



ROCK COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

Rock County Emergency Operations Center
3530 County Road F, Janesville WI 53545

January 16, 2018 – 9:00 A.M.

A G E N D A

1. **Call to order** Chair Gary Schenck
2. **Adoption of Agenda**
3. **Review & approval of minutes November 21, 2017**
4. **Committee Reports**
 - a. Plan of Review Chair Gary Schenck
 - b. Community Right-to-Know Sgt. Shena Kohler
 - c. Plan of Work - Administrative Sgt. Shena Kohler
 - d. Membership Jay Gasser
5. **Emergency Management Report**
 - a. Budget Report Sgt. Shena Kohler
 - b. Spill Report Sgt. Shena Kohler
 - c. Training Chair Schenck / Sgt. Kohler
6. **Public Health** Noel Sandoval
7. **Hazmat Team** Lt. Ron Sagen
8. **Facility Input**
9. **Public Input**
10. **Old Business**
11. **New Business**
12. **Adjournment** – Next Meeting: March 20, 2018 – Rock County Health Care Center EOC

**Local Emergency Planning Committee (LEPC)
Alternate Appointment List
August 30, 2017**

Alternate	Representing	Group	Email	Mailing Address	Telephone	Term
None Requested	Norvain Pleasant	1				7-31-15 to 7-31-18
None Requested	Rick Richard	1				7-31-15 to 7-31-18
Captain Jude Maurer	Commander Troy Knudson	2	maurej@co.rock.wi.us	Rock Co Sheriff's Office - 200 E US Highway 14, Janesville WI	608-757-7968	7-31-16 to 7-31-19
Deputy Chief John Olsen	Deputy Chief Jimmy Holford Jr	2	olsenj@ci.janesville.wi.us	Janesville Police Department - 100 North Jackson St. Janesville WI	608-755-3055	7-31-15 to 7-31-18
None Requested	Jason Rowland	2				7-31-17 to 7-31-20
Roger Running	Lt. Ronald Sagen	2	runningr@ci.janesville.wi.us	Janesville Fire Department - 303 Milton Avenue, Janesville WI	608-373-3440	7-31-16 to 7-31-19
Rick Wietersen	Marie-Noel Sandoval	2	RICK.WIETERSEN@co.rock.wi.us	Rock Co Health Department - PO Box 1143, Janesville WI	608-757-5405	7-31-15 to 7-31-18
None Requested	Lt. Brad Altman	2	brad.altman@dot.wi.gov	4802 Sheboygan Ave Madison, WI 53705	608.512.6688	7-31-17 to 7-31-20
None Requested	Sgt. Shena Kohler	2				7-31-15 to 7-31-18
None Requested	Steve Benton	3				7-31-17 to 7-31-20
None Requested	Todd Lambert	3				7-31-16 to 7-31-19
None Requested	David Botts	4				7-31-16 to 7-31-19
None Requested	Robert Swenarski	4				7-31-17 to 7-31-20
None Requested	Patti Miller	4				7-31-17 to 7-31-20
Chief Brad Liggett	Gary Schenck	2	liggett@beloitwi.gov	Beloit Fire Department - 1111 Church St - Beloit WI	608-364-2902	7-31-17 to 7-31-20
Norman Tadt	Robert Wildermuth	4	NTADT@co.rock.wi.us	Rock County Land Conservation - 440 N. Highway 14, Janesville WI 53546	608-754-6617	7-31-17 to 7-31-20

**Local Emergency Planning Committee (LEPC)
Alternate Appointment List
August 30, 2017**

Craig Hurda	Catherine Kolb	craig.hurda@shinem ed.com	5	101 E. Milwaukee St., Ste. 600 Janesville, WI 53545	608-210-1738	7-31-15 to 7-31- 18
None Requested	Jay Gasser		5			7-31-16 to 7-31- 19
None Requested	Sondra Klipp	klippsl@airproducts.c om	5	337 Vincent, Milton WI 53563	608-868-6811 ext 225	7-31-15 to 7-31- 18
Hans Schuhbauer	Erin Denker	hans.schuhbauer@ evonik.com	5	Evonik Corporation - 900 S. Palm Street - Janesville WI	608-314-3017	7-31-16 to 7-31- 19

groups:

