Brown County, Wisconsin
Local Emergency Planning Committee
"A Plan for Hazardous Materials"
3030 Curry Lane
Green Bay, WI 54311
(920) 391-7431 FAX (920) 391-7435

LEPC AGENDA

September 13th, 2023 at 1:30 pm
Location: Virtual via Zoom and at the Brown County EOC

NOTICE OF PUBLIC MEETING:
The regular meeting of the Brown County Local Emergency Planning Committee will be held on Wednesday, September 13th, 2023 at 1:30 pm, via Zoom or in person at 3030 Curry Ln, Green Bay WI, in the EOC.

Join Zoom Meeting
https://us02web.zoom.us/j/82304518149?pwd=TEtrSnRRbHVoRGZjUDZSUEJBWDRWQT09

Meeting ID: 823 0451 8149
Passcode: 399883

The Agenda is as follows:

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
4. **Public Comment**
5. **Review of By-Laws**
6. **Spills report (BCEM)**
7. **LEPC Round Table**
8. **Such other matters as authorized by law**
9. **Adjourn**

PROCEEDINGS OF THE BROWN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Wednesday, July 12th, 2023 @ 13:30 via Zoom Meeting and in person at 3030 Curry Ln, Green Bay WI.

PRESENT: Dan Kane (Brown County Emergency Management), Mike Vanden Avond (Green Bay Metro Fire Department (GBMFD), Carl Vanden Avond (Americold), Chris Lehner (LEPC Chairman), Joe Williams (Civil Air Patrol), Ed Foral (P&G), Steve Fenske (WEM), Julia Bloom (GB Packaging), Steve Pelch (HERC), Matthew Beno (American Food Groups).

The July 12th, 2023 LEPC meeting was held virtually via Zoom Meeting and in person at the Brown County Emergency Operations Center.

1. Meeting call to order and introductions
   a. The meeting was called to order by Lehner at 1330 hrs.
2. Approval of Agenda
   a. Motion to approve by C. Vanden Avond, 2nd by M. Vanden Avond, approved.
3. Approval of Minutes from March 2023 meeting
   a. Motion to approve by C. Vanden Avond, 2nd by M. Vanden Avond, approved.
4. Public Comment
   a. No public comment.
5. Guest Presentation – Steve Fenske (Wisconsin Emergency Management)
   a. Discussed Emergency Planning and Community Right to Know Act (EPCRA).
6. Spill Reports
   a. Kane –
      i. Reviewed all spill reports that occurred since the previous meeting.
7. LEPC Round Table
   a. Kane –
      i. Discussed Green Bay Water hosting an ICS-300 class in August and they are looking for more people to attend.
   b. Williams –
      i. Discussed Civil Air Patrol extending into drone capabilities – agenda item for next LEPC meeting.
   c. C. Vanden Avond –
      i. Discussed reviewing reporting requirements.
   d. M. Vanden Avond
      i. Discussed HAZMAT Team purchasing FTIR & Robin Meters for increasing capabilities for tracing potential hazmat substances.
   e. Foral –

i. Discussed getting manning back up to speed with the emergency response team at P&G.

8. Other Matters Authorized by Law
   a. None
9. Adjournment
   a. Motion to adjourn at 1509 by M. Vanden Avond, 2nd by C. Vanden Avond. Approved.

The next scheduled LEPC meeting has not been scheduled at this time.

Respectfully submitted,

BCEM

Brown County
Local Emergency Planning Committee

BY LAWS

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's) purpose is to develop and implement policies and procedures for complying with the requirements of Title III Emergency Planning and Community-Right-To-Know Act and the Superfund Amendments and Reauthorization Act of 1986 (SARA) PL99-499; and Wisconsin Act 342, Hazardous Substances Information and Emergency Planning Act, and any other applicable regulations.

The purpose of the 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. All information gathered shall be forwarded to the Brown County Emergency Management Office and incorporated into the Brown County Hazardous Material Emergency Response Plan in proper form.

These by-laws define the roles, responsibilities and inter/intra-organizational relations of governmental, public and private organizations in response to a hazardous material incident.

