



MANITOWOC COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE

Meeting Notice

DATE: Thursday, March 13, 2025
TIME: 9:00 a.m.
PLACE: Communications & Technology Building
1024 S 9th 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 2nd, 2024 Committee Meeting
- 4) Public Comment
- 5) Update on Hazmat Responses
 - 2/15 Manure Spill Hillcrest Rd, west of County Rd. T
- 6) Update on Emergency Management Office Operations
- 7) Adjournment

Date: March 4, 2025

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 9th St, Manitowoc

March 13, 2025

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

Roll Call: Gary Shavlik, Joe Jeanty, Korina Aghmar, Eric Isselmann (Representing Dave Murack) Jessica Backus, James Falkowski, Paul Tittl, Deb Holschbach, and Rhonda Green.

Approve Minutes of October 3rd, 2024 Committee Meeting: Chief Jeanty made the motion to approve the minutes from the last meeting, Mr. Falkowski seconded. The minutes were approved unanimously.

Public Comment: None

Update on Hazmat Responses: One hazmat spill was reported. Spill occurred on Hillcrest Rd in Whitelaw. A truck carrying manure lost control in snow and spilled sewer on the roadway which went into a ditch. Local crews including business owner, cleaned up the spill. HazMat Teams were not deployed.

Update on Emergency Management Operations: Rhonda Green stated that Shawn Metzner was no longer with Manitowoc County and the new Deputy Director, Melissa Neilson, will start March 17, 2025.

A copy of 2025's commodity flow study from Canadian National Railway was shared with the committee.

Mrs. Green submitted the Public Notice on December 27th, and the ad was published January 3rd, 2025 in the Gannett News Paper.

Gary Shavlik was appointed for another two-year term, expiring in March of 2027.

Mrs. Green also shared the following office and training updates:

- The Command Post will be transferring to the Sheriff's Office April 2025. Arrangements can be made for the LEPC to tour the Command Post through them. Rhonda will follow up on the request.
- Joint Dispatch is fully staffed, will be down 3 due to retirement and future endeavors. Will be posting their positions later.
- Active Shooter scheduled August 12th from 5:00 PM – 7:00 PM at the EOC.
- Point Beach Full Scale FEMA evaluated exercises to take place in June for the EOC and Reception Center.
- Tornado Table Top Exercise Scheduled for September.

Rhonda Green requested on behalf of Lt. Andrew Beck from MTSO (Manitowoc Co. Sheriff's Office) requesting LEPC funds for a HazMat product called Fiber-Tech Gloves. Gloves would be used by Law Enforcement agencies in the county to protect them from Fentanyl, Meth, COVID, and other chemical agents/viruses. The gloves would also be placed with the court house and the health department. Rhonda to get quotes and coordinate meetings with the supplier, MTSO, and the LEPC.

Adjournment: Korina Aghmar moved to adjourn, seconded by Chief Jeanty. The meeting was adjourned at 09:30 a.m.

Next Meeting: Wednesday, September 10, 2025 @ 09:00 AM



MANITOWOC COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE

Meeting Notice

DATE: Wednesday, November 12, 2025
TIME: 9:00 a.m.
PLACE: Communications & Technology Building
1024 S 9th 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 13th, 2025 Committee Meeting
- 4) Public Comment
- 5) Vote to Designate the State of Wisconsin as the 2025 Compliance Officer
- 6) Vote to Approve the 2025 Facility Plan Updates
- 7) Update on New Committee Members
- 8) Election of Vice-Chair
- 9) HazMat Spills/Responses
- 10) Update on Emergency Management Office Operations
- 11) Update on CHREG grant and LEPC contributions match (Sheboygan Contract)
- 12) 2026 Meeting Dates & Times: March 11, 9:00 am, September 9th, 9:00 am
- 13) Adjournment

Date: October 22, 2025

Gary Shavlik, Chairperson
Prepared by: Rhonda Green
Director, Emergency Services

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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