



AGENDA

LOCAL EMERGENCY PLANNING COMMITTEE

January 18, 2018 1:00 PM

County Board Room

1101 Carmichael Road, Hudson, Wisconsin

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Thursday, September 07, 2017

PUBLIC COMMENT

BUSINESS ITEMS

1. Review policy on processing public requests
2. 2017 DNR spill summary
3. Agency Hazmat Training Summary
4. All Hazard Mitigation Plan Update
5. Prairie Island Ingestion Counties Training

REQUEST FOR FUTURE AGENDA ITEMS

ANNOUNCEMENTS & CORRESPONDENCE

ADJOURN

DATE OF NEXT MEETING MARCH 8, 2018?

A quorum of the St. Croix County Board of Supervisors (County Board) may be present at this meeting. Therefore, this notice also serves as notice of a meeting of the County Board for the purpose of obtaining information relating to subjects listed above for use at future County Board Meetings.



**MEETING MINUTES
LOCAL EMERGENCY PLANNING COMMITTEE**

September 7, 2017 1:00 PM

*County Board Room-Government Center
County Board Room - 1101 Carmichael Road, Hudson, Wisconsin*

CALL TO ORDER

ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Jon Aubart	St. Croix County	Group 2-Law	Present	
MaryEllen Bol	St. Croix County	Group 2/5-Fire/Owner-Operator	Present	
Natasha Cardinal	St. Croix County	Group 2-Em Mgmt	Present	
Joe Eichten	St. Croix County	Group 2-Environmental	Present	
Jill Jarchow	St. Croix County	Group5-Owner/Operators	Present	
Jeff Klatt	St. Croix County	Vice Chair	Excused	
Mike Koscinski	St. Croix County	Group 2-Transportation	Present	
Roger Larson	St. Croix County	Chair	Present	
Chuck Mehls	St. Croix County	Group 4-Community	Absent	
Matt Melby	St. Croix County	Group 2-EMS	Absent	
Jan Nelson	St. Croix County	Group 1-Elected	Excused	
Scott Nelson	St. Croix County	Group 1-Elected	Present	
Bob Olson	St. Croix County	Group 4-Community	Present	
Tom Overby	St. Croix County	Group 5-Owner/Operator	Present	
Lori Scheder	St. Croix County	Group 4-Community Groups	Present	

Minutes Acceptance: Minutes of Sep 7, 2017 1:00 PM (APPROVAL OF MINUTES)

Terry Andersen	St. Croix County	Group 2-EC	Absent	
Paul Seeling	St. Croix County	Group 3-Media	Absent	
Janet Smith	St. Croix County	Secretary	Present	
Scott St. Martin	St. Croix County	Group 2-Fire	Excused	
Ed Thurman	St. Croix County	Group 2-Health Service	Late	
Stephen T'Kach	St. Croix County	Group 2-ESS	Present	
Darren Van Blaricom	St. Croix County	Group 2-Health Service	Absent	
Dave Ostness	St. Croix County	Group 1-Proxy	Absent	
Lisa Olson-McDonald	St. Croix County	Non Voting member	Present	
Patrick Thompson	St. Croix County	Non Voting member	Present	

APPROVAL OF MINUTES

- Local Emergency Planning Committee – Regular Meeting – June 1, 2017 1:30 PM

RESULT: ACCEPTED

PUBLIC COMMENT

BUSINESS ITEMS

- Membership Review

Motion by Scott Nelson, seconded by Joe Eichten to approve Highway Commissioner Robbie Krejci as a member of the LEPC. Carried.

RESULT: APPROVED [UNANIMOUS]
MOVER: Scott Nelson, Group 1-Elected
SECONDER: Joe Eichten, Group 2-Environmental
AYES: Jon Aubart, MaryEllen Bol, Natasha Cardinal, Joe Eichten, Jill Jarchow, Mike Koscinski, Roger Larson, Scott Nelson, Bob Olson, Tom Overby, Lori Scheder, Janet Smith, Ed Thurman
ABSENT: Chuck Mehls, Matt Melby, Terry Andersen, Paul Seeling, Stephen T'Kach, Darren Van Blaricom
EXCUSED: Jeff Klatt, Jan Nelson, Scott St. Martin

2. Approval of Off-Site Facility Plans

Jon Aubart presented the off-site facility plans on behalf of the sub-planning committee. Motion by Jon Aubart/seconded by Jan Nelson to approve the off-site facility plans. Carried.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jon Aubart, Group 2-Law
SECONDER: Jan Nelson, Group 1-Elected
AYES: Jon Aubart, MaryEllen Bol, Natasha Cardinal, Joe Eichten, Jill Jarchow, Mike Koscinski, Roger Larson, Jan Nelson, Scott Nelson, Bob Olson, Tom Overby, Lori Scheder, Janet Smith, Ed Thurman, Darren Van Blaricom
ABSENT: Chuck Mehls, Matt Melby, Terry Andersen, Paul Seeling, Stephen T'Kach
EXCUSED: Jeff Klatt, Scott St. Martin

