



**MARATHON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
AGENDA**

**Date & Time of Meeting:** Thursday, December 14, 2023 at 2:00 P.M.

**Meeting Location:** Marathon County Emergency Management, 1000 Lake View Drive, Wausau, WI & WEBEX Option.

**LEPC Members:**

|                        |                          |  |                  |                             |
|------------------------|--------------------------|--|------------------|-----------------------------|
| Ryan Berdal            | Law Enforcement          |  | Michael Puerner  | Corporation Counsel         |
| Dale Grosskurth        | Health Dept              |  | Phil Rentmeester | Emergency Mgmt. Director    |
| Frank Hanousek         | Citizen Member           |  | Katie Rosenberg  | Wausau Mayor                |
| Jeremy Kopp            | Wausau Fire Dept         |  | Sarah Rothmeyer  | NCHC                        |
| Stacey Morache         | Co. Board of Supervisors |  | Sarah Severson   | Media                       |
| William Penker (Chair) | Community Service        |  | Steve Tarras     | Wausau Chemical Corporation |
| John Peralta           | Solid Waste              |  | Kelly Zagrzebski | WI Public Service           |
| Bob Pound              | Safer FD                 |  |                  |                             |

**Mission/purpose:** The committee exists pursuant to the Federal Emergency Response Community Right-to-Know Act (EPCRA) of 1986. The mission is to protect the community from harmful and possible life-threatening effects of a hazardous materials release. The LEPC's purpose is to develop policies, procedures, and emergency plans for prevention of, and responding to, accidental releases of hazardous materials.

*Persons wishing to attend by Webex, please click on the link below:*

<https://ccitc.webex.com/ccitc/j.php?MTID=md5dfa771f86a0f5223fd6c2e24dbfe24>

- 1. Call meeting to order/ Roll Call**
- 2. Public comment (15-minute limit)**
- 3. Approval of September Meeting Minutes**
- 4. Educational Presentations and Committee Discussion:**
- 5. Policy Discussion and Possible Action:**
  - A. Review and approval of LEPC By-Laws
  - B. Discussion and approval of LEPC abbreviations
  - C. Appointment of Coordinator of Information
  - D. Appointment of Community Emergency Coordinator
  - E. Appointment of Secretary
  - F. Status of 2023 Off-Site Plans
  - G. Review of 2024 Off-Site Plans
  - H. EM Office: Spill Notifications, training opportunities, and exercises
  - I. Discussion and approval of the purchase of collapsible containment tanks
  - J. EM Office: Update on LEPC Best Practices Work Group
    - 1) Newsletter
    - 2) Conference

**K. Training on LEPC Roles and Responsibilities**

**6. Schedule Next Meeting Date / Time**

**7. Adjourn**

\* Copies of Off-Site Plans are available at the Marathon County Emergency Management Office.

Any person planning to attend this meeting who may need special accommodation to participate should call the County Clerk's office at 715-261-1500 or e-mail [countyclerk@co.marathon.wi.us](mailto:countyclerk@co.marathon.wi.us) one business day before the meeting.

