



# MANITOWOC COUNTY

## LOCAL EMERGENCY PLANNING COMMITTEE

### Meeting Notice

**DATE:** Wednesday, March 14th, 2018  
**TIME:** 9:00 a.m.  
**PLACE:** Communications and Technology Building  
Room 111/112  
1024 South 9<sup>th</sup> Street  
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

- 1) Call to order
- 2) Roll call
- 3) Minutes of September 13, 2017 committee meeting
- 4) Public comment
- 5) Election of Chairperson to fill vacancy
- 6) Designating the State of Wisconsin as the 2018 Compliance Officer
- 7) Vote to contract with SJA Consulting to complete 2018 facility plan updates
- 8) Update on hazmat responses (if any)
- 9) Update on Emergency Management Office operations
- 10) Adjournment

Date: February 26, 2018

Gary Shavlik, Vice-Chairperson  
Prepared by: Travis Waack  
Director, Emergency Services Division

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## LOCAL EMERGENCY PLANNING COMMITTEE

Communications & Technology Building

1024 S. 9<sup>th</sup> St., Manitowoc, WI

March 14, 2018

Attendance: Gary Shavlik – Manitowoc County Hazardous Materials Team, Karl Puestow – Manitowoc Police Department, Bob Mayer – American Red Cross, Paul Tittl – Representative of State of Wisconsin, Mary Halada – replacing Amy Wergin as the Manitowoc County Health Department representative, Jerry Went – Manitowoc Ice, Lois Kiel – Manitowoc County Clerk, Amy John – Holy Family Memorial, Deb Holschbach – Holy Family Memorial, Jamie Aulik – City of Kiel Administrator, Travis Waack – Manitowoc County Emergency Services Director, Todd Bergmann – Valders Journal

Call to Order: The meeting was called to order by Vice-Chairperson Shavlik at 9:00 a.m.

Minutes of September 13, 2017 Committee Meeting: Ms. Holschbach moved to approve the minutes of the September 13, 2017 meeting, seconded by Mr. Puestow. Upon vote, the motion passed unanimously.

Public Comment: No one present wished to speak, therefore public input was closed at 9:03 a.m.

Election of Chairperson to Fill Vacancy: Vice-Chairperson Shavlik opened the floor for nominations for a new Chairperson as Chairperson Waack has taken the Manitowoc County Emergency Services Director position. Ms. Holschbach nominated Vice-Chairperson Shavlik, seconded by Mr. Puestow. Vice-Chairperson Shavlik accepted the appointment and, upon vote, was unanimously named Chairperson. Chairperson Shavlik advised that a vacancy for the fire service representative with LEPC was not open. He will reach out to Two Rivers Fire Department for a representative to fill this position.

Election of Vice-Chairperson to Fill New Vacancy: Chairperson Shavlik opened the floor for nominations to fill the Vice-Chairperson position. Mr. Puestow volunteered. Mr. Tittl moved to approved, seconded by Mr. Mayer. Upon vote, Mr. Puestow was unanimously named Vice-Chairperson.

Designation of State of Wisconsin as 2018 Compliance Officer: Mr. Waack explained that the compliance officer is an annual designation, and he or she is required to enforce violations of the Emergency Planning and Community Right-to-Know Act (EPCRA). He said the State of Wisconsin has traditionally been designated as the compliance officer. Ms. Holschbach moved, seconded by Ms. Kiel to designate the State of Wisconsin as the compliance officer for Manitowoc County. Upon discussion and vote, the motion passed unanimously.

Vote to Contract with SJA Consulting to Complete 2018 Facility Plan Updates: Mr. Waack advised that SJA Consulting has completed the facility plan updates for multiple years and described the services provided by SJA Consulting in terms of completing updates and new plans. Mr. Puestow moved to retain SJA Consulting for 2018, and Ms. Holschbach seconded. Upon vote and discussion, the motion passed unanimously.

Report on HazMat Responses: Mr. Waack advised there have been no hazmat responses since last meeting. Chairperson Shavlik described recent hazmat training and conference attendance by himself and Mr. Tim Herzog.

Update on Emergency Management Office Operations: Mr. Waack reported that, since the last LEPC meeting, he has become the new Emergency Services Director for Manitowoc County. He described the upcoming emergency management exercise schedule for 2018 including a vehicular assault tabletop and a medical facility functional. In addition, Mr. Waack described revision plans for the Emergency Operations Plan which will be completed at the end of March 2018.

Adjournment: Mr. Puestow moved to adjourn, seconded by Ms. Holschbach, and the meeting adjourned at 9:39 a.m. by acclamation.

Respectfully submitted,



Amanda Harpold  
Emergency Management Specialist  
Manitowoc County Emergency Services Division



# MANITOWOC COUNTY

## LOCAL EMERGENCY PLANNING COMMITTEE

### Meeting Notice

**DATE:** Wednesday, September 12<sup>th</sup>, 2018  
**TIME:** 9:00 a.m.  
**PLACE:** Communications and Technology Building  
Room 111/112  
1024 South 9<sup>th</sup> Street  
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

- 1) Call to Order
- 2) Roll Call
- 3) Minutes of March 14<sup>th</sup>, 2018, Committee Meeting
- 4) Public Comment
- 5) Designating the State of Wisconsin as the 2019 Compliance Officer
- 6) Report on Facility Plans from First Half of 2018
- 7) Vote to Contract with SJA Consulting to Complete 2019 Facility Plan Updates & New Plans.
- 8) Update on Hazmat Responses (If Any)
- 9) Update on Emergency Management Office Operations
- 10) Adjournment

