



Door County
Emergency Management and Communications

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DOOR COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Notice of Public Meeting: Wednesday, January 30th, 2019

**Location: Door County Government Center
Chambers Room, 1st Floor
421 Nebraska Street Sturgeon Bay, WI**

AGENDA

1. **Call Meeting to Order at 10:30 a.m.**
2. **Establish a Quorum - Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes: August 22nd 2018**
5. **Public Comment**
6. **Old Business (Review / Action)**
 - Emergency Management Report
 - Spill Reports - update
7. **New Business (Review / Action)**
 - Committee By-Laws Revision
 - LEPC Overview Presentation – Steve Fenske; Wisconsin Emergency Management
8. **Matters to be placed on a Future Agenda**
9. **Next Meeting Date: TBD**
10. **Adjourn**

Deviation from the order shown above may occur

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

DOOR COUNTY SPILL REPORTS

| <i>Date</i> | <i>Location</i> | <i>Substance</i> | <i>Quantity</i> |
|-------------|---|--|-----------------|
| 2/10/2017 | 605 N 3RD AVE; Sturgeon Bay | HYDRAULIC FLUID [HYDRAULIC OIL] (PETROLEUM) | 1 cup |
| 3/26/2017 | 605 N 3RD AVE; Sturgeon Bay | HYDRAULIC OIL | UNK |
| 3/26/2017 | 605 N 3RD AVE; Sturgeon Bay | HYDRAULIC OIL | 2 tbsp |
| 3/30/2017 | 605 N 3RD AVE; Sturgeon Bay | PETROLEUM - UNKNOWN TYPE | UNK |
| 4/1/2017 | 605 N 3RD AVE; Sturgeon Bay | HYDRAULIC FLUID | UNK |
| 4/3/2017 | 605 N 3RD AVE; Sturgeon Bay | UNKNOWN OIL SHEEN | UNK |
| 5/12/2017 | 9462 SHORE ROAD; Fish Creek | GASOLINE | 10 gal |
| 5/26/2017 | OFF COUNTY ROAD J; Forestville | MANURE | UNK |
| 5/26/2017 | NORTH SIDE OF CR J; Brussels | MANURE | 300 gal |
| 6/12/2017 | 8953 STATE HWY 57; Baileys Harbor | HYDRAULIC OIL | UNK |
| 6/15/2018 | 3971 SNAKE ISLAND ROAD; Sturgeon Bay | UNKNOWN (Sunk Vessel) | UNK |
| 6/24/2018 | 2981 STONE RD; Sturgeon Bay | MINERAL OIL | 30 gal |
| 7/25/2018 | 5421 ERDMANN DR; Sturgeon Bay | MINERAL OIL | 10 gal |
| 7/26/2018 | CTH Y; Union | MANURE | 2000 gal |
| 8/3/2017 | 3831 CLARK LAKE ROAD; Sevastopol | HYDRAULIC FLUID | UNK |
| 8/18/2018 | 215 QUINCY ST; Sturgeon Bay | DIESEL FUEL | 20 gal |
| 8/24/2018 | N45 08' 50" W087 16' 05"; Fish Creek | DIESEL FUEL | UNK |
| 9/1/2018 | 10141 COUNTY ROAD Y | TRANSFORMER OIL [MINERAL OIL] | 10 gal |
| 9/5/2018 | 605 NORTH THIRD AVE; Sturgeon Bay | UNKNOWN OIL | .5 gal |
| 9/21/2018 | 12756 N. COURT DES MORTS DR; Ellison Bay | MINERAL OIL | 30 gal |
| 10/23/2018 | 605 NORTH 3RD AVE; Sturgeon Bay | DIESEL FUEL | UNK |
| 10/24/2018 | HWY 57; Jacksonport | DIESEL FUEL | 30 gal |
| 10/26/2018 | 3083 ANDERSON LANE; EPHIRAIM | SEWAGE | 5,000 gal |
| 11/1/2018 | City Docks; Sturgeon Bay | OIL | UNK |

BY-LAWS

Of the

DOOR COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

PURPOSE AND AUTHORIZATION

In order to protect the community from harmful and possibly life threatening effects of a hazardous materials release, this Local Emergency Planning Committee's (LEPC) purpose is to develop policies and procedures for responding to hazardous materials incidents and/or accidents in compliance with the requirements of Title III and the Superfund Amendments and Reauthorization Act of 1986 (SARA), PL 99-499; and Wisconsin Act 342, Hazardous Substances Information and Emergency Planning Act, and the 1989 Assembly Bill 353.

The By-Laws define the roles, responsibilities and inter/intra-organizational relations of government and private organizations in response to a hazardous material incident. They are formulated to be incorporated into the Door County Hazardous Materials Emergency Response Plan.

The LEPC is also charged with notifying the public of its activities, hold public meetings to discuss the emergency plan and obtain (and respond to) public comment, and finally to distribute the emergency plan.

SECTION I - MEETINGS

The LEPC has established a normal meeting location of the Door County Justice Center or the Government Center, Sturgeon Bay, Wisconsin. Meetings of the LEPC will be established by the Executive Committee and will be scheduled as needed and in accordance with the requirements of the Plan of Work. Special meetings of the LEPC may be called by the Chairperson with public notice of at least 72 hours prior to the event.

During emergency conditions when a release of a substance covered by the notification requirements of Title III, Section 304, has, is occurring, or is imminent, the Chairperson may call an emergency meeting of the LEPC as soon as possible with the provision that all responsible attempts are made to notify the public of the meeting through local media channels. The conduct of business of such meetings will be limited to those items required by the emergency conditions present.