**SIGNED** William C. Penker, Chair  
Presiding Officer or Designee

**EMAILED TO:** Wausau Daily Herald, City Pages, and other Media Groups

**EMAILED BY:** Toshia Ranallo

**DATE & TIME:** 12/05/2023 at 8:30 am

NOTICE POSTED AT COURTHOUSE

**BY:** Toshia Ranallo

**DATE & TIME:** 12/05/2023 at 8:30 am

**Marathon County Local Emergency Planning Committee  
Meeting Minutes  
September 7, 2023**

| LEPC Members |                          |   | LEPC Members                      |   |                               |
|--------------|--------------------------|---|-----------------------------------|---|-------------------------------|
|              | <i>Public Safety</i>     |   | <i>Community Groups or Public</i> |   |                               |
|              | Ryan Berdal              | X | Bill Penker                       | X | <b>LEPC Alternate Members</b> |
|              | Jeremy Kopp              |   | Frank Hanousek                    |   | Marissa Reynolds (Corp Couns) |
|              |                          |   |                                   | X | David Briggs (WFD)            |
| X            | Bob Pound                |   | <i>Transportation</i>             |   |                               |
|              |                          | X | John Peralta                      |   |                               |
|              | <i>Facilities</i>        |   |                                   |   | <b>Guests and Presenters</b>  |
|              | Kelly Zagrzebski         |   | <i>Media</i>                      |   | Brian Bailey (REI)            |
| X            | Steve Tarras             |   | Sarah Severson                    | X | Desiree Fischer               |
|              |                          |   |                                   |   |                               |
|              | <i>Elected Officials</i> |   |                                   |   |                               |
| X            | Katie Rosenberg          |   | <i>Healthcare</i>                 |   | <i>Emergency Management</i>   |
| X            | Stacey Morache           |   | Sarah Rothmeyer                   | X | Philip Rentmeester            |
|              |                          |   |                                   |   |                               |
|              | <i>Environment</i>       |   | <i>Legal</i>                      |   |                               |
|              | Dale Grosskurth          |   | Mike Puerner                      |   |                               |

Location: 1308 West Street, Wausau WI 54401  
 Meeting Link: <https://ccitc.webex.com/ccitc/j.php?MTID=md5dfa771f86a0f5223fd6c2e24dbfe24>

| Agenda Item                                | Talking Points  | Action Steps                          |
|--|---|---------------------------------------|
| <b>1. Attendance and Quorum</b>            | 7 appointed members in attendance   | <b>Quorum verified: Yes</b>           |
| <b>2. Call to Order</b>                    |   | Chair Penker called to order at 14:00 |
| <b>3. Approval of June meeting minutes</b> | <b>Motion to approve minutes.</b><br>1 <sup>st</sup> - John<br>2 <sup>nd</sup> - Stacey | Motion Carried                        |

**Marathon County Local Emergency Planning Committee  
Meeting Minutes  
September 7, 2023**

| Agenda Item                                   | Talking Points   | Action Steps   |
|---|--|--|
| <b>4. Approval of July Special Meeting</b>    | <p>Motion to approve minutes.</p> <p>1<sup>st</sup> – John<br/>2<sup>nd</sup> - Stacey</p>   | <p>Motion carried</p>  |
| <b>5. Designation of Compliance Inspector</b> | <p>As in our By-Laws, WEM has been assigned as our Compliance Inspector</p> <p>Motion to Designate WEM as in our By-Laws:<br/>1<sup>st</sup> – Bob<br/>2<sup>nd</sup> - John</p> | <p>Motion carried</p>  |
| <b>6. Review of By Laws</b>                   | <p>Review and adoption of 2023 LEPC By Laws</p> <p><b>Motion to approve:</b><br/>1<sup>st</sup> –<br/>2<sup>nd</sup> –</p>   | <p>Due to revisions, the By-Laws will be placed on the December meeting agenda for consideration</p> |
| <b>7. Status of 2023 Off-Site Plan</b>        | <p>Kelly went through off-site plans.</p> <p><b>Motion to approve:</b><br/>1<sup>st</sup> - Stacey<br/>2<sup>nd</sup> - John</p>   | <p>Motion carried</p>  |
| <b>8. Review of the Strategic Plan</b>        | <p>Plan was provided in packet.</p> <p>Motion to approve:<br/>1<sup>st</sup> – John<br/>2<sup>nd</sup> – Stacey</p>  | <p>Motion carried</p>  |

**Marathon County Local Emergency Planning Committee**  
**Meeting Minutes**  
**September 7, 2023**

|  |  |  |
|--|--|--|
| <b>9. EM Office: Spill Notifications, Training, Exercises</b>  | EM went through spill report, upcoming training, and exercises.<br>Success Story! Hamburg FD used one of the expandable tanks that was provided to them from the LEPC. | The group requested a promotion of the expandable tanks. |
| <b>10. EM Office: Update on LEPC Best Practices Work Group</b> | EM provided an update to the WEM EPCRA workgroup for LEPC Best Practices to include video  |  |
| <b>11. Public Comments</b>                                     | 3M offered tours of their facilities to the LEPC   | The group expressed interest in the tour offer           |
| <b>12. Schedule Next Meeting Date/Time</b>                     |  | December 14, 2023, at 14:00                              |
| <b>13. Adjourn</b>   |  | Chair Penker closed the meeting at 14:51                 |

