

LINCOLN COUNTY
Local Emergency Planning Committee
Tuesday, June 28th, 2016 at 10:00 a.m.
Room 248, Lincoln County Service Center

AGENDA

1. Call Meeting to Order
2. Introduction of members (old/new)
3. Elections of Officers
 - a. Chair
 - b. Vice Chair
 - c. Secretary
4. Approve Minutes of Previous Meeting
5. Facilities Update and State - Emergency Planning and Community Right-to-Know Act (EPCRA) Facilities Report
6. Spill reports
7. HAZ-MAT Equipment Grant
8. HAZ-MAT Training – Update
9. TransCanada Pipeline presentation – Byron Bensen
10. Next Meeting Date (September 2016)
11. Adjourn

DISTRIBUTION: Jeff Kraft (electronically), Robert Pound (electronically), Shelley Hersil (electronically), Chief Dave Savone (electronically), Chief Ken Neff (electronically), Sheriff Jeff Jaeger (electronically), Mayor William Bialecki (electronically), Robert Lee (electronically), Chief John Peeters (electronically), Mayor Steven Taskay (electronically), Cory Arndt (electronically), Kathy Tobin (electronically), Lane Kimble (electronically)

Administrative Coordinator

Other County Board Supervisors

Department Heads

News Media – Notified on _____ at _____ m. by _____

Bulletin Boards:

Courthouse – Posted on _____ at _____ .m. by _____

Service Center – Posted on _____ at _____ .m. by _____

Tomahawk Annex – Posted on _____ at _____ .m. by _____

There may be a quorum of other Lincoln County committees present at this meeting.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(c).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

LINCOLN COUNTY
Local Emergency Planning Committee (LEPC)
Wednesday, February 24, 2016
Amended Minutes
Room 248, Lincoln County Service Center

Members Present: Jeff Kraft, Mayor Bill Bialecki, Robert Pound, Chief Dave Savone, Chief Ken Neff, Chief John Peeters, Mayor Clarann Stocker

Members missing: Sheriff Jeff Jaeger, Robert Lussow, Cory Arndt, Shelley Hersil.

1. Call Meeting to Order/Introductions

Mayor Bialecki called the meeting to order at 10:00 a.m. A M/S Neff/Peeters to designate Robert Lee as Robert Lussow's alternate as Lussow is out of state. Motion carried all ayes

2. Approve Minutes of Previous Meeting

M/S Peeters/Savone motion to approve the minutes of the previous meeting as printed. Motion carried all ayes.

3. Resolution to Emergency Management Committee to adopt the County-Wide Strategic Plan

Kraft reviewed the strategic plan and that it is required it to be approved by the County Board through a resolution. The draft resolution, prepared by county corporation counsel, was included with the agenda. M/S Savone/Stocker to approve the draft resolution and forward on to the Emergency Management committee for their review. Motion carried all ayes. Plan will be forwarded to the Emergency Management Committee.

4. Membership status for 2016-2018

Kraft explained the requirements of the federal, state and local statutes/ordinances regarding membership of LEPC. A proposed letter to the county board chair with the information on it and the list of present members was passed around for review. There is a need to add the new Tomahawk mayor when elected, a county board representative and a media representative. The media representative is one that has not been on the committee recently but is required by the laws governing the LEPC membership. Kraft had talked with Kathy Tobin from the Tomahawk Leader and Savone had talked with Lane Kimble from Channel 12 about being on the committee. Both had expressed interest. M/S by Stocker/Neff to forward both names to the county board chair for consideration and leave it up to the county board to decide on which one would be appointed to the committee.

5. Facilities Update and State - Emergency Planning and Community Right-to-Know Act (EPCRA) Facilities Report

No changes since last meeting. Report includes 8 reporting facilities and 35 Tier 2 facilities.

6. Spill Reports

No new spills to report

7. HAZ-MAT Equipment grant Kraft advised the committee on the grant overview. Grant will be applied for with the contracted amount for Oneida County HAZ-MAT team. Also, Tomahawk, Merrill and Corning Fire Departments wish to participate. The grant application has not been distributed by the state yet. It should be coming soon as April 1st is usually the deadline for submitting.

8. HAZ-MAT Training – Update

NTC has requested a grant be submitted for two training courses in Lincoln County. One is a 8-hour HAZ-MAT refresher that Merrill FD will participate in. The other one is a 40-hour confined space technician course that will be held at NTC in Merrill.

9. Next Meeting Date

June 28, 2016 at 10:00 a.m. Service Center. Trans-Canada Pipeline will give a presentation at the meeting.

10. Adjourn

M/S Peeters/Savone motion to adjourn at 10:23am. Motion carried all ayes.

Minutes prepared by Jeff Kraft, February 24, 2016.