Items to be included in the Agenda will be submitted to the Coordinator of Information at least five working days prior to meeting of the LEPC unless an emergency condition is present. The Agenda will be compiled and mailed (or emailed) to committee members, local media representatives and others who request copies, at least 24 hrs. prior to the meeting.

The LEPC will in every Agenda provide at least 30 minutes of time to receive public comments and input. Time for public comment will be allotted on a first come, first serve basis. The LEPC may limit comments to a certain time frame and limit public input time above 30 minutes per meeting with a majority roll call of the committee.

A quorum will consist of 50 percent of the State Emergency Response Board (SERB) approved membership of the LEPC. A majority vote of members present where a quorum exists will be needed for passage. Alternates will not be allowed voting privileges.

Members of the LEPC are required to attend 50% of the scheduled yearly meetings (when there is more than one meeting annually). If this requirement is not met, they will receive a letter asking of their intent to remain on the LEPC and if interest is not shown, they will be removed from the LEPC.

Minutes of all meetings and sessions of the LEPC will be distributed to committee members, the area office of the Division of Emergency Management (East Central Area) and others who request them. They will also be posted at the Door County Government Center. After the minutes are approved, they will be posted to the County website.

SECTION II - POSITIONS & APPOINTMENTS

CHAIRPERSON:

Subject to the requirements of Title III, Section 301(c), the chairperson shall be the Director of Door County Emergency Management. The Chairperson will preside over meetings of the LEPC and the Chairperson must be a member of the LEPC. The Chairperson will hold only one elected position in the LEPC.

VICE-CHAIRPERSON:

In order to assure the continuity of operations in the absence of the Chairperson, the committee has established a post of Vice-Chairperson. The Vice-Chairperson will be the Chief of the Sturgeon Bay Fire Department. 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 years and will be elected on odd numbered years. The Vice-Chairperson must be a member of the LEPC and may hold more than one elected position in the LEPC.

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 those other responsibilities and duties assigned by the LEPC. The LEPC may also designate Deputy Coordinators 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 Committee 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 committee. The LEPC may also designate Deputy Community Emergency Coordinators as required.

SECRETARY:

In order to assure that 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.

SECTION III - STANDING COMMITTEES

Executive Committee: The Executive Committee shall consist of the Chairperson and Vice-Chairperson (either of whom may serve as presiding officer), the Secretary, the Community Emergency Coordinator of the LEPC and other standing committee chairpersons. The charged tasks of the Executive Committee are.

During emergency conditions when a release of a substance covered by the notification requirements of Title III, Section 304, has or is occurring, or is imminent, either Chairperson may call an emergency meeting of the Executive Committee, however, the business conducted by the Executive Committee shall be limited to those items required by the emergency conditions present. It shall be the responsibility of the Executive Committee to make a report to the full LEPC membership as soon as possible after an emergency occurs.

The Executive Committee shall have the power to cancel any regularly scheduled meetings of the LEPC membership pursuant to Section I of these By-Laws.

The Executive Committee shall present LEPC members with names for nominations to positions within the LEPC fifteen (15) days prior to any election. Any vacancies occurring on the Executive Committee shall be filled through appointments made by the Executive Committee subject to LEPC approval at the next meeting.

Any regular member of the LEPC may nominate any other LEPC member, from the floor, at the time of an election provided prior consent from the LEPC member being nominated has been obtained for said nomination.

Plan Development: The Plan Development Committee shall consist of regular LEPC members appointed by the Chairperson for a two year term. The purpose of this committee shall be to gather information from facilities, government agencies, or any other sources as are necessary to assist in the development of off-site plans for those facilities reporting as required under SARA Title III. The Plan Development Committee is also responsible to identify industries with hazardous materials and notify them of their responsibilities. All information gathered shall be forwarded to the Door County Emergency Management Office and incorporated into the Door County Hazardous Materials Emergency Response Plan in proper form.

Education Sub-Committee: The Education Sub-Committee shall consist of at least one (1) regular LEPC member, whose term on this Sub-Committee shall run concurrent with his/her LEPC membership, and as many other members of the community as necessary to accomplish this Sub-Committee's goals and directives. The purpose of this Sub-Committee shall be to provide current information on legislation, training, and education opportunities to the regular LEPC membership. This Sub-Committee shall also be responsible for informing and educating the general public on requirements, amendments, and all other matters concerning SARA, Title III and the Door County LEPC.

Emergency Response Committee: The Emergency Response Committee shall consist of regular LEPC members appointed by the Chairperson for a two year term. The purpose of this committee shall be to determine the readiness of the County, LEPC and its emergency agencies to respond to an emergency. They will also identify said participants to a response and coordinate said response with other response agencies or departments. The Committee will assure that the County operates within its Emergency Operating Plan. They will assist with the establishment of a level "B" Haz-Mat team and coordinate with level "A" team. The Committee will assist with the recertification of the level "B" team.

Special Committees: Special Committees of the LEPC shall be appointed by the Chairperson for terms as long as necessary to accomplish their specific goals.

SECTION IV - BY-LAWS REVISIONS

These By-Laws may be revised upon fifteen (15) days prior notice to the regular LEPC membership and upon a majority vote of all members.

Revised 7/93

Revised 11/96

Revised 5/97

Revised 8/98

Revised 9/01 (accepted 11/01)

Revised 9/03

Revised 9/04

Revised 9/06

Revised 4/10

Revised 7/2015

Revised 8/2017

Revised 9/2018