

ROCK COUNTY  
**LOCAL EMERGENCY PLANNING COMMITTEE**

Rock County Health Care Center – **EOC / IT Training Room**  
3530 N County Highway F, Janesville

*May 17, 2011 – 9:00 A.M.*

**A G E N D A**

**1. Call to order**

Chair Gary Schenck

**Guest Speaker**

**JAY D. HUNT, Inspector**

DHS/NPPD/ISCD/Inspections & Enforcement Branch –Region V - Wisconsin

**2. Adoption of Agenda**

**3. Roll Call & Introductions**

**4. Review & approval of minutes from: March 15, 2011**

**5. Committee Reports**

- A) Plan of Review
- B) Community Right-to-Know
- C) Membership

Loren Lippincott  
Ron Sagen  
Jay Gasser

**6. Emergency Management Report**

- A) Budget Report
- B) Spill Report
- C) Tier Reporting
- D) Training

Shirley Connors  
Shirley Connors  
Shirley Connors  
S. Connors/G. Schenck

**7. Public Health**

Karen Cain

**8. Public Input**

**9. Old Business – None**

**10. New Business**

Approval & Confirmation of the LEPC By-Laws

Gary Schenck

**11. Next Meeting – July 19, 2011**

**12. Adjournment**

**Rules of Operation for the Rock County District  
Local Emergency Planning Committee  
November 18, 1997 – Reviewed May 17, 2011**

**Preface:**

The Rock County Local Emergency Planning Committee serves as the county level-planning district, which was established by the Wisconsin State Emergency Response Commission on the effective date of July 17, 1987. These rules of the operation are promulgated under the directive Wisconsin Statute Chapter 166.20 (3) and 42 USC 11001 ©. For the purpose of these rules definitions are found in Wisconsin Statutes Chapter 166.20 (1).

**Posts, Positions, Appointments and Elections:**

The Rock County LEPC will elect the following officials every two years:

- LEPC Chair. Elections will be held in the first calendar quarter of years ending in *odd* numbers.
- LEPC Vice Chair. Elections will be held in the first calendar quarter of years ending in *even* numbers.
- Coordinator of Information. Elections will be held in the first calendar quarter of years ending in odd numbers.
- Community Emergency Coordinator. The Rock County Emergency Management Coordinator will hold this appointment for full term of employment with County.

Per the Rock County Board Rules of Operations, the Chair of the LEPC is subject to the confirmation of the County Board Chair. The Chair and Vice Chair of the LEPC must be voting members of the LEPC.

**Chair**

Subject to the requirements of Wisconsin Statutes 166 and 42 USC 11001 (c) the LEPC will elect a Chair who will serve a two-year term. The LEPC Chair will undertake the duties and responsibilities as outline under Wisconsin Statutes 166 and 42 USC 11001 through 11050 and other responsibilities and duties requested by the LEPC. If a vacancy in the position of LEPC Chair should occur mid term, the County Board Chair will be requested to appoint a replacement to serve the remainder of the term.

**Vice Chair**

In order to assure the continuity of operations in the absence of the LEPC Chair, the LEPC has established a post of LEPC Vice Chair who will serve a two-year term. In the absence of the LEPC Chair, the LEPC Vice Chair will preside over meetings of the LEPC.

**Coordinator of Information**

Subject to the requirements of Wisconsin Statutes 323 and 42 USC 11001 (c) the LEPC will appoint a Coordinator of Information who will serve a two-year term. The Coordinator of Information will undertake the duties and responsibilities as outlined under Wisconsin Statutes 323 and 42 USC 11000 to 11050 and those other responsibilities and duties assigned by the LEPC.

**Community Emergency Coordinator**

Subject to the requirements of Wisconsin Statutes 323 and 42 USC 11003 (c) (3) the Rock County Emergency Management Coordinator shall serve as LEPC Community Emergency Coordinator. The

LEPC Community Emergency Coordinator will undertake those duties as assigned by the plan referred in 42 USC 11000-11050 and other responsibilities and duties requested by the LEPC.

**Meeting Location**

The LEPC has established a normal meeting location at the Rock County Complex. Meetings of the LEPC will be held in the county with the exception of joint meetings held between the Rock County LEPC and other LEPCs and WEM, which are required for coordination of activities or for the conduct of jointly related business. The notification of the meeting will be sent out by the County Administrator's office pursuant to the Open Meeting Law. From time to time the LEPC may choose to hold meetings at other locations. Requirements outlined above apply.

