

**FOREST COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING**

Date: 03/25/21
Committee: LEPC
Committee Members Present: Cindy Gretzinger Jodie Jensen, Alex Walrath, George Stamper, Mike Childers, Jacee Shepard, Lynne Black,
Other Appearances:

MEETING MINUTES

1. 3:05 p.m. Walrath called the meeting to order.
2. Approve the agenda.
Motion by Gretzinger to approve the agenda. 2nd by Jensen. All in favor.
3. Approve minutes from previous meeting.
Gretzinger made a motion to approve the minutes from the prior meeting. 2nd by Childers. All in favor.
4. Public comment on agenda items.
Walrath advised the committee the basic functions of an LEPC. Walrath advised there are State & Federal Laws involving businesses that have hazardous materials and extremely hazardous substances. There are required records to be kept and be available to the public. An LEPC is also required for some grants available to Forest Co. Walrath advised there are Tier II business's in Forest Co. that are required to submit reports by March 1st. All businesses are currently in compliance.
5. Appointment/Election of LEPC Officers.
Childers made a motion to elects George Stamper as LEPC Chairman. 2nd by Lynne Black, carried.
George Stamper made a motion to elect Lynne Black as the LEPC Vice Chairman. 2nd by Childers, carried.
George Stamper made a motion to elect Jody Jensen as the LEPC Secretary. 2nd by Childers, carried.
6. Discussion and possible Bi-Law Updates.
Walrath provided a copy of the by-laws to all members. The committee choose to table the by-law updates until the new full time EM Director is hired.
7. Discussion of annual Public Notice.
Walrath provided a copy of the Notice of Public Availability of Information posting. Walrath advised the notice will be sent to the local newspapers in the near future.
8. Appointment of Designate Emergency Coordinator.
Cindy Gretzinger made a motion to appoint the Emergency Management Director to the position of Emergency Coordinator. 2nd by Stamper, Carried.

9. Appointment of Coordinator of Information.

Cindy Gretzinger made a motion to appoint the Emergency Management Director to the position of Coordinator of Information. 2nd by Stamper, Carried.

10. Designation of LEPC Inspector.

Walrath advised that if Forest County needs a compliance inspector we would request one be assigned by the Wisconsin Emergency Management.

11. Procedures for Establishing 311, 312 & 304 Files.

Walrath explained the 304 statutes pertain to emergency release notification. The owners of a facility are required to immediately notify government entities when a hazardous material or extremely hazardous substance has been released.

Walrath advised the 311 statutes pertain to facilities must prepare and make available MSDS, Material Safety Data Sheets to WEM, LEPC, and Fire Departments.

Walrath advised the 312 statutes pertains to the Tier II reports must be submitted with the appropriate fee by March 1st every year.

12. Future agenda Items.

Introduce new EM Director.

Review By-Laws.

LEPC Reorganization and review LEPC membership.

Invite Regional Director Theresa Erler.

Tentative next LEPC meeting July 22nd 2021, @ 1:00 PM.

13. Adjournment. Motion by Stamper to adjourn. 2nd by Black. Carried.