

**LINCOLN COUNTY**  
**Local Emergency Planning Committee (LEPC)**  
**Tuesday, August 27, 2013**  
**Room 248, Lincoln County Service Center**

Members Present: John Peeters, Jeff Kraft, Shelley Hersil, Dave Savone, Robert Pound, William Bialecki, Ken Neff, and  
Guests: Lora Hainy, Mike Drury

**1. Call Meeting to Order/Introductions**

M/S Pound/Peeters motion made to have Jeff Kraft temporary Chair the meeting. Motion carried all ayes. Kraft called the meeting to order at 10:00 a.m.

**2. Approve Minutes of Previous Meeting**

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

**3. LEPC Membership Update**

Membership is currently full with Savone and Kraft appointed to the committee. Membership term is every 2 years. Further changes made to the committee would take place in Spring 2014. M/S Bialecki/Neff motion made to elect Jeff Kraft as Chairperson for the LEPC Committee. Motion carried all ayes. Kraft passed around committee membership list. Alternative members to the LEPC committee were proposed by members: Mike Drury, Merrill Fire; Tammi Boers, Health Dept.; Dave Johnson, City of Merrill; and Corey Bennett, Merrill Police. Committee members still have one vote per agency.

**4. LEPC By-Laws review and approval**

Kraft reviewed the LEPC by-Laws regarding memberships and officers. There were a couple of changes made to the copy that was sent out to the members with their packet. On page 6 VII, 2 the acronym SERB was changed to WEM/SERC. On Page 8 #3, the same change was made. Also, on page 7, #4, last line, the word Management was removed from "City Emergency Management Coordinators" and will read City Emergency Coordinators. Kraft made the suggestion to review for possible update the County Ordinance on Emergency Management at the next LEPC meeting in order to coincide with a request for a language change in the By-Laws regarding automatic membership. M/S Neff, Peeters motion made to approve LEPC By-Laws. Motion carried all ayes.

**5. Response Expenditures procedure document review and approval.**

M/S Savone/Peeters motion made to approve Response Expenditures Procedure Document with the following amendments; page 2, paragraph 2, add "or an alternative HAZ-MAT team" after the words (HAZ-MAT Team) and page 2, paragraph 3 add "or a mutual aid requested agency" after the words department/agency. Motion carried all ayes. Committee recommended adding a Rate Sheet to the procedure in the future. Kraft will send PDF documents to members when finalized.

**6. EPCRA Annual Procedural Actions: By-Laws, Public Notice, Response Expenditures and Inspections.**

M/S Neff and Savone motion made to approve publication of for the public notice and use state inspectors for HAZ-MAT issues. Previous motions approved on LEPC by-laws and response expenditure procedure were made to complete annual actions. Motion carried all ayes.

**7. HMEP Commodity Flow Study**

Kraft shared an opportunity for local departments and facilities to participate in a flow study focusing on training for HAZ-MAT issues, as well as plaquers on highways. M/S Bialecki/Neff motion made to participate in HMEP Commodity Flow Study grant with the stipulation that the study is 100% funded by the grant. Motion carried all ayes.

**8. HMEP training grants update**

Merrill Fire will be submitting a request for training. Next year dollars are on hold until federal budget is approved. A 60 day notice will be required for future training requests.

**9. Facilities Update and State EPCRA Facilities Report**

Kraft reported on Facility Reports that have been updated; as well as spill notifications that have been reported to Emergency Management.

**10. WHOPRS Issues**

WHOPRS is being used by locals for reporting.

**11. Local HAZ-MAT Issues**

Pound provided members with an update on HAZ-MAT training requirements. All Fire Responders on rig must have Operation Level HAZ-MAT training. Annual refresher training is required. Pound will check on who is considered a Certified HAZ-MAT Instructor. Pound also shared that the OSHA labeling system is changing for hazardous substances January 2014. This will be a global labeling system. Red Cross shared information on their Safe and Well online course. Information on this course will be coming out shortly.

**12. Next Meeting Date**

Tentative meetings dates will be the 3<sup>rd</sup> Tuesday in December, and the 4<sup>th</sup> Tuesdays in March, June, and Sept. All meetings are at 10:00 a.m.

**13. Adjourn**

M/S Pound/Peeters motion made to adjourn. Motion carried all ayes. Meeting adjourned at 11:36a.m.

Minutes prepared by Shelley Hersil