**Meeting Dates and Time**

The LEPC has established a normal meeting time and date of the third Tuesday every other month in the odd numbered months at 9:00 A.M. Special meetings of the LEPC may be called by the LEPC Chair with public notice of at least 24 hours prior to the event (open meeting law requirement). The LEPC may choose to hold its meetings at other times as it sees fit.

**Emergency Meeting**

During emergency conditions when a release of a substance covered by the notification requirements Wisconsin Statutes 166.20 - .215 and 42 USC 11000 – 11050 has, is occurring, or is imminent, the LEPC Chair may call an emergency meeting of the LEPC as soon as possible with the provision that two hour notice shall be given to the public of the meeting through local media channels. The conduct of business of such meeting will be limited to those items required by the emergency conditions present.

**Agenda Items**

Items to be included on the agenda for LEPC meetings will be submitted to the LEPC Community Emergency Coordinator at least eight working days prior to the meeting of the LEPC unless an emergency condition is present. The agenda will be compiled and mailed to LEPC members, local media representatives and others who request copies.

**Public Input**

The LEPC will provide time at every meeting for public input. The public may provide such information that may be appropriate for LEPC review. The LEPC Chair shall establish time limits for public input.

**Membership**

Appointments to the Rock County Local Emergency Planning Committee shall be made by the Chair of the Rock County Board of Supervisors and in accordance with Wisconsin Statutes 59.07 (146) and the Rock County Rules of Operation. All appointments to the LEPC are subject to WEM approval. The County Board Chair shall determine the size of the LEPC based on LEPC recommendation, state guidance and WEM rules.

### **Quorum**

A quorum will consist of 50 percent of the WEM approved membership of the LEPC. An Alternate may represent a member.

### **Voting**

A majority vote of members present where a quorum exists will be needed for passage of formal business or actions of record.

### **Alternates**

Every member of the LEPC appointed by WEM may select one (1) alternate to attend meetings in his or her absence. The alternate may participate in all discussions, and may vote only in the absence of and not in addition to the LEPC member.

### **Minutes of Meetings**

Minutes of all meetings and sessions of the LEPC and sub-committees will be distributed to committee members and appropriate heads of government within the County, the Southwest Regional office of the Division of Emergency Management and others who request them.

### **Adoption and Amendments of the Rules of Operation**

Adoption of these rules or approval of amendments to the rules can be made at any regular or special meeting of the LEPC as an agenda item with a majority roll call vote. Roberts Rules will be adopted for the purpose of these meetings. WEM requires re-adoption of these rules annually during the grant year (Federal Fiscal Year 10/1 – 9/30).

### **Sub – Committees**

The LEPC Chair shall designate and appoint members to such LEPC standing sub-committees created to carry out the purposes of the LEPC. LEPC standing sub-committees will be approved by the LEPC but the membership shall be by appointment of the LEPC Chair. LEPC standing sub-committees will operate under the "Rules of Operation" adopted by this LEPC and the Rock County Board of Supervisors. LEPC standing sub-committee members will not be considered members of the LEPC unless they are dually appointed by the County Board Chair and approved by WEM. The following are standing sub-committees of the LEPC. Actions of sub-committees are subject to full LEPC approval.

- **Plan Review.** This sub-committee reviews the countywide Hazardous Materials Plan and facility off site plans before they are submitted to WEM.
- **Membership.** This sub-committee encourages active participation by LEPC members and insures that the LEPC structure is maintained as prescribed in state and federal statutes.
  - a) The Rock County LEPC shall consist of 21 persons who will represent the categories of membership directed by the WEM and 42 USC 11001 (c).
  - b) Nominations to vacancies on the LEPC will be made by the LEPC to the Chair, Rock County Board of Supervisors. Favorable appointments by the County Board will be forwarded to WEM for formal approval by that body.

- c) Updated membership lists will be submitted as required by WEM rules.
  - d.) One-third of the Rock County LEPC membership terms of appointment shall expire each year on July 31. Current serving persons will be contacted to see if they wish to be re-nominated. Persons desiring to continue serving or replacement names will be submitted to the Board Chair so that action on re-appointment/appointments can be taken prior to the expiration of the term. Mid term appointments will be submitted in a manner described above.
- Community Right-To-Know. Recommends actions that comply with state and federal statutes and the public Right-To-Know what hazardous materials are in their communities.

The LEPC chair shall designate and appoint members to such adhoc sub-committees as may be necessary to carry out specific tasks or functions of the LEPC. Adhoc sub-committees shall cease to exist when their task is completed. Adhoc sub-committees will operate in a manner similar to standing committees described above.

These Rules of Operation were adopted by the Rock County Local Emergency Planning Committee on May 17, 2011

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Gary Schenck  
Chair, Rock County LEPC