**Marathon County Local Emergency Planning Committee  
Meeting Minutes  
September 7, 2023**

**BY-LAWS**

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**MARATHON COUNTY**

**LOCAL EMERGENCY PLANNING COMMITTEE**

**PREFACE**

The Marathon County Local Emergency Planning Committee (LEPC) consists of representatives from the private and public sectors and serves all of Marathon County, Wisconsin. The LEPC was established on July 17, 1987, and was confirmed by the State Emergency Response Board (SERB)/Wisconsin Emergency Management (WEM) on August 13, 1987. These By-Laws are promulgated under the directive of the Superfund Amendments and Reauthorization Act (SARA), Title III, Section 301(c), Public Laws of 1986.

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**POSTS, POSITIONS, APPOINTMENTS AND ELECTIONS**

**ELIGIBILITY REQUIREMENTS:** The Chairperson and the Vice-Chairperson may be representatives of either the private or the public sectors; however, under no circumstances shall both positions be occupied by a representative from a single sector. The Chairperson and the Vice-Chairperson must be a member of the LEPC and shall hold only one elected position in the LEPC.

**CHAIRPERSON:** Subject to the requirements of Title III, Section 301(c), the committee will elect a Chairperson for a term of two (2) years. The Chairperson will preside over the meetings of the LEPC. The Chairperson shall have the authority to sign approval of off-site facility plans, annual plan of work agreements, grant applications and reimbursement requests, and County-Wide hazardous materials plans submitted by the Marathon County Department of Emergency Management pursuant to statute, but prior to the next meeting. The Chairperson shall submit said items to the LEPC for a vote at the next LEPC meeting. The LEPC shall have the authority, by vote, to revoke the Chairperson's approval.

**VICE-CHAIRPERSON:** In order to ensure the continuity of operations in the absence of the Chairperson and to ensure equal representation, the committee has established the post of Vice-Chairperson and will elect a person for that post. In the absence of the Chairperson, the Vice-Chairperson will preside over meetings of the LEPC. The Vice-Chairperson will be elected for a term of two (2) years. At the end of the Vice-Chairperson's term, his/her name shall be automatically placed in nomination for the position of Chairperson.

**COORDINATOR OF INFORMATION:** Subject to the requirements of Title III, Section 301(c), the committee will designate a Coordinator of Information who will serve at the pleasure of the committee. The Coordinator of Information will undertake those duties and responsibilities as outlined under Title III, Section 301(c), and other responsibilities and duties

assigned by the LEPC. The LEPC may also designate a Deputy Coordinator of Information to serve in the absence of the primary designee.

**COMMUNITY EMERGENCY COORDINATOR:** Subject to the requirements of Title III, Section 303(c)(3), the LEPC will designate a Community Emergency Coordinator who will serve at the pleasure of the committee. The Community Emergency Coordinator will undertake those duties as assigned by the plan created under Title III, Section 303, and other responsibilities and duties assigned by the LEPC. The LEPC may also designate a Deputy Community Emergency Coordinator.

**SECRETARY:** In order to ensure that the proper minutes of all meetings are kept, the Chairperson or head of any committee or subcommittee shall designate a secretary to keep minutes of the business conducted. Such minutes shall be forwarded to the Coordinator of Information for distribution as required.

**COMPLIANCE INSPECTOR:** The State will provide a Compliance Inspector at no cost to the County. S/he would be contacted for any facility that the Emergency Management Director and/or the LEPC feels is not compliant with reporting/planning/information regarding off-site plans and chemicals on-site.

**MEETING LOCATION:** The LEPC has established a normal public meeting location in the Marathon County Emergency Management Office. Virtual meetings have also been established to accommodate the attendance of members and the public. Meetings of the LEPC will be held in the county with the exception of joint meetings held between the LEPC and other LEPCs and the State Emergency Response Board (SERB)/WEM, which are required for the coordination of activities or for the conduct of joint related business. Public notice of meetings, excluding emergency meetings, will be made at least 24 hours prior to the event.