Group 1 – Elected state and local officials

Group 2 – Law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation personnel

Group 3 – Broadcast and print media

Group 4 – Community groups requirements

BYLAWS OF ROCK COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

ARTICLE I – NAME AND PURPOSE

Section 1 – Name: The Rock County Local Emergency Planning Committee (LEPC) 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 were promulgated under the directive Wisconsin Statute Chapter 166.20 (3) and 42 USC 11001 (c).

Effective October 21, 2009, Chapter 166 was repealed and replaced with a new Chapter 323. These new rules of operation for Rock County Local Emergency Planning Committee are promulgated under the directive of Wisconsin Statutes Chapter 323.60 (3) and 42 USC 11001(c). For the purpose of these rules, definitions are found in Wisconsin Statutes Chapter 323.60 (1).

Section 2 – Purpose: The purposes of the LEPC, in meeting the requirements of SARA Title III – Emergency Planning and Community Right-to-Know Act 42 USC 11001 et. seq., are as follows:

1. Oversee the Annex M Part I – Strategic Plan and Hazard Analysis and Annex M Part II County HazMat Response Team Emergency Operations Plan for Rock County and establish procedures for conducting its public information and educational responsibilities.
2. Receive and process public record requests for information.
3. Notify the public of all LEPC meetings or activities. The LEPC will establish and notify the public of all meetings, announcing that all meetings are open to the public.
4. Maintain records of Rock County area facilities and sites manufacturing, storing, and using hazardous chemicals, per varying reporting thresholds.
5. Maintain information on facilities that manufacture or store substances identified as “extremely hazardous substances” EHS, and include this information within the emergency response and preparedness efforts within Rock County.
6. Promote community outreach for chemical safety and emergency preparedness and response for hazards involving chemicals.
7. Assess resources necessary to implement the emergency response and preparedness activities within Rock County and make recommendations to the appropriate persons or agencies regarding additional resource needs.
8. All activities of the LEPC will be conducted in a manner encouraging public input and participation from all segments of the community.

ARTICLE II – MEMBERSHIP

Section 1 – Eligibility and Elections: Application for voting membership shall be open to any current resident or person that conducts business within Rock County that voluntarily supports the purpose statement in Article I, Section 2. Persons seeking membership shall submit a letter of interest to the LEPC, whom will review and make recommendations upon a majority vote.

Following the recommendation of the LEPC, appointments to the LEPC shall be made by the Chair of the Rock County Board of Supervisors. Membership regulations shall remain in accordance with Wisconsin Statutes 59.54 (8) 4 and the Rock County LEPC Bylaws. All appointments are subject to Wisconsin Emergency Management approval.

Each year, one-third of the LEPC membership terms of appointment shall expire on July 31. The LEPC Community Emergency Coordinator shall ensure members receive notification and the opportunity to seek reelection to continue as an LEPC member prior to their membership expiration date. Requests for reappointment shall be submitted to the Community Emergency Coordinator for delivery to the County Board Chair so that action on appointments can be taken prior to the expiration of the term. Mid-term appointments shall be submitted in the same manner.

Section 2 – Committee Composition: The Rock County LEPC shall consist of 21 persons who will represent the categories of membership directed by Wisconsin Emergency Management and 42 US Code 11001 (c). The LEPC shall be composed of, at a minimum, representatives from:

- Group 1 – Elected State and Local Officials
- Group 2 – Law Enforcement, Emergency Management, Fire, Emergency Medical Services, Public Health, Environmental Health and Safety, Hospital Services and Transportation
- Group 3 – Media – Broadcast and Print
- Group 4 – Community Groups
- Group 5 – Owners and Operators of Facilities Subject to EPCRA Reporting Requirements

Section 3 – Obligations: All members are encouraged to serve on at least one sub-committee. Members shall attend at least fifty percent of the meetings of the full LEPC. LEPC members may designate one alternate representative to attend and vote in their absence, counting towards their fifty percent participation requirement. Membership on the LEPC is voluntary.

