

ROCK COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE

**July 16, 2013 - Minutes**

Chair Gary Schenck called the meeting of the Rock County Local Emergency Planning Committee to order at 9:00 AM at the Rock County Health Care Center, Emergency Operations Center.

Chair Schenck suspended the meeting at 9:05 for our guest speaker, Greg Stegge from TransCanada Pipeline. Mr. Stegge spoke regarding direction on handling pipeline emergencies. Mr. Stegge presented a PowerPoint on pipelines and closed with questions from the Committee.

Meeting reconvened at 9:37 AM.

**Members Present:** Chair Gary Schenck, Sergeant Shena Kohler, Karen Cain, Jay Gasser, Deputy Chief Dan Davis, Captain Gary Groelle, Lieutenant Ron Sagen, Steve Benton, Steve Howland, Chief Loren Lippincott and Josh Hilden.

**Members Absent:** Robert Wildermuth, Scott Cashion, Beth Natter, Assistant Fire Chief Tim Curtis, Dave Ausloos, Jim Stute, Major Bob Fay and Lieutenant John Conger.

**Guests:** Rick Wietersen, County Health Department; Robert Swenarski, St. Mary's Janesville Hospital.

**Adoption of Agenda:** Motion by Chief Lippincott and seconded by Lt. Sagen to approve the agenda. Motion carried.

**Approval of Minutes:** Motion by Steve Howland and seconded by Chief Lippincott to approve the minutes from May 21, 2013. Motion carried.

**Committee Reports:**

- ◆ **Plan of Review** – Chief Lippincott reported the Plan of Review Committee reviewed three plans submitted by the Health Department. The plans were found to be in good order. He made a motion that the plans be forwarded to Wisconsin Emergency Management, seconded by Steve Benton. Motion carried.
- ◆ **Community Right-to-Know** – Lt. Sagen reported City of Janesville Fire Department is looking at getting new brochures and are reviewing what they presently have.

Chair Schenck stated legislation formed the LEPC Committee. He advised that history mandates what the responsibilities of the LEPC Committee should be. He asked Sgt. Kohler to contact Wisconsin Emergency Management with respect to having a speaker come to our next LEPC Meeting which is September 17, 2013. Chair Schenck feels LEPC Committee should be doing more regarding public outreach.

- ◆ Membership – Chair Schenck went over the election ballot with members. Moved by Sgt. Kohler and seconded by Captain Groelle to accept new 3-year terms for those members whose membership expires July 31, 2013. Moved by Chief Lippincott and seconded by Sgt. Kohler to approve Gary Scheck's 2-year term as Chair and Lt. Sagen's 2-year term as Coordinator of Information whose terms expire July 31, 2013.
- ◆ Plan of Work - Sgt. Kohler advised the Committee the second half of the 2013 Plan of Work is due September 30, 2013. She will be meeting with those members who are involved in Annex M and Hazard Analysis. She also stated that Annex U, Mortuary, is going to be eliminated.

The Emergency Management Bureau is working toward changing over from Annexes to Emergency Support Functions within the next couple of years. Chair Schenck questioned if the State advised changing to ESF's. Sgt. Kohler indicated that the State had recommended to the previous Emergency Management Coordinator changing over to ESF's.

She further advised she met with Phil Boutwell, Deputy Director of Rock County Human Services, regarding Annex F – Human Services. After discussion with Mr. Boutwell, he indicated he would send an email to Sgt. Kohler regarding changes that should be made on Annex F as they pertain to Human Services Department.

#### **Emergency Management Report:**

- ◆ Budget Report – The Committee reviewed the budget report. Question was raised regarding \$3,000 training expense. Lt. Sagen stated HazMat Team had no training expenses coming up and what training has been done has been at no expense.
- ◆ Spill Report – Spill reports were distributed with no questions. Sgt. Kohler reported on the boat fire in the Newville area. Steve Howland questioned why most of the spill reports originated out of the City of Beloit Fire Department. Lt. Sagen advised City of Janesville Fire Department is only required to report on reportable quantities. City of Beloit Fire Department is required to report on all spills. Chair Schenck believed the City of Beloit Risk Manager and Chief of the City of Beloit Fire Department felt all spills should be reported to make them easily traceable. Sgt. Kohler stated she has been receiving spill reports from Wisconsin Emergency Management in live time rather than two or three days later.
- ◆ Training  
Sgt. Kohler informed the Committee that E-Sponder training is scheduled for September 26th and October 10<sup>th</sup> at the Rock County Health Care Center. Basic training will be held in the morning and advanced training will be held in the afternoon. She recommended everyone should attend both basic and advanced trainings.

Chair Schenck advised he attended the Midwest Emergency and Preparedness Meeting in Rockford this year. He thought it was very beneficial. He stated that attendance was down and a determination will be made before next year's conference whether they would pay the required conference fees or perhaps not be held at all.

**Public Health** – Karen Cain advised the Committee that the Community Preparedness Summit will be put on hold for the time being. She felt she needed more time to get the community involved.

**Committee Updates** – Chair Schenck advised he would like to know which members are interested in continuing their membership with the LEPC Committee. A few of the members have not been attending most meetings.

**Public Input** – None

**Old Business** - None

**New Business** – Sgt. Kohler made the Committee aware of National Night Out hosted by the Rock County Sheriff's Office and Town of Beloit Police Department. It will be held August 6<sup>th</sup> at Preservation Park in the Town of Beloit from 5 to 8 PM. It is a free event.

**Next Meeting:** The next LEPC meeting will be held September 17, 2013 at Rock County Health Care Center, Emergency Operations Center.

**Adjournment:**

Motion was made by Lt. Sagen and seconded by Steve Howe to adjourn the meeting. Motion carried. Meeting adjourned at 10:24 AM.

Respectfully submitted:  
Shirley Klipstein

Materials distributed at this meeting were:

1. Spill Report
2. Budget Report
3. Election Ballot