LOCATION AND CHARACTERISTICS

Brown County is located in northeastern Wisconsin and borders the waters of Green Bay. This County is approximately 520 square miles in size and has a population of about 200,000. Included in the County of Brown are 2 cities, 9 villages and 13 townships, which are identified as follows:

Cities:	Green Bay and DePere
Villages:	Allouez, Ashwaubenon, Bellevue, Denmark, Hobart, Howard, Pulaski, Suamico, Wrightstown
Townships:	Eaton, Glenmore, Green Bay, Holland, Humboldt, Lawrence, Ledgeview, Morrison, New Denmark, Pittsfield, Rockland, Scott, Wrightstown.

Several railroads and Interstate-43 pass through Brown County. State Highways 41-141, 29-32, 54 and 57 also pass through Brown County. Handlers and transporters of products defined as being hazardous materials frequently use these routes.

Also located in Brown County is the Port of Green Bay, which is an international shipping port for domestic and foreign trade. Austin Straubel International Airport is located in Brown County.

SECTION I – MEETING

The Brown County LEPC has established six regular meetings of the full Committee to be held on the second Wednesdays of the odd numbered months (January, March, May, July, September and November), unless otherwise specified. The Chairperson may schedule additional meetings as necessary, either Executive Committee or Full LEPC. All meetings shall be open to the public and in accordance with the open meeting law, except when the Committee may call a closed session in strict accordance with Section 19.85 of the Wisconsin Statutes, as amended.

Regular meetings may be canceled at the discretion of the Chairperson for lack of business. However, only two (2) regularly scheduled meetings of the Committee may be canceled consecutively to ensure that a minimum of one LEPC meeting is held every three months.

SECTION II – MEMBERSHIP

SARA Title III (Section 301 c) requires that the LEPC consist of one representative from each of the following groups:

Terms of Membership

Odd # Years	Even # Years
Chairperson	Vice Chairperson
Group 1	Group 3
Group 2	Group 4
Group 5 Rep 1	Group 5 Rep 2

Group 1 – Elected state and local officials
Group 2 – Law Enforcement, civil defense, firefighting, first aid, health, local environment, hospital, transportation personnel
Group 3 – Broadcast and print media
Group 4 – Community Groups
Group 5 – Owners and operators of facilities subject to EPCRA requirements

Membership of the Brown County LEPC shall be determined by the appropriate State and Federal regulations, and by County Board Rule. Membership is not restricted to those groups cited above. Appointment of individuals will be for a two-year term served beginning even/odd as above. Upon said members being approved by the Brown County Executive, those names shall be forwarded to Wisconsin Emergency Management for approval as required.

On January 1 of each year, or as soon thereafter as possible, each member of the Brown County LEPC shall be provided with an updated list of all current LEPC members showing their names, group represented, address, telephone number, and e-mail address.

At the first regular LEPC meeting of each year, the committee will appoint the Brown County Emergency Management Director as the Emergency Coordinator for the LEPC, the Brown County Emergency Management Coordinator as the Information Coordinator/Secretary and will designate the State EPCRA Compliance Officer to serve as LEPC Compliance Inspector.

As input from all committee members is recognized as necessary and valid, a regular member is subject to review and referral to the Brown County Executive. In the event that any regular member of the LEPC has unexcused absences for two regular meetings of the Committee, in any one year, the member shall receive a letter of inquiry regarding absence signed by the Chairperson of the LEPC.

In addition, said letter of inquiry shall state that if that person does not respond to the same within ten working days of the date of the letter, that member's name will be forwarded to the County Executive with a request for a replacement of that person to the Brown County LEPC.

Any letters of resignation, suggestions for replacement, change of address or telephone shall be addressed to the Chairperson of the Brown County LEPC, sent to the Office of Emergency Management, 3030 Curry Lane Green Bay, WI 54311 and shall subsequently be forwarded to the County Executive and Wisconsin Emergency Management.

SECTION III – QUORUM

A quorum shall consist of six members of the LEPC. Alternate LEPC members will be included in the count if the regular member for whom they serve as an Alternate is not in attendance. (See Section IV for information about voting rights of Alternates)

SECTION IV – VOTING

A majority vote, where a quorum exists, will be needed for passage. An Alternate may participate in discussions and will have voting rights if the regular member for whom they serve as an Alternate is not in attendance.

Robert Rules of Order will be observed as necessary when voting.

SECTION V – SPECIAL COMMITTEES

The Chairperson shall appoint special Committees of the LEPC for a term as long as necessary to accomplish their specific goals. These Special Committees shall serve at the pleasure of the Chairperson and shall give full reports to the LEPC membership as a whole on their activities upon request.