Date: September 4<sup>th</sup>, 2018

Gary Shavlik, Vice-Chairperson  
Prepared by: Travis Waack  
Director, Emergency Services Division

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## LOCAL EMERGENCY PLANNING COMMITTEE

Communications & Technology Building

1024 S. 9<sup>th</sup> St., Manitowoc, WI

September 12<sup>th</sup>, 2018

Attendance: Jamie Aulik – City of Kiel Administrator, Todd Bergmann – Valders Journal, Kurt Duzeski – Northern Labs, Mary Halada – County Health Officer, Eric Isselmann – Two Rivers Fire Department, Lois Kiel – County Clerk, Karl Puestow – Manitowoc Police Department, Randy Vogel – County Board Supervisor, Jerry Wendt – Manitowoc Ice, Robert Wenger – Red Cross, Gerald Wiesner, Manitowoc County Fish & Game.

Call to Order: The meeting was called to order by Vice-Chairperson Puestow at 9:01 a.m.

Minutes of March 14, 2018, Committee Meeting: Mr. Aulik moved to approve the minutes of the March 14, 2018 meeting, seconded by Supervisor Vogel. Upon vote, the motion passed unanimously.

Public Comment: No one present wished to speak, therefore public input was closed at 9:03 a.m.

Designation of State of Wisconsin as 2019 Compliance Officer: Mr. Waack explained that the compliance officer is an annual designation, and he or she is required to enforce violations of the Emergency Planning and Community Right-to-Know Act (EPCRA). He said the State of Wisconsin has traditionally been designated as the compliance officer. Mr Aulik added that the State officers are trained to investigate issues as well. Ms. Kiel moved, seconded by Mr. Wiesner, to designate the State of Wisconsin as the 2019 compliance officer for Manitowoc County. Upon vote, the motion passed unanimously.

Report on Facility Plans from First Half of 2018: Mr. Waack presented plans that were updated or new in the first half of 2018 with Mishicot Pumphouse 1, Mishicot Pumphouse 2, Lakeside Foods – Jay St, Lakeside Foods – Distribution Center, Krueger International, and Ironwood Plastics. He explained that the plans contain information on the types of chemicals at each of these facilities and what actions would need to be taken by first responders if there were an emergency on site, such as evacuation areas. He explained that copies of the plans are kept on file for public viewing in the Emergency Management Office, sent to local fire departments, the local hazmat team, and the facility.

Vote to Contract with SJA Consulting to Complete 2019 Facility Plan Updates: Mr. Waack advised that SJA Consulting has completed the facility plan updates for multiple years and described the services provided by SJA Consulting in terms of completing updates and new plans. Discussion about the plans followed.

Mr. Wiesner moved to retain SJA Consulting for 2019, and Ms. Kiel seconded. Upon vote, the motion passed unanimously.

Report on HazMat Responses: Mr. Waack advised there have been no hazmat responses since last meeting. Mr. Puestow and Mr. Waack added that there will be a full-scale HazMat exercise at Country Visions Co-Op on October 2<sup>nd</sup> at 6 PM. Several fire departments will be participating. LEPC members are invited to observe the exercise.

Update on Emergency Management Office Operations: Mr. Waack reported on operations in the Emergency Management Office. It was reported that there were a number of responses since the last meeting, including a widespread power outage in the Kiel area in April, flooding and an evacuation around the Shoto Dam in May, and the recent tornado and straight line winds around Kiel in August.

Major revision to the County Emergency Operations Plan (EOP) were approved by the State and FEMA earlier this year and additional revisions will be made this winter to continue modernizing the plan.

Staff from the Emergency Management Office attended the Governor's Conference on Emergency Management, served as evaluators for the Dark Sky Exercise in the Fox Valley, served as observers for the Prairie Island Nuclear Plant Exercise, and attended the National Radiological Emergency Preparedness Conferences (NREP) since the last meeting.

A functional exercise was held in the Emergency Operations Center on August 29<sup>th</sup> with participants from various entities from the County. The exercise focused on issues resulting from a long-term power outage due to an ice storm. Also participating in the exercise was 8 nursing homes and long term care providers, which participated by exercising their own internal plans at their various locations around the County.

Outreach continues to be a major component of activities in the Emergency Management Office. Presentations, plan reviews and exercises are being held with towns, villages and cities in the County and nearly every town, village, and city has now appointed a municipal emergency manager. The office also continues to place emphasis on facebook outreach, posting real-time weather alerts and preparedness information that has been viewed nearly 350,000 times from March through August. Recently, Mr. Waack also presented a Business Continuity Planning Workshop at the Chamber of Commerce, educating local businesses on how to prepare themselves for disasters.

Communications upgrades are also in progress, adding essential two-way radio communications capabilities to the Emergency Operations Center and County Command Post. A project is also underway to modernize our Emergency Alert System plan to ensure Emergency Management can warn the County of emergencies in multiple ways, including the new Wireless Emergency Alerts (WEA) on cellular phones.

Mr. Waack concluded the report by indicating that several exercises are coming up in the next few months, including an active shooter exercise in October, an EOC exercise with the City of Manitowoc in early 2019, and a vehicular assault exercise with the City of Two Rivers.

Adjournment: Supervisor Vogel moved to adjourn, seconded by Mr. Aulik, and the meeting adjourned at 9:35 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Travis Waack". The signature is fluid and cursive, with a large initial "T" and "W".

Travis Waack  
Director  
Manitowoc County Emergency Services Division