**MEETING DATES AND TIMES:** The LEPC has established normal quarterly meetings (March, June, September, and December) on the second Thursday of the month at 2:00 p.m. The LEPC shall meet a minimum of twice per year. Regular meetings of the LEPC may be scheduled at a different day/time at the discretion of the Chairperson should the need arise. Special meetings of the LEPC may be called by the Chairperson with public notice of at least 24 hours prior to the event.

**EMERGENCY MEETINGS:** During emergency conditions, when a release of a substance covered by the notification requirements of Title III, Section 304, has occurred, is occurring, or is imminent, the Chairperson or the Emergency Management Director may call an emergency meeting of the LEPC as soon as possible with the provision that reasonable attempts are made to notify the public of the meeting through the local media channels. All members of the LEPC shall be invited to the emergency meeting; however, due to the nature of an emergency, reaching a quorum may not be possible and is not necessary. The conduct of business at such emergency meetings will be limited to those items required by the emergency conditions. LEPC members will be provided meeting minutes as soon as practicable.

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**AGENDA ITEMS:** Items to be included in the agenda will be submitted to the Coordinator of Information at least five (5) working days prior to the meeting of the LEPC unless emergency conditions are present. The agenda will be compiled and sent to committee members, local media representatives, and others who have requested copies at least 24- hours prior to the committee meeting. Agenda items may be added on the floor of the meeting for discussion only. No action may be taken on the added items until a future meeting where the proper public notification has taken place.

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**PUBLIC OPPORTUNITY:** The LEPC will provide sufficient time in every agenda to receive public comments and input. Public input time will be allowed on a first-come, first-served basis. The LEPC may limit comments to a certain time and limit public input time with a majority roll-call vote of the committee members.

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**QUORUM:** A quorum will consist of fifty (50) percent of the approved membership of the LEPC.

**VOTING:** A majority of the members present, where a quorum exists, will be needed for passage.

**ALTERNATES:** Every member of the LEPC may select an alternate in writing to attend meetings in his/her absence. The alternate may participate in discussions and will have voting rights.

**MINUTES OF MEETINGS:** Minutes of all meetings and sessions of the LEPC and committees or sub-committees will be distributed to committee members, interested heads of government within the county, the area office of WEM, and others who request them.

**ATTENDANCE AND CONSTRUCTIVE RESIGNATION:** Attendance by members or their alternates is required. Failure by a member or an alternate to attend three (3) consecutive regularly scheduled quarterly meetings of the committee shall constitute constructive resignation from the committee, except for approved absences. Any member being dropped from the membership list shall be sent a notice at their last known address. Any member who has been dropped from the membership list may re-apply in writing. The Chairperson shall have the authority to reinstate the member upon receipt of the application.

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**Distribution of Plans:** The Marathon County Strategic Plan will be uploaded to the Wisconsin Hazmat Online Planning and Reporting System (WHOPRS) website for distribution to other agencies on an annual basis by the Emergency Management Office. A physical copy of the plan is available for public inspection in the Emergency Management office during normal working hours by appointment. Off-site response plans will be uploaded to WHOPRS for dissemination, and copies of plans will be sent to primary response agencies by the Emergency Management office.

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**PUBLIC INFORMATION REQUESTS:** Pursuant to the Superfund Amendments and Reauthorization Act of 1986 Title III (SARA), all requests for public information shall be in writing and shall be made with respect to a specific facility. Public records of the LEPC shall be

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maintained in the Emergency Management office and available to the public for inspection during normal working hours by appointment.

