

Richland County LEPC
Meeting Minutes
September 22, 2022

Members present:

Brandon Fetterly – UW-Richland	Lauren Moe – RCPD
Darin Gudgeon – RCEM	Clay Porter – RCSO
Amber Burch – RC EMS	Rose Kohout – Richland County HHS
Sean Gary – Schreiber Foods – East	John Heinen – JT Heinen Global
Burlie Williams – American Red Cross	Julie Prouty – Ithaca Schools
Scott Gald – RCFD	

1. **Meeting called to order** at 6:13 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 who 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** occurred after discussion to table agenda item number four under the EPCRA Plan of Work. Darin Gudgeon moved to approve the amended agenda and it was seconded by Burlie Williams. Motion carried.
4. **Approval of minutes from the September 15, 2021 LEPC Meeting** occurred with a motion from Chair Brandon Fetterly and a second from Sean Gary. The motion passed unanimously.
5. **Director's report** included advising the membership that the election of LEPC officers was missed on the original agenda. The organization's by-laws state that this process should occur annually as terms expire for officers. Despite this change in the agenda, the current meeting is lawful and will occur as planned. In order to assure that the election transpires directly, another LEPC business meeting will be scheduled after a 30-day period has elapsed. At this meeting, the four-county Hazardous Material Response Agreement will also be reviewed and approved. In order to transact business, a quorum of five members will be necessary. Members may attend in-person or virtually. Mr. Gudgeon then went on to explore the disposition of the grant application that was submitted in January 2022 to support a proposed full-scale exercise. He was notified in March that too many exercises had been submitted for consideration and that funding would not be forthcoming. It was noted, however, that Richland County's application was strong and that re-submission could be a future option. Darin noted that he and his team plan to pivot toward a hazardous materials-focused project. One grant application would have had to be submitted by July 2022 with an award date of October 2022. The entire event would have had to be planned and completed by May 2023, and this was not practical, given the team's other work and the move in which the Richland County Ambulance Service is currently engaged. Mr. Gudgeon stated that he expects to submit another grant proposal in January 2023. He has identified and will enter into an agreement with a contractor who will help plan and evaluate a full-scale exercise.
6. **Public Comments and Input:** There were no public comments offered during the meeting.

7. New Business

a) EPCRA Plan of Work Administration

1. The LEPC membership list for 2022 was reviewed and discussion revealed that Scott Gald is the new Richland Center Fire Chief, replacing Brian Jones. Dave McGowan will represent Dawn Kiefer, previous editor of the Richland Observer. Ken Rynes will replace Marty Brewer as the Richland County Board representative. The DNR's Kirk Konichek is no longer available and Warden Mike Williams will succeed him. It is known that WRCO, one of the media outlets listed, has been sold and, at this time, the radio station will be struck from the membership list. The Richland Observer, a local newspaper, will meet minimum requirements as a media representative. Discussion occurred regarding the identity of Alcam Creamery's member and John Heinen stated that he will speak with Dave Schoen, plant manager, about this subject.
2. The topic of EPCRA Bylaws was listed on the agenda so any requested changes to such could be identified and acted upon. The Chair and the Director did not identify any and it was reported that it is a formality to have this topic on the agenda.
3. Exercise requirements were discussed, in part, by Mr. Gudgeon during his Director's report. He shared that having a consultant assume the roles of planning and evaluating will permit him to actively participate in the event. A Hazardous Materials Planning grant is available to one county in each of the six regions in Wisconsin. In the south central region, Dane County will take the lead. Richland County has expressed its intent to participate in the exercise coordinated by Dane. It is unclear what capabilities, resources, or processes will be exercised. Richland County's attendance will meet EPCRA requirements. Darin then stated that Emergency Management will be putting together a group dedicated to developing training exercises and will creating a response needs assessment. The group will consist of entities such as EM, Fire, Public Health, non-governmental organizations, etc. and will be tasked with identifying the types of trainings and exercises that will be most helpful to stakeholders in their response roles. The group will determine which plans need to be updated and the goal will be to personalize trainings. Local resource capabilities will be explored and regional resources will be "stitched in" to establish a more robust response. Mr. Gudgeon anticipates developing a survey in February or March 2023. He and his team plan to use hazard mitigation plans that have been utilized during frequent occurrences. LEPC meetings will serve as the location where work occurs on plans. Darin envisions involving partners, like those who were part of the EOC during the pandemic, to come together to support a whole community response. The discussion then turned to the LEPC planning cycle. It has typically been October 1-September 30. It is now expected that local committees will follow a calendar year cycle. With this change, a question arose regarding whether the by-laws should be amended to reflect this modification. Given that the election of officers has occurred on this cycle, as well, Amber Burch recommended that this topic be placed on the organization's next agenda. Chairman Fetterly expressed his support for aligning calendars. There was a question on whether officers' terms should expire on a specific date. Perhaps terms should be tied to the LEPC planning cycle rather than a calendar date. John Heinen stated that two year terms should commence and end at the end of a planning year. Once the planning cycle changes, Darin stated that he would support holding a meeting in November or December to ensure that officers are in place. It was thought that the by-laws should reflect a date on which a meeting should occur prior to the new planning cycle each year. There was a question about which date should coincide with LEPC plan of work closure. Currently Mr. Heinen's work should be

complete by September 30th in order to qualify for payment by the EPRA grant. Sean Gary asked if the grant timeline had changed to a calendar year and Darin responded that it had. Reports will now need to be completed by January 31, 2024. John stated that he will draft new language in Section 4 of the by-laws and submit these to Chairman Fetterly. These will be circulated to the group for review and comment. The changes will be discussed at the next meeting.

b) Approve Updated EPCRA Facility Off-Site Plans:

John Heinen provided a report on those facilities with changes in the amounts of chemicals/products as part of their offsite plans. Please refer to the attached document for details. He noted that he will need to check with Walmart to check on their bleach/vegetable oil inventory. He also intends to contact Jessy John or Paul Theobald at Richland Center Renewal Energy to assess for changes to their wasting practices. Mr. Heinen inquired on the “fuel farms” that might exist with the city of Richland Center and the highway department. Scott Gald will evaluate these sites. John indicated that Premier might be used as a contingency for fuel. He also reported that ESF 1 and 4 were recently updated and changes are reflected in the revisions. ESF’s are preferred over EOP as they are more “task-oriented”. At this time, approval of the amended facility off site plans was requested. John Heinen moved to approve the changes to the nine plan lot of off-site plans. Scott Gald seconded. There was no discussion in response to such and the motion carried.

8. **Next Meeting Date** was discussed. A meeting will need to occur at least thirty days and dates in late October or early November could be considered. After discussion, it was decided to hold the next LEPC meeting on October 27, 2022, at 6PM at the EOC. A virtual option (Zoom) will also be available.
9. **Meeting adjourned** by Chair Fetterly at 7:09 PM as there was no further business.