

**MINUTES OF THE ONEIDA COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE MEETING  
June 9, 2010**

**MEMBERS PRESENT:** Chairperson Brian Gehrig, Clarence Puza, Elmer Goetsch, Jeff Miller, Tom Emond, Terry Williams, Dan Kuzlik, Ken Kortenhof and Dawn Robinson, Program Assistant.

**MEMBERS NOT PRESENT:** John Sager, John Sweeney, Andy Gee, Nick Scholtes, Linda Conlon and Dick Johns.

**ALSO IN ATTENDANCE:** Tom Waydick (RFD) and John Potters (County Coordinator).

**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 1:30 p.m. Chairperson Gehrig noted 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 (Williams/Puza, PASSED).

MOTION: To approve the January 13, 2010 meeting minutes (Miller/Goetsch, PASSED).

**RESIGNATION/APPOINTMENT OF LEPC COMMITTEE MEMBER**

None, fully staffed.

**HAZMAT TEAM REPORT**

The HazMat Chief provided the Team Report, Exhibit #1, addressing meetings, trainings, incidents and Computer/Equipment HazMat Grant.

**HAZMAT MEMBER STATUS**

*Howard Honig-Mid Probationary Period Review:*

Honig is employed at Nicolet College. No issues or concerns.

*Andrew Nelson-Mid Probationary Period Review:*

Nelson is attending EMT training and notifies the Department when unable to attend HazMat meetings/trainings. No issues or concerns.

*Phil Puza-New Applicant:*

Puza is a county employee and will be a Deputy Director for Emergency Management. Puza is HazMat Technician certified and is a member of Pelican Fire.

MOTION: To place Phil Puza on the HazMat Team as a probationary member (Kuzlik/Williams, PASSED).

## **ITEMS FOR AND REPORT FROM EMERGENCY MANAGEMENT**

### *HazMat Team Constitution on Bylaws:*

Copies of the constitution and bylaws, Exhibit #2, were forwarded to all Committee members for review. Constitution and Bylaws addresses general organization, membership, training standards, compensation, insurance, adoption and amendment of by-laws. Constitution and Bylaws are separate from SOP (Standard Operating Procedures). Bylaws have been reviewed by Corporation Counsel and approved by the Emergency Management Committee.

The HazMat Chief (C. Puza) is resigning effective July 2, 2010. The Director indicated since Puza is both the HazMat Chief and a Deputy Director for Emergency Management, the two positions were separated.

MOTION: To approve the HazMat Team Constitution on Bylaws (Williams/Goetsch, PASSED).

### *HazMat Chief:*

The HazMat Team Nomination Committee provided the Emergency Management Director with two candidates for the HazMat Chief and Assistant HazMat Chief Position; Tom Waydick and Jason Goeldner, both of which are HazMat Team members. The Director spoke with both candidates and Waydick would accept the Assistant HazMat Chief position and Goeldner would accept the HazMat Chief's position. Selection announcement will be made at the June 16<sup>th</sup> business meeting. The Director will appoint both candidates and at the next LEPC Meeting, a formal appointment will take place.

It was noted, the Hazmat Chief's job description has been revised to match functions/duties/responsibilities listed in the SOP (Standard Operating Procedures) and Constitution and Bylaws. The HazMat Chief and the Assistant HazMat Chief would each hold the position for a two-year term (opposite years) and could hold positions for consecutive terms.

There was discussion if there would be an issue or potential problems with HazMat incidents occurring within the City limits since the core HazMat Team consists of Rhinelander Fire Department members. Williams and Waydick both indicated there are no concerns.

Puza informed the Committee both Merrill Fire and Antigo Fire has five (5) certified HazMat Technicians available to respond. It was also noted, Three Lakes Fire has certified HazMat Technicians available to respond if necessary.

### *LTE Deputy Emergency Management Directors:*

Once C. Puza (the HazMat Chief/Deputy Director) submitted his resignation, the Emergency Management Director reviewed Deputy Director Position. The Director divided C. Puza's salary in half (due to holding both positions) and applied half of the salary to two Deputy Director Positions and the other half to the HazMat Chief position.

Jason Goeldner is the current Deputy Director and Phil Puza has the accepted the other Deputy Director position.

*EPCRA Facility Review:*

The county has eight (8) planning facilities that use Extremely Hazardous Substances (EHS), most of the facilities are located in the City of Rhinelander and one facility is located in Minocqua. The county has forty-six (46) reporting facilities that have hazardous substances onsite any time during the year.

*Airport Exercise:*

A Tabletop and a Functional Exercise were conducted on April 28<sup>th</sup>, 2010 testing airport plan, response and resources along with testing the MABAS (Mutual Aid Box Alarm System) system. A Full-Scale exercise is scheduled for August 11<sup>th</sup>, 2010.

The Rhinelander Fire Chief stated the Airport is located within City limits and due to the scheduled paramedic test, majority of the fire department members will be unable to participate in the August 11<sup>th</sup> exercise. Instead, the exercise scenario can reflect Rhinelander Fire responding to another incident within City limits making a more realistic scenario for MABAS.

*All-Hazards Mitigation Plan:*

The county's All Hazards Mitigation Plan is required to be updated every five (5) years and the county has contracted with NCWRPC (North Central Wisconsin Regional Planning Commission) to update the plan. Public hearing needs to be scheduled for input then the plan will be brought to the Emergency Management Committee for action and then forwarded onto the County Board of Supervisors for adoption.

*Large Event Planning:*

Hodag Country Fest is scheduled for July 8-11<sup>th</sup>; Three Lakes Block Party is scheduled for August 3<sup>rd</sup>; Oneida County Fair is scheduled for August 5-8<sup>th</sup>; and the Nokomis Fall Ride is scheduled for September 17-19<sup>th</sup>.

*Emergency Management Committee:*

Committee members remained the same.

*MABAS (Mutual Aid Box Alarm System):*

A MABAS meeting is scheduled tonight at the Pine Lake Fire Station.

**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 January 12, 2011 at 1:30 p.m.

The Chairman thanked C. Puza for his work as HazMat Chief. Puza appreciated the opportunity to work with the HazMat Team and Committees.

**ADJOURN**

**1:35 p.m.** MOTION: To adjourn the meeting (Williams/Kuzlik, PASSED).

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Brian Gehrig  
Chairperson

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Dawn Robinson  
Program Assistant