



MANITOWOC COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE

Meeting Minutes

DATE: November 12, 2025
TIME: 9:00 a.m.
PLACE: Manitowoc County Communications & Technology Building
1024 S. 9th St., Manitowoc, WI 54220
Room 111/112

Committee Members Present: Gary Shavlik, Jessica Backus, Todd Bergmann, Joan Girard, Kelly Hilliker, Debra Holschbach, James Falkowski, Rhonda Green and Melissa Neilson.

Call to Order: The meeting was called to order by Chairman Shavlik at 09:00am

Roll Call/Introductions: Roll call was completed at 09:04 am.

Public Comment: None

Approve Minutes of March 13th's Meeting: James Falkowski made the motion to approve the minutes from the March 13th 2025 meeting, Debra Holschbach seconded. Minutes approved unanimously.

2025 Facility Plans: On hold. Sam Al-Saadi will have the facility plans completed the end of November, or the first week of December. Rhonda will provide the committee electronic plans to review and approve.

Motion to approve to designate the State of Wisconsin as the 2025/2026 Compliance Officer. Debra Holschbach made a motion to approve, seconded by Todd Bergmann. Approved

New Committee Members: Joan Girard from Vollrath and Amber Schneider from Formite.

** Nicole Wagoner HFM is no longer with Holy Family. Debbie Holschbach will represent HFM. Amy John will be the alternate to Debbie Holschbach. **

Election of Vice Chair: Debra Holschbach agreed to remain on as Vice Chair, motion by Jessica Backus to approve, seconded by James Falkowski. Approved unanimously. Motion to close election made by James Falkowski seconded by Todd Bergmann. Approved

Hazmat spiles/Responses: No major spills.

Update from Emergency Management Office Operations:

Rhonda Green updated the committee of community outreach. LEPC will be represented at the county fair, National Night Out in Two Rivers, clean sweep and the health fair. Emergency Management will have their own booth at next year's fair and discussed staffing it with Joint Dispatch, and Emergency Management. Todd Bergmann suggested that members from the LEPC committee could help fill in the gaps in staffing the fair.

Training and guest speakers discussed for future meetings.

Debra Holschbach discussed the benefits of a LEPC and HERC (Healthcare Emergency Response Committee) partnership. HERC has resources available to county partners in the event of an emergency. HERC meetings are held on the 1st Wednesday of the month. Rhonda to send a link to the meetings to the LEPC Committee.

Update on CHREG grant and LEPC contribution match: Rhonda explained LEPC funds were used as a match in the past. Manitowoc County's contract with Sheboygan County is now used as a match for the CHREG grant, freeing up LEPC funds for training and guest speakers.

Next Meeting Dates: 2026 meeting dates are scheduled for March 11th, 9am and September 9th, 9am at the EOC

Adjournment: Motion to adjourn made by Jessica Backus seconded James Falkowski. Adjournment approved at 09:52 AM.

Respectfully submitted,

Melissa Neilson

Melissa Neilson
Deputy Director
Manitowoc County Emergency Management Department