Section 6 – Resignation of Membership: Any member may resign from the LEPC by providing a written notification to the LEPC Chair. The LEPC Chair shall submit the request for removal to the County Board Chair and notify the Membership Subcommittee Chair of the pending vacancy.

ARTICLE III – MEETINGS OF MEMBERS

Section 1 – Open Meetings: Meetings of the LEPC shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law, Wis. Stat § 19.81(1).

Section 2 – Regular Meetings: The LEPC shall schedule six regular meetings of the full LEPC, occurring on the third Tuesday of odd months in the calendar year. Regular meetings shall begin at 0900 hours. Meetings of the LEPC may be scheduled at other times as appropriate, with the appropriate public notice of 24 hours.

Section 3 – Meeting Location: The LEPC has designated the regular meeting location at the County Emergency Operations Center (CEOC) in the lower level of the Rock County Health Care Center (HCC). The HCC is located at 3530 North County Highway F, Janesville WI.

Meetings of the LEPC shall occur within the jurisdiction of Rock County with the exception of joint meetings held between the Rock County LEPC and other LEPCs and Wisconsin Emergency Management, as required for coordination of activities or for the conduct of jointly related business. All LEPC meetings, regardless of location, must remain open and accessible to the public.

Section 4 – Emergency Meetings: In the event that an accidental or intentional release of a substance has occurred, is occurring, or is imminent, the LEPC Chair may call an emergency meeting of the LEPC. Emergency meetings of the LEPC require that a two hour notice shall be given to the public through local media channels. The conduct of business during emergency meetings will be limited to items required by the emergency conditions present. Substance releases are subject to Wisconsin Statute 323.71, 42 US Code 11001 – 11050, and Rock County Ordinance 2.508.

Wisconsin Statute 323.71	Local Agency Response and Reimbursement
42 US Code 11000 – 11050	Emergency Planning and Community Right-to-Know
Rock County Ordinance 2.508	Hazardous Discharge Response and Reimbursement

Section 5 – Agenda: The agenda shall be distribute to all LEPC members with each meeting notice, prior to one week before the scheduled regular meeting. Any member may request that the Chair place an item on the meeting agenda by notifying the LEPC Community Emergency Coordinator, at least eight days prior to the scheduled meeting. Meeting materials are emailed and mailed to LEPC members and others upon request. Meeting agendas and prior minutes are posted publicly at <http://www.co.rock.wi.us/local-emergency-planning-committee>.

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 is authorized to establish time limits for public input.

Section 6 – Quorum: A quorum will consist of 50 percent of the approved membership of the LEPC. Designated LEPC Alternates may represent and provide one vote in the absence of the elected member. The passage of formal business or actions of record shall require a majority of the quorum. Acts of a majority of the quorum shall be valid acts of the LEPC, unless the action of a greater number is required by the LEPC Bylaws.

Section 7 – Voting: Each member of the LEPC represents one vote for the passage of formal business and actions of record. A pre-designated alternate may vote in the absence if the LEPC member is absent.

Section 8 – Rules of Order: Roberts Rules of Order shall govern the deliberations of all meetings of the LEPC, including meetings of subcommittees.

Section 9 – Notice of Meetings: A notice of LEPC meetings will be sent out by the LEPC Community Emergency Coordinator to all LEPC Members, LEPC Alternates, and the County Administrator’s Office prior to one week before the LEPC meeting.