3. Approve by-laws of the LEPC

EM Manager Cardinal explained the LEPC By-Law proposed changes outline in the agenda packet. Motion by Jon Aubart/seconded by Tom Overby to approve the LEPC By-Laws. Carried

RESULT: APPROVED [UNANIMOUS]
AYES: Jon Aubart, MaryEllen Bol, Natasha Cardinal, Joe Eichten, Jill Jarchow, Mike Koscinski, Roger Larson, Bob Olson, Tom Overby, Lori Scheder, Janet Smith, Ed Thurman, Darren Van Blaricom
ABSENT: Chuck Mehls, Matt Melby, Scott Nelson, Terry Andersen, Paul Seeling, Stephen T'Kach
EXCUSED: Jeff Klatt, Jan Nelson, Scott St. Martin

4. Designation of Compliance Officer

West Central Regional Director Lisa Olson-McDonald explained the Compliance Officer position. The Compliance Officer position is traditionally given to Wisconsin Emergency Management as they have the resources for working with these off-site facilities. Motion by Jon Aubart/Seconded by Paul Seeling. Motion passed.

RESULT: APPROVED [UNANIMOUS]

MOVER: Jon Aubart, Group 2-Law

SECONDER: Paul Seeling, Group 3-Media

AYES: Jon Aubart, MaryEllen Bol, Natasha Cardinal, Joe Eichten, Jill Jarchow, Mike Koscinski, Roger Larson, Scott Nelson, Bob Olson, Tom Overby, Lori Scheder, Paul Seeling, Janet Smith, Ed Thurman, Stephen T'Kach

ABSENT: Chuck Mehls, Matt Melby, Terry Andersen, Darren Van Blaricom

EXCUSED: Jeff Klatt, Jan Nelson, Scott St. Martin

5. All Hazard Mitigation Plan Update

Chris Straight from Western Wisconsin Regional Planning Commission reviewed the Hazards Risk and Vulnerabilities survey results. Discussion on the key stakeholders to be interviewed. Red Cross and Salvation Army were suggested additions to the interview list. Discussion on the feasibility of getting information from studies already completed within St. Croix County.

RESULT: DISCUSSED

REQUEST FOR FUTURE AGENDA ITEMS

ANNOUNCEMENTS & CORRESPONDENCE

DATE OF NEXT MEETING - TO BE DETERMINED

ADJOURN

Meeting was adjourned at 2:00 PM.



**ST. CROIX COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
POLICY SECTION 324**

A POLICY ON RELEASE OF INFORMATION FROM LEPC FILES PURSUANT TO SARA/TITLE III PROVISIONS

Introduction

Pursuant to Section 324 of P.L. 99-499, 42 U.S.C. 11001 et seq., also known as the Emergency Planning and Community Right-to-Know Act of 1986, the St. Croix County Local Emergency Planning Committee was created and hereby has promulgated a policy regarding the release of information in its possession to the public.

1. Definitions

- a) "P.L. 99-499, 42 U.S.C. 11001 et seq." means Public Law 99-499 Chapter 42 of the United States Code Section 11001 the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986; is also referred to as Superfund Amendments and Reauthorization Act of 1986. Hereafter referred to as SARA\Title III (SARA).
- b) "LEPC" means Local Emergency Planning Committee, which is comprised of members appointed by the County Board and approved by the WI State Emergency Response Board (SERB). The LEPC is responsible for planning in a district defined as within the borders of St. Croix County, WI.
- c) "Information and/or Information Record" means material which is written, drawn, printed, spoken, visual, or electromagnetic information; which is recorded or preserved, regardless of physical form or characteristics; which has been created or is being kept by the LEPC. "Information and Information/Record" includes but is not limited to handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, (including computer tapes), and computer printouts. "Information and Information/Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials which are purely the personal property of the custodian and have no relation to his or her office; materials in which access is limited by copyright, patent or bequest; and published materials in the possession of a person or organization other than a public library which are available for sale, or which are available for inspection at a public library.
- d) "~~M~~SDS" means ~~Material~~-Safety Data Sheets, which are furnished to receivers of materials. The ~~M~~SDS sheets are supplied for materials that are classified on the Extremely Hazardous Substance List as listed in the Federal Register. They are also supplied for materials that are

Attachment: POLICY 324 - REQUEST FOR INFORMATION (5901 : Review policy on processing requests for information)

known to be hazardous, toxic, carcinogenic, or otherwise indicated by federal/state/local mandates.

- e) “Tier II” means Emergency and Hazardous Chemical Inventory Forms and Community Right-to-Know Reporting Requirements as published in the Federal Register, Thursday, October 15, 1987, Part IV Environmental Protection Agency, 40 CFR Part 370.
- f) “Reasonable” means within the ability and is feasible to accomplish without disrupting the normal operating procedure of the legal Custodian; this includes the operating procedure in time of emergency situations.

