



# MANITOWOC COUNTY

## LOCAL EMERGENCY PLANNING COMMITTEE

### Meeting Notice

**DATE:** Thursday, March 7th, 2024  
**TIME:** 10:00 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 October 4, 2023 Committee Meeting
- 4) Public Comment
- 5) Update on Hazmat Responses
- 6) Update on Emergency Management Office Operations
- 7) Adjournment

Date: March 6, 2024

Gary Shavlik, Chairperson  
Prepared by: Rhonda Green  
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 7, 2024

Call to Order: The meeting was called to order by Chairman Shavlik at 10:04 a.m.

Roll Call: Gary Shavlik, Robert Hennings Jr., Joe Jeanty, Korina Aghmar, Kevin Grandahl (Representing Audrey Reese), James Falkowski, Kevin Klosinski, Rhonda Green and Brenden Riley.

Approve Minutes of October 4th, 2023 Committee Meeting: James Falkowski made the motion to approve the minutes from the last meeting, Korina Aghmar seconded. The minutes were approved unanimously.

Public Comment: No public comment made.

Update on Hazmat Responses: There have been no hazmat responses requiring fire department response since the previous LEPC meeting in October. Mrs. Green reports that there are no new updates, and HazMat Responses (local, not Green Bay) have been minimal related to tractor/trailer spills.

Update on Emergency Management Operations: Mrs. Green introduced herself and provided an update on emergency management operations. Deputy Director Brenden Riley still has focus on emergency management planning, response, and preparedness. Mrs. Green shared an update on the Joint Dispatch Center's current staffing, explaining that the center is fully staffed at this time and has just published an open position to replace Michelle Hearley who is retiring in April after 29 years of service. Only two are still in training and will be released in a week.

Mrs. Green shared that she requested and has received a copy of 2023's commodity flow study from Canadian National Railway.

Mrs. Green submitted the Public Notice in December and the ad was published January 5<sup>th</sup>, 2024 in the Gannett newspaper.

Mrs. Green reported that Mr. Robert Hennings and Mr. Patrick Dvorachek are appointed for another two-year term, expiring in December of 2025, and Chief Paul Granger expiring in January 2026.

Mrs. Green shared an update on the County's Command Post training and operating program. Approximately six personnel have been fully trained on the operating procedures of the vehicle. It has been used for a downed aircraft response and a missing child. Bill Manis has used the command post in public relations events. It is scheduled for a WEM Communications Drill and Expo Event in Oshkosh, May 15, 2024 to test the equipment on board, and showcase the two dispatch stations to students who are considering a career in dispatching. The command post is scheduled for maintenance and warranty work in May.

Chairman Shavlik requested a tour of the command post and suggested the tour at our next meeting. The group agreed to meet at the Command Post for our next meeting and the tour. The address is 1125 Fleetwood Dr., Manitowoc (Fire Station #4)

Adjournment: James Falkowski moved to adjourn, seconded by Bob Hennings. The meeting was adjourned at 10:35 a.m.

Next Meeting: Wednesday, October 2, 2024 at 10:00 a.m.



# MANITOWOC COUNTY

## LOCAL EMERGENCY PLANNING COMMITTEE

### Meeting Notice

**DATE:** Wednesday, October 2nd, 2024  
**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 March 7<sup>th</sup>, 2024 Committee Meeting
- 4) Public Comment
- 5) Review By-Laws
- 6) Vote to Designate the State of Wisconsin as the 2025 Compliance Officer
- 7) Vote to Approve the 2024 Facility Plan Updates
- 8) Election of Vice-Chair
- 9) Update on Hazmat Responses
- 10) Update on Emergency Management Office Operations
- 11) Adjournment

Date: September 25<sup>th</sup>, 2024

Gary Shavlik, Chairperson  
Prepared by: Rhonda Green  
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 2<sup>nd</sup>, 2024

Call to Order: The meeting was called to order by Chairman Shavlik at 10:01 am.

Roll Call: Todd Bergmann, Debbie Holschbach, Joseph Jeanty, Dave Murack, Gary Shavlik, Paul Tittl, James Falkowski, Rhonda Green and Brenden Riley.

Approve Minutes of March 7th, 2024 Committee Meeting: Ms. Holschbach made the motion to approve the minutes from the last meeting, Mr. James Falkowski seconded the motion. The minutes were approved unanimously.

Public Comment: No public comment.