Section 10 – Meeting Materials: Committee and subcommittee meeting minutes shall be available to LEPC members and alternates, Wisconsin Emergency Management, and others upon request. Minutes are also available online at: <http://www.co.rock.wi.us/local-emergency-planning-committee>

ARTICLE IV – OFFICERS AND APPOINTED POSITIONS

Section 1 - LEPC Chair and LEPC Vice-Chair: Subject to the requirements of Wisconsin Statutes 323 and 42 USC 11001 (c), the LEPC will elect a Chair and Vice-Chair who will serve two-year terms. Elections shall occur in September of the years ending in odd numbers. The Chair and Vice-Chair are subject to the confirmation of the Rock County Board Chair. The LEPC Chair shall accept the duties and responsibilities as outlined under Wisconsin Statute 323 and 42 US Code 11001 – 11050, in addition to other responsibilities and duties as requested by the LEPC. If a vacancy in the position of LEPC Chair should occur mid-term, the Rock County Board Chair will be requested to appoint a replacement to serve the remainder of the term.

In order to assure the continuity of operations in the absence of the LEPC Chair, the LEPC has established the post of LEPC Vice-Chair. In the absence of the LEPC Chair, the LEPC Vice-Chair will preside over meetings of the LEPC.

Section 2 – Coordinator of Information: Subject to the requirements of Wisconsin Statutes 323 and 42 US Code 11001 (c), the LEPC will appoint a Coordinator of Information (CI) who will serve a two-year term, concurrent with the positions of the LEPC Chair and Vice-Chair. The Coordinator of Information shall undertake the duties and responsibilities as outlined under Wisconsin Statutes 323 and 42 US Code 11000 to 11050, in addition to other responsibilities and duties as requested by the LEPC.

Section 3 – Community Emergency Coordinator: Subject to the requirements of Wisconsin Statutes 323 and 42 US Code 11003 (c) (3), the Rock County Emergency Management Director shall serve as the Community Emergency Coordinator for the Rock County LEPC. The Community Emergency Coordinator shall undertake the duties and responsibilities as outlined under Wisconsin Statutes 323 and 42 US Code 11000 to 11050, in addition to other responsibilities and duties as requested by the LEPC.

ARTICLE V – COMMITTEES

Section 1 – Subcommittee Operations: The LEPC subcommittees shall serve to carry out the designated purposes of the LEPC. The LEPC Chair shall designate and appoint members to LEPC subcommittees. LEPC subcommittees will be approved by the LEPC, however the membership shall be by appointment of the LEPC Chair.

The LEPC subcommittees will operate under the Rock County LEPC Bylaws as adopted by this LEPC and the Rock County Board of Supervisors. LEPC subcommittee members will not be considered members of the LEPC unless they are appointed by the County Board Chair. Actions of sub-committees are subject to full LEPC approval.

Section 2 – Standing Subcommittees: The following are standing sub-committees of the LEPC.

Plan of Work – Administrative Subcommittee: Reviews and recommends updates to the LEPC Bylaws and County Emergency Operating Plans, including the annual review of Annex M Part I - Countywide Strategic Plan and Annex M Part II – County HazMat Response Team. LEPC members required to participate in the Plan of Work - Administrative Subcommittee include the LEPC Chair, LEPC Vice-Chair, and the Community Emergency Coordinator. The Chairperson of the LEPC shall be designated the Chair of the Plan of Work – Administrative Committee.

Plan of Review Subcommittee: Reviews and recommends the approval of Facility Off-Site Emergency Response Plans to the LEPC. Approved plans are then submitted to Wisconsin Emergency Management, Rock County HazMat Response Team, and appropriate response agencies.

Membership Subcommittee: Reviews and recommends nominations to vacancies on the LEPC to the full LEPC for final recommendation to the County Board.

The Chair of the Membership Subcommittee shall promote active participation by LEPC members and ensure that the LEPC structure is maintained as prescribed in the Rock County LEPC Bylaws (II – 2).

Community Right-to-Know Subcommittee: Recommends and promotes actions that comply with Federal and State Statutes and the public's right to know what hazardous materials are in their communities. The Community Right-to-Know Subcommittee shall be responsible for committee public relations and the development of the public education and information program.

Section 3 – Standing Subcommittee Terms: The LEPC subcommittees shall be established annually following general membership elections in July of the calendar year. All members of the regular LEPC are encouraged to participate on at least one LEPC standing subcommittee or ah-hoc subcommittee during the regular two-year term of their membership.

