



# MANITOWOC COUNTY

## LOCAL EMERGENCY PLANNING COMMITTEE

### Meeting Notice

**DATE:** Wednesday, March 8<sup>th</sup>, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Communications & Technology Building  
1024 S 9<sup>th</sup> St, Manitowoc, WI 54220  
Room 111/112

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) Approve Minutes of September 14<sup>th</sup>, 2022 Committee Meeting
- 4) Public Comment
- 5) Review By-Laws
- 6) Recommendation to County Board for Remainder of Dave Funkhouser's Term
- 7) Update on Hazmat Responses
- 8) Update on Emergency Management Office Operations
- 9) Adjournment

Date: March 1st, 2023

Gary Shavlik, Chairperson  
Prepared by: Kayla Beckerdite  
Director, Emergency Services

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

Manitowoc County C&T Building

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

March 8, 2023

Call to Order: The meeting was called to order by Chairman Shavlik at 9:00 am.

Roll Call: Gary Shavlik, Bob Wegner, Joe Jeanty, Todd Bergmann, Stephanie Lambert, Dave Murack, James Falkowski, Deb Holschbach, and Kayla Beckerdite.

Approve Minutes of September 14<sup>th</sup>, 2022 Committee Meeting: Ms. Holschbach made the motion to approve the minutes from the last meeting, Ms. Lambert seconded. The minutes were approved unanimously.

Public Comment: No public present at the meeting.

Review By-Laws: Ms. Beckerdite stated there had been some changes made in wording to the by-laws in 2022, no other changes had been brought to Ms. Beckerdite since. Motion was made to approve as written, then to submit to corporate council, seconded by Mr. Falkowski.

Recommendation to County Board for remainder of Dave Funkhouser's Term: Ms. Beckerdite recommended Joe Jeanty, the newly appointed Kiel Police Chief, to replace Dave Funkhouser for the remainder of his term. Mr. Bergmann moved to approve Joe Jeanty, to be recommended to the county board for approval, Ms. Holschbach seconded. The recommendation was approved unanimously.

Update on Hazmat Responses: There have been no hazmat responses since Ms. Beckerdite took over as the director in October, 2022. We have worked with Appleton hazmat for a few drills and will continue to do so for upcoming drills.

Update on Emergency Management Operations: Ms. Beckerdite provided an update on emergency management operations. Betsy Olson was hired in January 2023 as deputy director of emergency management and will be primarily supporting that side of the department.

The county's new mobile command post was delivered in March 2023, with the hope to be fully operational by the beginning of May, in order to be operational for the rescue task force training and drill. This provides a significant upgrade from the old hazmat vehicle, including a meeting room in the front with space for up to 10 people, a galley and storage space in the middle section and a dispatch center in the rear to be used for tactical dispatching on large scale events. Before radios and extra technology, the cost was approximately \$750,000, after extra items were included the cost is nearly \$1,000,000, which was funded by American Rescue Plan Act (ARPA). The county will be selling the old hazmat vehicle.

Nuclear plant information: FEMA graded nuclear drills are completed every 2 years, Hostile Action Based (HAB) drills, take place every 8 years in that cycle and will be taking place this coming August, as well as a drill in July and a pre-drill in March. The hostile action based county plan had been updated within the past year, prior to that the last update was made in 2014 at the time of that last drill. Appleton Hazmat will be sending additional personnel to the reception center to assist with the drill and exercise. Kewaunee Emergency Management and Sheriff's Office will be participating in the same type of drill coinciding with Manitowoc County.

Mr. Shavlik requested to be able to see the new command post at the next meeting, Ms. Beckerdite suggested holding the meeting at the office complex due to the extra space that bring the command post to the meeting. Mr. Shavlik inquired what, if any, associations that are willing to deploy the vehicle. Ms. Beckerdite explained that if the command post is used for any law enforcement needs, the Manitowoc County Sheriff's Office will be deploying it, for all other needs there will be a list of certified on call drivers, the first two to respond when notification occurs will respond.

In late February 2023 there was a weather event that occurred, which presented the possibility to have to open a shelter in Kiel due to lack of power from flooding in the area. Ms. Beckerdite had informed Human Services, the Health Department and the Red Cross of the matter, and requested they have staff on standby in case a shelter would be needed. Fortunately, the power came back on and a shelter was not needed, and it ended up being a great drill for communication between the departments.