2. Legal Custodian(s)

- a) The Coordinator of Information for the St. Croix County LEPC, Emergency Management Coordinator, or their designate is the legal custodian of the information contained in the St. Croix County LEPC files.

3. Procedural Information

- a) Pursuant to SARA\Title III, Section 324, the LEPC shall publish annually a notice to the public concerning the availability of information and where the information may be obtained.
- b) Request(s) for information shall be made in writing to legal custodian and/or the LEPC. Such requests shall contain information stating what facility is in question; who is making request (includes name, address, phone, and who request is intended for); and such other information as requested by legal custodian and/or LEPC at time of request(s) or subsequent point(s) in time.

4. Access to Records; Fees

- a) The rights of any person who requests inspection or copies of a record or information from a record are governed by provision and guidelines of Section 324, SARA\Title III; WI Stats. 19.35; and local Ordinances.
- b) The legal custodian shall provide any person who is authorized to inspect or copy a record\information which appears in written form pursuant to Section 19.35(1)(b), WI Stats.; or any person who is authorized to and requests permission to photograph a record the form of which does not permit copying pursuant to Section 19.35(1)(f), WI Stats., and with facilities comparable to those used by its employees; to inspect, copy and abstract the record during the established office hours. Provided the request is in written form and conforms to other provisions of Section 324 SARA\Title III, not specifically mentioned here. The legal custodian is not required by this subsection to purchase, rent, or lease photocopying, duplicating photographic, or other equipment or to provide a separate room for inspection, copying, or abstracting or records.

- c) The LEPC sets the costs of copying records\information, which is permitted to be copies in the amount of .25 per page. The minimum charge for such copying shall be \$1.00. Payment shall be made prior to requestor receiving the record\information. Photographic copying shall be done only at address of legal custodian.
- d) The LEPC shall attempt to honor all requests considered reasonable. In the event the legal custodian(s) can not be found during normal business hours, the request shall be honored upon return of legal custodian(s).
- e) Response of requests for information concerning MSDS information shall be given without delay at the earliest time during normal business hours established by annual Public Notice published, pursuant to Section 324, SARA\Title III.
- f) Response for requests for information concerning Tier II information records shall be made in accordance with Section 312 SARA\Title III. Response shall be made within 45 days or receipt of written request.

5. Separation of Information

- a) If a record\information contains information that may be made public and information that cannot be made public, the legal custodian and/or LEPC shall provide only the information that may be made public and delete the information that may not be made public from the record/information before it is released. The LEPC reserves the right to consult with legal counsel before releasing any information.

6. Revision of Policy

- a) Any or all of the aforementioned Sections and subsections may be revised at any future date, should the basic Laws (SARA\Title III, WI Stats. 19.35) be changed or revised, to provide strict compliance and conform with the basic Law. Likewise, should administrative procedures develop to necessitate change in policy; revision shall follow.



TO: Local Emergency Planning Committee

FROM: Patrick Thompson, County Administrator
Natasha Cardinal, , Local Emergency Planning Committee

DATE: January 18, 2018

AGENDA ITEM: Agency Hazmat Training Summary

BACKGROUND INFORMATION

The LEPC administers HAZMAT related training grants for Law Enforcement, Fire Departments, EMS, Hospitals, Public Works, Highway, Parks and others. Emergency Manager Natasha Cardinal will brief the committee on the 2018 grants submitted, approved and pending.



TO: Local Emergency Planning Committee

FROM: Patrick Thompson, County Administrator
Natasha Cardinal, , Local Emergency Planning Committee

DATE: January 18, 2018

AGENDA ITEM: All Hazard Mitigation Plan Update

BACKGROUND INFORMATION

Chris Straight from West Central Wisconsin Regional Planning Commission (WCWRPC) will lead the LEPC (as the steering committee of the Hazard Mitigation Plan) on current projects and results from the assigned surveys.



TO: Local Emergency Planning Committee

FROM: Patrick Thompson, County Administrator
Natasha Cardinal, , Local Emergency Planning Committee

DATE: January 18, 2018

AGENDA ITEM: Prairie Island Ingestion Counties Training

BACKGROUND INFORMATION

St. Croix County has a Radiological Emergency Plan because we are an ingestion county. Any county within 50 miles radius of impact from a nuclear power plant is considered an “ingestion county”. The immediate area of impact in a radiological incident is within 10-miles of the nuclear generating plant, which is defined as the 10-mile Emergency Planning Zone.

St. Croix County lies within the 50 mile radius of the Point Beach Prairie Island Nuclear Power Plant. Each ingestion county is required to have a plan outlining their role in a nuclear power plant incident, in addition to attending training and participating in a radiological exercise every 8 years.

Issues impacting Ingestion Counties become prominent later after the initial incident. Particularly defining the area/boundaries of low-level contamination, implementing any necessary protective action decisions, such as the food supply, restricting movement of contaminated animals and food products, protecting public from long-term low-level radiation exposure, and decontaminating areas of critical importance.