Section 4 – Ad Hoc Subcommittees: The LEPC Chair shall designate and appoint members to such ad hoc subcommittees as necessary to carry out specific tasks or functions of the LEPC. Ad hoc subcommittees shall dissolve upon completion of their specified tasks or projects. Ad hoc subcommittees should operate in a manner similar to standing committees as detailed within the Rock County Bylaws (V – 1).

ARTICLE VI – PUBLIC INFORMATION

Section 1 – Community Right-to-Know: The United States Congress enacted Public Law 99-499 in October 1986 to protect and inform all citizens of the existence of extremely hazardous chemicals that may be manufactured, stored, distributed or used in Rock County. P.L. 99-499 is the Emergency Planning and Community Right-to-Know Act of 1986, Title III of the “Superfund and Amendments and Reauthorization Act of 1986” (SARA).

Section 2 – Public Access to Information: In accordance with Section 324 of EPCRA, all information obtained from an owner or operator pursuant to EPCRA and any requested Tiers or Material Safety Data Sheets (MSDS) otherwise in possession of the LEPC shall be made available to any person submitting a request under Section 2, subject to withholding provisions of EPCRA. The following information is available to the public:

1. Lists of facilities reporting Off-Site Emergency Response Plans
2. Tier II Reports - Inventory form(s) of chemicals on site
3. Rock County Annex MI - Strategic Plan for Emergency Response to Hazardous Materials Releases

Section 3 – County Public Records Ordinance for Requests: Access to documents in Rock County’s custody are subject to Rock County Ordinance 2.301 – 2.306. Copies may be made at the expense of the requestor and at rates established by Rock County Public Records Ordinance, 2.303 - Access to Records, Fees.

Information available from Rock County Emergency Management is limited to compliance with P.L. 99-499 and does not include all chemicals that may pose a threat to humans, animals or the environment. Emergency public notices shall be issued in the event an actual emergency occurs which requires public notification.

ARTICLE VII – RULES

Section 1 – Rules of Operation: EPCRA requires the LEPC to establish rules by which the subcommittee shall function. Such rules include the provisions for public notification of committee activities, public meetings to discuss Rock County Annex MI – Strategic Plan, public comments and responses to such comments by the committee, and the distribution of Rock County Annex MI – Strategic Plan among necessary stakeholders.

Section 2 – Adoption of Rules: The LEPC may, as necessary and appropriate, adopt rules of general order governing the execution of responsibilities under EPCRA and related applicable regulations.

ARTICLE VIII – ADOPTION AND AMENDMENTS

Section 1 – Adoption of Bylaws: Adoption of the Rock County LEPC Bylaws or approval of amendments to the Rock County LEPC Bylaws may be approved at any regular or special meeting of the LEPC as an agenda item with a majority vote. Wisconsin Emergency

Management requires annual acknowledgement of adoption of the Rock County LEPC Bylaws, during the Federal Fiscal Year October 1 – September 30.

Section 2 – Amendments of Bylaws: Any member of the LEPC shall have the right to comment on or suggest revisions to the Rock County LEPC Bylaws. Recommendations shall be presented to the Plan of Work – Administrative Subcommittee for initial review prior to presentation to the LEPC for final consideration.

CERTIFICATION

These Bylaws of the Rock County Local Emergency Planning Committee were adopted at the regular meeting of the LEPC on the _____ day of _____, _____.

Rock County LEPC Chairperson

Date

Rock County LEPC Community Emergency Coordinator

Date

ROBERT D. SPODEN
ROCK COUNTY SHERIFF
BARBARA J-TILLMAN
CHIEF DEPUTY

LEPC MEETING SCHEDULE – 2018

Meeting will be held at the Rock County Emergency Operations Center,
unless otherwise specified.

January 16, 2018

March 20, 2018

May 15, 2018

July 17, 2018

September 18, 2018

November 20, 2018

EMERGENCY MANAGEMENT BUREAU
3530 N. CTH F PO BOX 0920
JANESVILLE, WISCONSIN 53545-9601
PHONE: (608)757-8000 FAX: (608)757-7997