



MANITOWOC COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE

Meeting Minutes

DATE: September 9th, 2026
TIME: 9:00 a.m.
PLACE: Manitowoc County Communications & Technology Building
1024 S. 9th St., Manitowoc, WI 54220
Room 111/112

Committee Members Present: In-person Debbie Holschbach, Gary Shavlik, Melissa Neilson, Corey Evenson, Allen Kellar, Chris Dallas, Korina Aghmar, Todd Bergmann, Joe Jeanty

On-line via Teams Jessica Backus and Joan Girard

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

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

Public Comment: None

Approve Minutes of November 12th Meeting: Debbie Holschbach made the motion to approve the minutes from the March 11th 2026 meeting, Joe Jeanty seconded. Minutes approved unanimously.

State of Wisconsin as 2026 Compliance Officer: Motion made by Debbie, seconded by Chris Dallas to approve to designate the State of Wisconsin to continue as 2026 Compliance Officer. Motion carried

2026 Plan review: No plans available to review. Discussion regarding current contract with Sam Al-Saadi that will be done at the end of the year. Committee discussed the process of a new contract. A new RFP and contract will need to be developed. Melissa will reach out to County Corp Counsel regarding RFP/contract. Melissa will reach out to Sam to ask for suggestions for his replacement. Additional meeting scheduled for approval of new contract meeting set for November 11th 2026 9am.

By-Laws review and approval: By-laws were sent to committee prior to meeting to review. Discussion regarding how many meetings to be held, currently it is two times a year second Wednesday of the month in March and September. Current meeting schedule will remain. Additional meeting may be scheduled at the direction of the committee. Motion By Joan Girard seconded by Debbie Holschbach to approve by-laws with updates. Motion carries.

Hazmat spiles/Responses: Spill spreadsheet distributed. Discussion regarding following up with DNR about spill close out. Melissa will contact DNR.

Update from Emergency Management Office Operations: Melissa reported that the EM office has been out doing outreach. Next year will be FEMA Ingestion exercise.

Next Meeting Dates: November 11th 2026 9am and March 10th 2027.

Adjournment: Motion to adjourn made by Chris Dallas seconded Joe Jeanty. Adjourned

Respectfully submitted,

Melissa Neilson

Melissa Neilson
Deputy Director
Manitowoc County Emergency Management Department