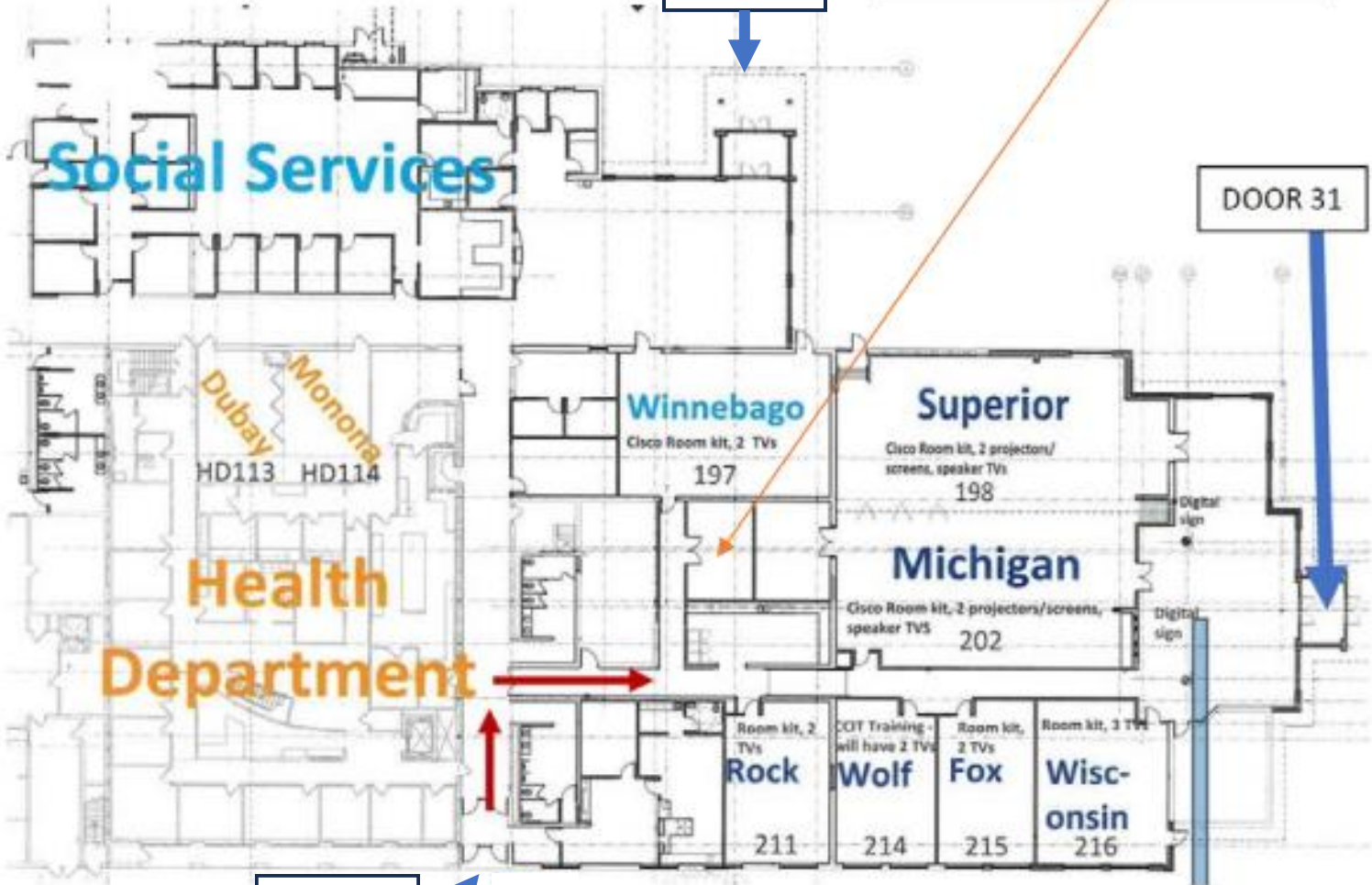
**ADOPTION AND AMENDMENTS OF LEPC BY-LAWS\***: Adoption of these By-Laws, or approval of amendments to the By-Laws, can be made at any regular or special meeting of the LEPC as an agenda item with a majority roll-call vote where a quorum exists.

