

Richland County LEPC
Meeting Minutes
October 4, 2023

Members present:

Brandon Fetterly – Ithaca Schools
Darin Gudgeon – RCEM
Chris Kanable – ARES/RACES

Billy Jones – RCPD
Amber Burch – RC EMS
John Heinen – JT Heinen Global

1. **Meeting called to order** at 6:08 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 (Media, City Hall, Brewer Library & Courthouse).
3. **Motion to approve agenda** occurred with Chris Kanable moving to approve the agenda as presented, seconded by Brandon Fetterly. The motion carried.
4. **Approval of minutes from the October 27, 2022 LEPC Meeting** occurred with a motion from Amber Burch and a second from Darin Gudgeon. The motion carried.
5. **Director's report:**
 - a) Darin Gudgeon brought the committee up to speed on the toxicological implications of the widespread presence of PFAS (Per- and PolyFluoroAlkyl Substances) in the environment. It is understood that the WDNR is taking the lead on prevention and remediation with support from Public Health and potentially the Emergency Management community. To the best of everyone's knowledge, there is no level-of-concern contamination in Richland County yet. La Crosse may have measurable contamination though; the implication being that it may soon impact us here. There are several known sites across the State that have been identified as PFAS hotspots. It's also known that fire departments have used PFAS-containing foams on structure fires. The committee recommends asking RCFD about when they started using foam and whether or not it had PFAS in it. Chair Brandon Fetterly agrees that the issue should be kept on future LEPC agendas as a way to track issues as they arise.
 - b) The exercise grant previously applied for should reopen again the 3rd week of December, going into January 2024. Mr. Gudgeon recommends resubmitting the application. Much of the information submitted before will not have changed from the last cycle, making this submission quick and straightforward. The grant would fund an exercise that would satisfy EPCRA exercise requirements (particularly at the Functional/Full-Scale level). A contractor would need to be identified and a small design team assembled. The exercise being funded in 2024 would be Full-Scale.
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 2023 was reviewed and discussion revealed that a number of updates were needed. The changes were noted and will be entered into the most recent spreadsheet. The new list should be ready by month's end. Billy Jones moved to approve the updates as discussed. Darin Gudgeon seconded. The motion carried.
2. Per the annual review requirement, the topic of EPCRA Bylaws was listed on the agenda so any requested changes could be identified and acted upon. The Chair, Director and Membership did not identify any. Everything that needed to be updated was finalized in 2022. No formal action is required this year. The bylaws stand as presented.
3. The Integrated Preparedness Plan requirement, as newly rolled out by WEM was explained in further detail. Richland County wrote its IPP during the 2023 planning year. The following five (5) priority areas were discussed: Priority 1: Active Threat Incident Management; Priority 2: Multi-agency Coordination and Disaster Response; Priority 3: Integrated Disaster Planning; Priority 4: Public Information and Media Relations; Priority 5: EOC Operations. An "Additional Training Matrix" was included, as shown below:

Activity	Activity Type	Supported By	HSEEP (POETE)
IS-36.a: Preparedness for Child Care Providers	Online Instruction	FEMA	Training
IS-241.c: Decision Making and Problem Solving	Online Instruction	FEMA	Training
IS-288.a: Role of Voluntary Organizations in Emergency Management	Online Instruction	FEMA	Training
IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship	Online Instruction	FEMA	Training
IS-406: Operating a Shelter	Online Instruction	FEMA	Training
IS-904: Active Shooter Prevention: You Can Make a Difference	Online Instruction	FEMA	Training
IS-905: Responding to an Active Shooter: You Can Make a Difference	Online Instruction	FEMA	Training
IS-906: Workplace Security Awareness	Online Instruction	FEMA	Training
IS-907: Active Shooter: What You Can Do	Online Instruction	FEMA	Training
IS-908: Emergency Management for Senior Officials	Online Instruction	FEMA	Training
IS-909: Community Preparedness: Implementing Simple Activities for Everyone	Online Instruction	FEMA	Training

NWS Severe Weather Training	Classroom Instruction	National Weather Service	Training
CPR & First Aid	Online or Classroom Instruction	American Heart Association or American Red Cross	Training
Shelter Operations	Online or Classroom Instruction		Exercising

With respect to the exercise schedule, in part, some of the new requirements were discussed earlier by Mr. Gudgeon during his Director’s Report. With the new IPP in place, the exercise schedule shifts somewhat. In particular, the original EMPG exercise requirements get subsumed into the new preparedness plan. While that offers some flexibility in meeting EPCRA requirements, EPA continues to expect the standing three year schedule to be followed: Year 1: Tabletop; Year 2: Tabletop, Functional; Year 3: Tabletop, Full-Scale. The IPP needs to account for this and accommodate it accordingly. The IPP for Richland County will span a three year cycle, with updates being made annually, adjustments and modifications being made where and as necessary.

b) Approve New and Updated EPCRA Facility Off-Site Plans:

John Heinen provided a report on those facilities with minor changes in the amounts of chemicals/products as part of their offsite plans along with a new plan for Schreiber. There were some point of contact changes, some Annex vs ESF updates and a few other section details in need of revision. There were no major changes made to any of the plans this cycle.

Committee approvals were made in blocks as follows:

- Richland Center City Wells 6, 7 & 8; Frontier Communications
 - Billy Jones made a motion to approve, Darin Gudgeon seconded. Motion carried.
- Schreiber East (Bohmann), Schreiber West (Sextonville), New Schreiber Warehouse plan
 - Brandon Fetterly made a motion to approve, Chris Kanable seconded. Motion carried.
- Alcam Creamery; Premier Coop; Allied Machinery; Foremost Farms
 - Amber Burch made a motion to approve, Billy Jones seconded. Motion carried.
- RCRE (Richland Center Renewable Energy)
 - Amber Burch made a motion to approve, Brandon Fetterly seconded. Motion carried.

8. **Next Meeting Date** was discussed. Next year’s meeting will be announced by email invitation through the distribution list and then regularly posted.

9. **Meeting adjourned** by Chair Fetterly at 7:18 PM as there was no further business.