

**MINUTES OF THE ONEIDA COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE MEETING  
JANUARY 30, 2008**

**MEMBERS PRESENT:** Chairperson Brian Gehrig, Clarence Puza, Tom Emond, John Sager, Kevin Schlosser, Terry Williams, Ken Kortenhof and Dawn Robinson, Program Assistant.

**ALSO PRESENT:** Doug Duchac, Jeff Miller, Wisconsin Public Service.

**MEMBERS NOT PRESENT:** Nick Scholtes, Linda Conlon, Dan Kuzlik, Dick Johns, John Sweeney, Andy Gee and Rhinelander Daily News Representative.

**CALL TO ORDER**

Chairperson Gehrig called the meeting of the Local Emergency Planning Committee to order in the Community Room at the Oneida County Law Enforcement Center at 1:04 p.m. Chairperson Gehrig noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

**APPROVE AGENDA/MINUTES OF PREVIOUS MEETING**

MOTION: To approve the Agenda (Schlosser/Puza, PASSED).

MOTION: To approve the Minutes of the October 17, 2007 Committee Meeting (Puza/Emond, PASSED).

**INTRODUCTIONS**

LEPC Committee members introduced themselves to Jeff Miller (Wisconsin Public Service).

**RESIGNATION/APPOINTMENT OF LEPC COMMITTEE MEMBER**

*Discuss/Act on Jeff Miller (Wisconsin Public Service):*

Miller would be a representative for the Community Group on the LEPC Committee. The Emergency Management Director recommended adding Miller to the Committee.

MOTION: To add Jeff Miller from Wisconsin Public Service as a member of the LEPC Committee, representing the Community Group (Kortenhof/Schlosser, PASSED).

The Emergency Management Director mention Brain Sharp is no longer employed with the Rhinelander Daily News, Sharp is working with a different print media company and is unable to fill the position as the media representative. There was discussion.

**DISCUSS/ACT ON HAZMAT MEMBERSHIP APPLICATION**

*William Crump-New Application:*

Crump is the Assistant Fire Chief for the Stella Fire Department is unable to attend the upcoming HazMat Technician Course and would be added as a support staff member. The Emergency Management Director recommended placing Crump on the Team. The HazMat Chief indicated some regular HazMat members could be placed under support staff since some members have not taken the annual refresher class in 2007.

*Jim Plautz-Mid Probationary Period:*

Member of the Rhinelander Fire Department and signed up for HazMat Technician class. No concerns.

*Dan Theiler-Mid Probationary Period (Support Personnel):*

Signed up for HazMat Technician class, no concerns.

*Steve Siefert-Completed Probationary Period:*

Signed up for HazMat Technician class, no concerns.

MOTION: To place William Crump on the HazMat Team as a probationary member (Kortenhof/Williams, PASSED).

MOTION: To place Steve Siefert on the HazMat Team as a regular member (Kortenhof/Williams, PASSED).

**HAZMAT TEAM REPORT**

The HazMat Chief provided the Team Report, Exhibit #1.

**ITEMS FOR AND REPORT FROM EMERGENCY MANAGEMENT**

*Discuss/Act on HazMat Incident Billing Policy & Procedure:*

The Emergency Management Director recommended leaving the billing policy and procedure as-is with no changes since the county has not encountered any problems with collecting money from the spiller. The Director indicated the State is looking at making a consistent billing schedule for all county HazMat teams and obtained a copy of Oneida County's policy & procedure.

MOTION: To keep the HazMat Incident Billing Policy & Procedure as-is (Kortenhof/Schlosser, PASSED).

There was discussion regarding the county billing the responsible spiller on behalf of the fire departments.

*Discuss/Act on LEPC Compliance Inspector:*

Puza was nominated.

MOTION: To appoint Clarence Puza as the LEPC Compliance Inspector (Williams/Schlosser, PASSED).

*Discuss/Act on LEPC Bylaws / Discuss/Act on LEPC Meeting Schedule / Discuss/Act on HazMat Membership Application Policy & Procedure:*

The Emergency Management Director referred to page 2 of the Rules of Operation for the Oneida County Local Emergency Planning Committee, Exhibit #2. The reason for the change in the meeting schedule is to allow the Committee to meet on a bi-annual basis verses on a quarterly basis since there a few agenda items to discuss/act upon and would allow the Committee to call an emergency meeting if one is necessary. The June meeting would be the annual meeting in which planning/reporting facilities would be reviewed.

MOTION: To change the LEPC Meeting Schedule from quarterly to bi-annual (Kortenhof/Schlosser).

Discussion on motion:

There was discussion regarding bi-annual meeting months and how probationary members can be placed on the HazMat Team.

MOTION: To change the LEPC Meeting Schedule from quarterly to bi-annual and reflect bi-annual meeting months as January and June of each year (Kortenhof/Schlosser, PASSED).

MOTION: To allow the LEPC Chairperson to place a probationary HazMat Team member on the Team without LEPC Committee Approval (Kortenhof/Williams, PASSED).

*Discuss 2008 County HazMat Team Contracts / Discuss 2008 Computer-HazMat Equipment Grant:*

The Emergency Management Director provided a list of equipment to be purchased on the 2008 Computer-HazMat Equipment Grant, Exhibit #3.

There was discussion regarding the contracted counties and which fire departments within the counties have designated response personnel (Forest County: Crandon Fire Department, Lincoln County: Merrill Fire Department, Langlade County: Antigo Fire Department, Vilas County: Eagle River Fire Department).

The HazMat Chief indicated Lincoln County was spreading out equipment throughout its county.

*Discuss Vulnerability Assessment Equipment/Training:*

The County applied for a grant and was awarded a \$32,000.00 Vulnerability Assessment Kit that would aid agencies, schools, etc. in Oneida County in assessing infrastructure and includes a 3-day training on how-to conduct a vulnerability assessment.

*Discuss Oneida County All-Hazards Mitigation Plan Update:*

The Emergency Management Director referred to the county's All-Hazard Mitigation Plan, indicated every five-years the plan requires updating, mentioned a grant has been written to have the plan updated by NCWRPC (North Central Wisconsin Regional Planning Commission) and informed the Committee they may be asked for their input since they were the core group that assisted with developing the plan.

#### **ITEMS FOR AND REPORT FROM CORPORATION COUNSEL**

None.

#### **REVIEW/APPROVAL OF BILLING FOR SPILLS**

None.

**PUBLIC COMMENTS**

None.

**OTHER ITEMS FOR DISCUSSION ONLY**

None.

**ITEMS FOR NEXT AGENDA**

Develop agenda at Emergency Management Director's discretion.

**SET DATE FOR NEXT MEETING**

The next meeting was scheduled for June 11, 2008 at 1:00 p.m.

**ADJOURN**

**1:33 p.m.** MOTION: To adjourn the meeting (Kortenhof/Williams, PASSED).

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Brian Gehrig  
Chairperson

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Dawn Robinson  
Program Assistant