\*Adopted 9-15-94; revised 3-12-98; revised 6-11-98; revised 9-13-07; revised 9-14-09; revised 3-10-11; revised 6-09-11; revised 12-11-14; revised 9-10-20; revised 9-9-21; revised 12-8-2022

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Marathon County  
EM Offices on  
1000 Lake View

Door 28



DOOR 31

Health  
Department

Winnebago  
Cisco Room kit, 2 TVs  
197

Superior  
Cisco Room kit, 2 projectors/  
screens, speaker TVs  
198

Michigan  
Cisco Room kit, 2 projectors/screens,  
speaker TVs  
202

Room kit, 2  
TVs  
Rock  
211

CCIT Training -  
will have 2 TVs  
Wolf  
214

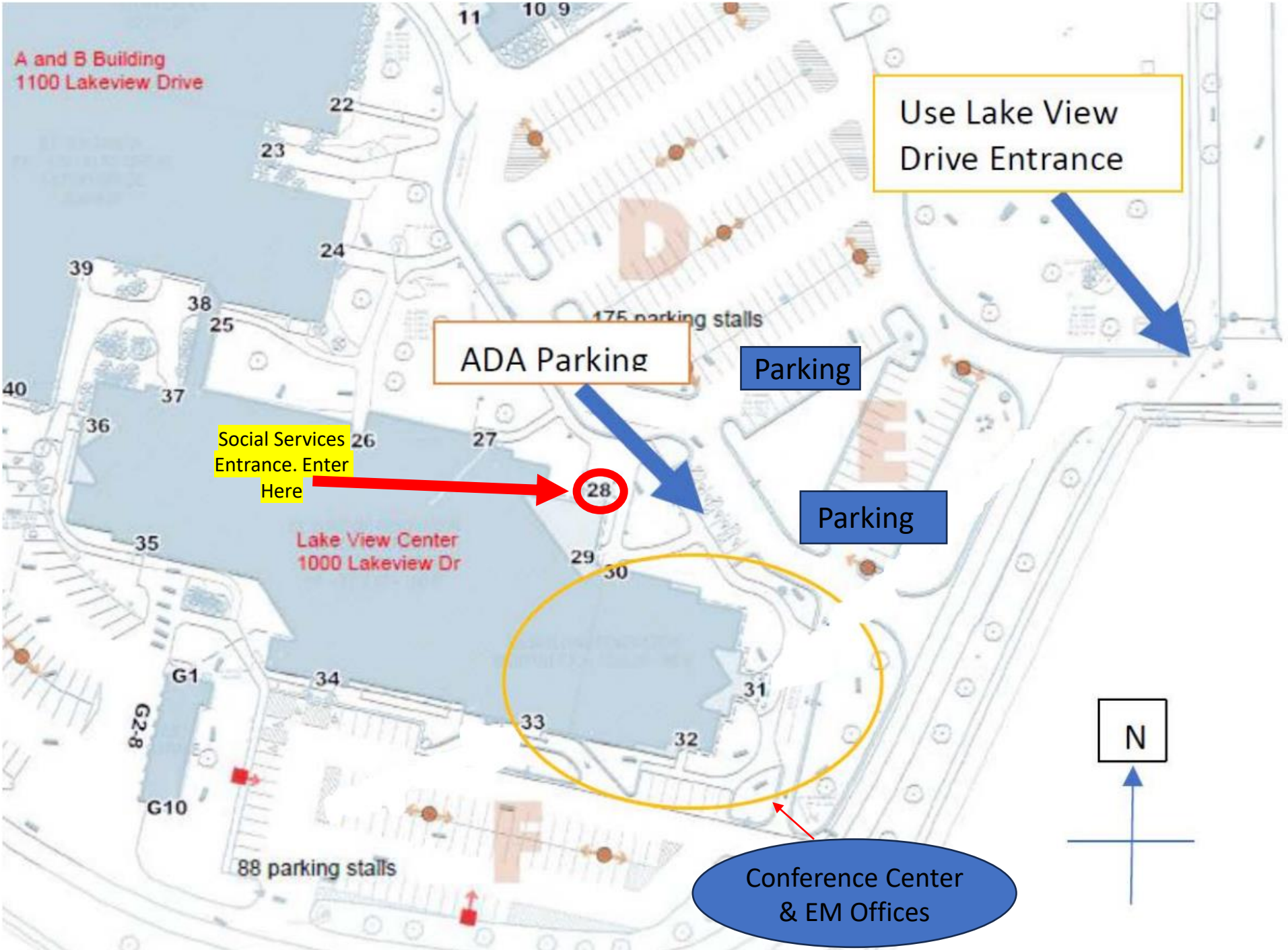
Room kit,  
2 TVs  
Fox  
215

Room kit, 3 TVs  
Wisc-  
onsin  
216

Door 33

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|--------|--|--|
| CAMEO  |  | Database of hazardous chemical datasheets that emergency responders can use to get response recommendations and predict hazards  |
| DNR    | Department of Natural Resources                    |  |
| EHS    | Extremely Hazardous Substance                      | Chemical that could cause serious irreversible health effects from accidental releases   |
| EMPG   | Emergency Management Performance Grant             | Provides state, local, tribal and territorial emergency management agencies with the resources required for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation. The EMPG's allowable costs support efforts to build and sustain core capabilities across the prevention, protection, mitigation, response and recovery mission areas.   |
| EOC    | Emergency Operations Center                        | The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof. |
| EPCRA  | Emergency Planning and Community Right-to-Know Act | Authorized by Title III of the Superfund Amendments and Reauthorization Act (SARA), the Emergency Planning & Community Right-to-Know Act (EPCRA) was enacted by Congress as the national legislation on community safety. This law is designed to help local communities protect public health, safety, and the environment from chemical hazards.   |
| ESF    | Essential Support Function                         | Essential support functions are critical activities that an organization must include in its continuity planning process. These functions are used to identify key assets, supporting tasks, and resources.  |
| HAZMAT | Hazardous Materials                                | Substances in quantities or forms that may pose a reasonable risk to health, property, or the environment. HAZMATs include such substances as toxic chemicals, fuels, nuclear waste products, and biological, chemical, and radiological agents. HAZMATs may be released as liquids, solids, gases, or a combination or form of all three, including dust, fumes, gas, vapor, mist, and smoke.   |

