

# AGENDA

## OFFICIAL MEETING NOTICE AND AGENDA

A meeting of the MARATHON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE will be held at Marathon County Emergency Management, 1308 West St., Wausau, at 2:00 p.m., on Thursday, September 8<sup>th</sup>, 2022, and virtually at:

<https://ccitc.webex.com/ccitc/j.php?MTID=mefaf22bcf310c405b16c56dae83cf921>

1. Meeting Called to Order
2. Roll Call
3. Approval of June Meeting Minutes
4. Review and Possible Approval of Off-Site Plans \*
5. EM Office: Review Spill Notification Reports and other updates
6. Potential Edits to Bylaws Based on April Tabletop Exercise
7. Discuss [Draft Mitigation](#) Recommendations for AHMP Update
8. Public Comments
9. Schedule Next Meeting Date / Time
10. Adjourn

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

Any person planning to attend this meeting that 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.

*John Peralta*

John Peralta, Chair  
Marathon County Local Emergency Planning Committee

**SENT TO LOCAL MEDIA**

Date: 9/7/2022 at 1:00 pm

By: T.Ranallo

**POSTED AT THE MARATHON  
COUNTY COURTHOUSE:**

Date: 9/7/2022 at 1:00 pm

By: T. Ranallo

**MARATHON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

Regular Meeting Minutes  
June 30, 2022

	SOSAEH CONNAHVICHNAH
	MIKE PUERNER /MARISSA
	DALE GROSSKURTH
	FRANK HANOUSEK
	MELEESA JOHNSON / Dave
	BOB BARTECK
X	SARAH DOWIDAT
	STEVE LEWENS
X	JOHN PERALTA - Chair
X	SARAH ROTHMEYER
	AARON RUFF

X	SCOTT PARKS / Sean
	NATHAN PAULS
X	BILL PENKER / Nick
X	BOB POUND
X	ED RADTKE
X	PHILIP RENTMEESTER
X	KELLY ZAGRZEBSKI / Don
X	KATIE ROSENBERG
X	RYAN BERDAL / Bill
	JEREMY KOPP
X	SARAH SEVERSON

X indicates alternate attended

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Others Present: Darryl Landeau, North Central Regional Planning Commission

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- #1. The regular meeting of the Marathon County Local Emergency Planning Committee (LEPC) was called to order at 2:00 p.m. by John Peralta, Chair.
- #2. Motion by Scott Parks to approve the March meeting minutes, seconded by Bob Pound. Motion carried.
- #3. Motion by Sarah Severson to approve the off-site plans, Bill Penker seconded. Motion carried.
- #4. Rentmeester went through received spill reports.
- #5. John Peralta talked about the Functional Exercise. Rentmeester provided a summary presentation of it including strengths and areas for improvement.
- #6. Daryl Landeau went through draft mitigation recommendations.
- #7. There were no Public Comments
- #8. The next meeting will be on September 8, 2022 at 14:00 at 1308 West Street.



**BY-LAWS**  
**MARATHON COUNTY**  
**LOCAL EMERGENCY PLANNING COMMITTEE**

**PREFACE**

The Marathon County Local Emergency Planning Committee (LEPC) consists of representatives from the private and the 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.

**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 assure 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 in compliance in 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 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~~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. 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 may call an emergency meeting of the LEPC as soon as possible with the provision that ~~all~~-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 after.

**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.

**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.

**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 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.

**Distribution of Plans:** The Marathon County Strategic Plan will be uploaded to the 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.

**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 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