Adjournment: Ms. Lambert moved to adjourn, Ms. Holschbach seconded it. The meeting was adjourned at 9:26 am.



# MANITOWOC COUNTY

## LOCAL EMERGENCY PLANNING COMMITTEE

### Meeting Notice

**DATE:** Wednesday, October 4<sup>th</sup>, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Manitowoc County Communications & Technology Building  
1024 S. 9<sup>th</sup> St., Manitowoc, WI 54220  
Room 111/112

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) Approve Minutes of March 8<sup>th</sup>, 2023 Committee Meeting
- 4) Public Comment
- 5) Vote to Designate the State of Wisconsin as the 2024 Compliance Officer
- 6) Vote to Approve the 2023 Facility Plan Updates
- 7) Election of Vice-Chair
- 8) Update on Hazmat Responses
- 9) Update on Emergency Management Office Operations
- 10) Adjournment

Date: September 13, 2023

Gary Shavlik, Chairperson  
Prepared by: Kayla Beckerdite  
Director, Emergency Services

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# LOCAL EMERGENCY PLANNING COMMITTEE

Manitowoc County C&T Building

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

October 4, 2023

Call to Order: The meeting was called to order by Chairman Shavlik at 9:02 am.

Roll Call: Gary Shavlik, Joe Jeanty, Todd Bergmann, Korina Aghmar, Dave Murack, James Falkowski, Deb Holschbach, Paul Tittle, Kevin Klosinski and Kayla Beckerdite.

Approve Minutes of March 8<sup>th</sup>, 2023 Committee Meeting: Ms. Holschbach made the motion to approve the minutes from the last meeting, Mr. Jeanty seconded. The minutes were approved unanimously.

Public Comment: No public present at the meeting.

Vote to Designate State of Wisconsin as the 2024 Compliance Officer: Chairman Shavlik stated there was a need to designate the State of Wisconsin as the 2024 Compliance Officer, as is customary. Ms. Holschbach made a motion to approve the State as the 2024 Compliance Officer, seconded by Mr. Falkowski. The motion was approved unanimously.

Vote to Approve the 2023 Facility Plan Updates: Chairman Shavlik explained the need to approve the 2023 Facility Plan updates. Mr. Falkowski requested additional information about the Point Beach Nuclear Plant plan update, and a brief discussion ensued. Mr. Falkowski moved to approve the 2023 Facility Plan updates, seconded by Mr. Jeanty. The plan updates were approved unanimously.

Election of Vice Chair: Mr. Falkowski nominated Ms. Holschbach to serve as the LEPC Vice Chair, and she indicated that she would accept the nomination. Chairman Shavlik sought additional nominees three times, and no additional nominations were raised. Ms. Holschbach was unanimously approved as Vice Chair.

Update on Hazmat Responses: There have been no hazmat responses requiring fire department response since the previous LEPC meeting in March. Ms. Beckerdite shared a few notifications she had received as a courtesy from Land of Lakes and Lakeside Foods, but they were not elevated to the level of response. She also shared a project completed by the Environmental Protection Agency to remove potentially hazardous materials from Pigeon Lake over the summer, although further investigation found the drums to be non-hazardous.

Update on Emergency Management Operations: Ms. Beckerdite provided an update on emergency management operations. Brenden Riley was hired as the Deputy Director of Emergency Management for the department, and he will have a focus on emergency management planning, response, and preparedness. She also shared that her last day with Manitowoc County will be 10/5/2023. Ms. Beckerdite also shared an updated on the Joint Dispatch Center's current staffing, explaining that the center is down one position at this time, with a few staff in training.

Ms. Beckerdite also shared an update on the County's Command Post training and operating program. She shared that approximately ten personnel have been fully trained on the operating procedures of the vehicle, and that the vehicle has already been used for fire responses, exercises, and the County Fair.

Lastly, Ms. Beckerdite shared that she did forward the current by-laws for the LEPC to Manitowoc County's Corporation Counsel for review and feedback. She has not heard anything back on those by-laws as of this meeting.

Adjournment: Mr. Tittle moved to adjourn, seconded by Ms. Holschbach. The meeting was adjourned at 9:27 a.m.