

**LINCOLN COUNTY**  
**Local Emergency Planning Committee (LEPC)**  
**Wednesday, November 8, 2023 at 2:30 pm**  
**Service Center: Rm. 257, County Board Room**

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting prior to the start time indicated above using the following number or address:

Conference Call: +1 (806) 316-5482  
Access Code: 405 838 389 #  
Meeting ID: <https://tel.meet/sxz-bvua-rag?pin=4095745596356>

The teleconference cannot start until the host (department head) dials in and enters the host password. In the event there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person and those wishing to attend can appear in person at the location indicated in this agenda.

**Attendance Policy:** All public participants' phones, microphones and chat dialog boxes must be muted or disabled during the meeting.

**AGENDA**

1. Call Meeting to Order
2. Approve Minutes September 13, 2023
3. Presentation from Watco and Fox Valley & Lake Superior Rail System
4. Public Comment
5. Spill Reports
6. LEPC Membership Review
  - a. Appointments
    - i. Group 3, *Broadcast and Print Media*: Jennifer Gartmann, Merrill Foto News
    - ii. Group 5, *Tier II Owner/Operator*: James Kelly, Mitchell Metal Products
7. Wisconsin Emergency Management EPCRA Facility Reporting and Planning Section (WHOPRS) Access for LEPC
8. Set Next Meeting Date; Adjourn

DISTRIBUTION: Local Emergency Planning Committee Members—Rick Burns, Elizabeth McCrank, Josh Klug, Cheryl Skoug, Michael Caylor, Other County Supervisors, Department Heads, and Local Media

Posted on: \_\_\_\_\_ at: \_\_\_\_\_ a.m./p.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. You may contact the County Clerk at 715.539.1019. 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 SEESIONS 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.

**LOCAL EMERGENCY PLANNING COMMITTEE**

**Wednesday, October 11, 2023, 2:30 PM**

Meeting Location: Room 255/257/260 Government Services Center  
801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Rick Burns, Cheryl Skoug, Chris Marlowe, and Tyler Verhasselt

MEMBERS EXCUSED: Elizabeth McCrank

VISITORS IN PERON: Renee Krueger, Ken Schneider

VIRTUAL ATTENDANCE: Josh Klug and Kevin McFadden

**MINUTES**

1. Call Meeting to Order by Burns at 2:30 pm.
2. Approved Minutes of September 13, 2023; M/S Klug/Burns—carried.
3. Public Comment: None
4. Spill Reports: None
5. Local Emergency Planning Committee Review:
  - a. Authority Scope, and Responsibilities
    - i. LEPC By-Laws approval; M/S Marlowe/Klug—carried.
6. Emergency Planning and Community Right-to-Know Act (EPCRA) Strategic Plan:
  - a. Lincoln County Wide Hazmat Plan:
    - i. Discussion between Verhasselt, Klug, Burns, and Schneider in regards to adding a reference to MABAS and removal of maps from plan
  - b. Discussion and review of Lincoln County Off-Site Plans
    - i. Discussion from Verhasselt regarding Tier II reporting requirements regarding lithium ion batteries
7. Next Meeting set for November 8, 2023 at 2:30 pm.

**Minutes prepared by: Tyler Verhasselt**

Tyler Verhasselt <[tyler.verhasselt@co.lincoln.wi.us](mailto:tyler.verhasselt@co.lincoln.wi.us)>

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**RE: REQUEST: WHOPRS Access**

1 message

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**Radisewitz, David - DMA** <[david.radisewitz@widma.gov](mailto:david.radisewitz@widma.gov)>  
To: Lincoln County 2 - DMA <[tyler.verhasselt@co.lincoln.wi.us](mailto:tyler.verhasselt@co.lincoln.wi.us)>

Thu, Oct 19, 2023 at 10:45 AM

Hi Tyler. Unfortunately, we do not have enough licenses available for that. In the situation, I suggest you set up and Jurisdiction Program User account for the LEPC and share the password.

**Dave Radisewitz, CHMM**

EPCRA Program Manager

Wisconsin Emergency Management

P.O. Box 7865

2400 Wright Street

Madison, WI 53707-7865

(608) 242-3300

**Please note that my email has changed. It is now [david.radisewitz@widma.gov](mailto:david.radisewitz@widma.gov)**

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**From:** Tyler Verhasselt <[tyler.verhasselt@co.lincoln.wi.us](mailto:tyler.verhasselt@co.lincoln.wi.us)>  
**Sent:** Wednesday, October 18, 2023 10:58 AM  
**To:** Radisewitz, David - DMA <[david.radisewitz@widma.gov](mailto:david.radisewitz@widma.gov)>  
**Subject:** Re: REQUEST: WHOPRS Access

David,

I am looking to request access for some of my LEPC folks for WHOPRS as it would appear that do not have access to the system. Is it pretty standard practice for the Chair, Vice Chair, and Compliance Inspector to have access to WHOPRS? Anyone outside of those individuals? What information do you need from me to get them signed up? Thank you in advance.

Very respectfully,

**Tyler J. Verhasselt, M.A.**

**Director of Emergency Management**



801 N. Sales Street, Suite 202

Merrill, WI 54452

(715) 536-6228 – Office

(715) 218-0128 – Cell

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**Elected Officials and Members of Committees:** In order to comply with Open Meetings Law requirements, please limit any reply to ONLY the sender of this electronic communication.

On Mon, Jul 3, 2023 at 10:32 AM Radisewitz, David - DMA <[david.radisewitz@widma.gov](mailto:david.radisewitz@widma.gov)> wrote:

Hi Tyler. Your account is a submitter account. Unfortunately, I can't switch a submitter account to an admin or user account. You will have to sign up for an account again but choose the one on the screen shot. I deleted your account. Let me know when its done and I can approve you right away.

## New User Registration

What Type of User are you? \*

Responder, Planner, or System Admin ▼

Cancel

Next

**Dave Radisewitz, CHMM**

EPCRA Program Manager

Wisconsin Emergency Management

P.O. Box 7865

2400 Wright Street

Madison, WI 53707-7865

(608) 242-3300

Please note that my email has changed. It is now [david.radisewitz@widma.gov](mailto:david.radisewitz@widma.gov)

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**From:** Tyler Verhasselt <[tyler.verhasselt@co.lincoln.wi.us](mailto:tyler.verhasselt@co.lincoln.wi.us)>  
**Sent:** Monday, July 3, 2023 10:26 AM  
**To:** Radisewitz, David - DMA <[david.radisewitz@widma.gov](mailto:david.radisewitz@widma.gov)>  
**Subject:** REQUEST: WHOPRS Access

Dave,

I am writing you because it would appear I have no been given the proper access or permission to access the Lincoln County WHOPRS. I have a log-in for WHOPRS itself but do not see the Lincoln County assets or resources. I perhaps am doing something wrong and require so training, either way I sincerely appreciate your help in this matter. Thanks in advance!

Very respectfully,

**Tyler J. Verhasselt, M.A.**

**Director of Emergency Management**



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## *Lincoln County: Where the Northwoods Start and Your Adventure Begins!*



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