several months may elapse before the grant funding notice arrives, it was decided to hold the next LEPC meeting on March 2, 2022, at 6PM.

7. Meeting adjourned by Chair Fetterly at 6:46 PM as there was no further business.