|                  |   |  |
|------------------|---|--|
| ICS              | Incident Command System                               | A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations. |
| LEPC             | Local Emergency Planning Committee                    | A community-based organization that is mandated by federal law to prepare for emergencies involving hazardous substances. LEPCs must develop and review an emergency response plan, communicate chemical hazards to the public, work with stakeholders such as industries, governments, and responders.  |
| MABAS            | Mutual Aid Box Alarm System                           | A mutual aid response system for specialized incident operational teams, EMS, and fire departments. Through MABAS, states have access to specialized teams and resources.  |
| MRC              | Medical Reserve Corps                                 | A national network of volunteers, organized locally to improve the health and safety of their communities.   |
| SARA             | Superfund Amendments and Reauthorization Act          | A law that amends and extends the Comprehensive Environmental Response Compensation and Liability Act (CERCLA, or Superfund). SARA provides the federal government with power and resources to respond to hazardous waste sites and releases.  |
| SDS              | Safety Data Sheets                                    | A standardized document that contains occupational safety and health data.   |
| State Duty Phone |   | 24-hour phone number to reach State Duty Officer regarding County and/or local emergency situations  |
| Tier II          |   | Annual federal report that is mandatory for companies that store hazardous materials   |
| TPQ              | Threshold Planning Quantities                         | triggers notification by facilities to the State that such facilities are subject to emergency planning requirements. TPQ is a parameter that limits the amount of hazardous substances at a particular location to minimize the risk should an accidental release occur. TPQ is the quantity of a chemical at which level a facility must report if said amount or more is on site.   |
| WEM              | Wisconsin Emergency Management                        |  |
| WHOPRS           | Wisconsin Hazmat Online Planning and Reporting System | Website for the collection and maintenance of hazardous materials data reported by Wisconsin facilities  |



A and B Building  
1100 Lakeview Drive

Use Lake View  
Drive Entrance

ADA Parking

Parking

Parking

Social Services  
Entrance. Enter  
Here

28

Lake View Center  
1000 Lakeview Dr

Conference Center  
& EM Offices

N

175 parking stalls

88 parking stalls