Review By-Laws: By-Laws were reviewed. A motion to approve was made by Ms. Holschbach, and seconded by Todd Bergmann and approved unanimously.

Designation of 2025 Compliance Officer: A vote to keep the State of Wisconsin as the 2025 Compliance Officer as unanimous. Motion to approve by Ms. Holschbach, and second motion was made by Mr. Jeanty.

Vote to Approve 2024 Facility Plan Updates: Consultant Sam Al Saadi completed and submitted the 2024 Facility Plan and updates. A motion to approve was made by Mr. Falkowski, and a second motion was made by Mr. Murack.

Election of Chair: A clerical error on the agenda was corrected from "Election of Vice Chair" to Election of Chair. A motion to keep re-appoint Gary Shavlik was made by Ms. Holschbach, and a second was made by Dave Murack. The motion to move was made by Mr. Tittl, and Ms. Green.

Update on HazMat Response: Ms. Green reported that only one HazMat response was reported. A charter vessel in Lake Michigan caught on fire, Appleton HazMat Response Team was called to the scene. Mrs. Green also stated that Manitowoc County has contracted with Sheboygan County to provide HazMat services in addition to additional support with the Reception Center drills and exercises. Sheboygan County was offered the same contract as Appleton.

Mrs. Green shared that nothing has changed from the 2023 to the 2024 Commodity Flow Study.

Mrs. Green provided the following department updates:

Deputy Director Brenden Riley has turned in his notice of resignation. His position was posted last week and closed on September 27<sup>th</sup>. Interviews for his position start October 4<sup>th</sup>, 2024.

Joint Dispatch updates: Fully staffed, last three in training, 2 on maternity leave, one retiring in 2025.

Command Post is in Green Bay for service and won't be available for the scheduled tour today. Deployment of the command post included:

- Elijah Vue search and rescue and recovery.
- National Night Out in Two Rivers
- County Fair
- Warrant Work in July and upgrades in September
- WEMA Conference
- LTC in November (Lake Shore Technical College)

The CHREG Grant was approved for \$7,524.29. Appleton HazMat will be utilizing this for upgraded equipment. The 2025 grant will be split between Appleton and Sheboygan.

The Reception Center Drill will be held on October 10, 2024 from 6:00-8:00 PM. Food will be delivered at 5:00 PM for those in attendance. The LEPC was invited to attend. An Incidental Quorum Notice was provided by Ms. Backus.

Upcoming Exercises:

- 2024, October 10 – Reception Center off-year drill, non-FEMA
- 2025, January 15 – Table Top Tornado Exercise in EOC
- 2025, May 5 – Reception Center Pre-Drill from 6:00-9:00 PM (prep for full-scale)
- 2025, June 9<sup>th</sup> – Reception Center Exercise with FEMA

Future meetings will be scheduled on the 2<sup>nd</sup> Wednesday at 9:00 AM with the exception of the March Meeting. The Governor's Conference was scheduled that week Monday - Wednesday. The meeting was moved to Thursday, March 13, 2025.

Wednesday, September 10<sup>th</sup>, 2025 is the second meeting scheduled.

Adjournment: Ms. Holschbach moved to adjourn, seconded by Mr. Tittl. The meeting was adjourned at 10:45 a.m.

Next Meeting: Thursday, March 13, 2025 at 9:00 AM.



# COUNTY OF MANITOWOC

## COUNTY CLERK

1010 South 8<sup>th</sup> St., Ste. 115  
Manitowoc, WI 54220

**Jessica Backus**  
Manitowoc County Clerk

Telephone: (920) 683-4004  
Email: [jessicabackus@manitowoccountywi.gov](mailto:jessicabackus@manitowoccountywi.gov)

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### NOTICE

Please take notice that members of the Manitowoc County LEPC (Local Emergency Planning Committee) are invited to the Off-Year Reception Center Drill.

At 10:15 a.m. on Wednesday, October 2, 2024, Manitowoc County LEPC members were invited to attend the Reception Center Drill:

**DATE:** Thursday, October 10<sup>th</sup>, 2024  
**TIME:** 5-5:30 p.m. - Food will be served.  
6-8 p.m. - Reception Center Drill will take place.  
**WHERE:** Reception Center located at Manitowoc County Highway Department  
Garage Area  
3500 STH 310  
Manitowoc, WI 54220

**A quorum may be present, but no LEPC business will be conducted.**

Jessica Backus  
Manitowoc County Clerk