1. Nominating and Election Committee: The nominating and election committee shall consist of three regular LEPC members who shall be appointed by the Chairperson. The duty of the Committee shall be to present LEPC members with a slate of officers. In the case of a sudden vacancy, nominees must be presented to the LEPC membership thirty (30) days prior to any election. In the case of bi-annual elections, nominees will be presented to the LEPC membership before the November meeting, and elections will be held at the November meeting.

Any vacancies occurring shall be filled through nominations made by the Nominating and Election Committee. 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.

The Committee will ensure that elections are held in a proper manner and at the proper time.

2. Plan/Review/Exercise Committee: The Plan/Review/Exercise Committee shall consist of a minimum of 3 members of the LEPC appointed by the LEPC Chairperson, whose term on this committee shall run concurrent with his/her LEPC membership and as many other members of the community as necessary to accomplish this Committee's goals and directives. The purpose of this committee shall be to help organize an annual tabletop, functional or full-scale exercise to test the capabilities of emergency response agencies within Brown County to deal with a chemical emergency. Another purpose is to provide training to the LEPC membership on issues related to SARA and title III Emergency Planning and Community Right-to-Know Act or any training requested by the membership.

3. Executive Committee: The Executive committee of the LEPC shall consist of the Chairperson, Vice-Chairperson, Coordinator of Information/Secretary, Emergency Coordinator, Chairperson or Co-Chairpersons of the Plan/Review/Exercise Committee and Public Information & Education Committee. The Chairperson of the LEPC will call meetings of the Executive Committee in order to conduct special business such as review and/or approval of bills, review and/or approval of Off-Site Plans or any other business of the LEPC as deemed appropriate by the Chairperson. Executive Committee meetings may be open or closed meetings depending on the business conducted.

4. Public Education and Information Committee: The Public Education and Information Committee shall consist of 3 or more members of the LEPC whose term on the Committee shall run concurrent with his/her membership. The purpose of this committee is to provide information to the public on all aspects of the EPCRA Law. The committee will explore all mediums available to provide this information to the public.

SECTION VI – SPECIAL COMMITTEES

The Chairperson shall appoint special Committees of the LEPC for a term, as long as necessary, to accomplish their specific goals. These Special Committees shall serve at the pleasure of the Chairperson and shall give full reports to the LEPC membership as a whole on their activities upon request.

SECTION VII – AGENDA ITEMS

In order to encourage public participation at each regularly scheduled LEPC meeting, a "Public Input" section shall appear on each LEPC agenda. During such section, the public is welcome to offer input, express concerns, and/or ask questions relating to the LEPC or its activities.

All agenda items shall follow the mandates of the Wisconsin Open Meeting Law.

Any agenda item an LEPC member wishes to appear on a monthly meeting notice must be received in the office of the Secretary of the LEPC no later than the Wednesday preceding the regularly scheduled meeting date.

Agendas will be sent to LEPC members by the LEPC Secretary in advance of the meeting. In the case of revised agendas, they will be distributed at the LEPC meeting.

Agendas will be posted in the County Office Building, and a copy will be sent to the County Board Office in advance of the meetings.

SECTION VIII – BY-LAW REVISIONS

These by-laws may be revised upon a majority vote as specified in Section IV of these by-laws.

Reviewed and Approved: July 2022

7/6/2023	Unknown	20230706NE05-2	19315	3285 CEDAR HEDGE LN	Green Bay WI	Diesel	25 gal
7/21/2023	St Vincent Hospital	20230721NE05-1	19385	1001 Porlier St	Green Bay WI	HYDRAULIC OIL	10 gal
7/22/2023	Unknown	20230721NE05-2	19388	5900 CTH NN	Denmark WI	Acid	50 gal
7/26/2023	Unknown	20230726NE05-1	19417	INTERSTATE 43 NB Marker 184	Green Bay WI	Diesel	30 gal
8/3/2023	Oneida Trash Collection	20230807NE05-1	19463	1260 HILL DR	Hobart, WI	HYDRAULIC OIL	unknown
8/9/2023	NLC ENERGY	20230809NE05-2	19484	COUNTY HIGHWAY KB	New Denmark, WI	Manure and Gasoline	2,000 gal
8/11/2023	WPS	20230811NE05-1	19490	6048 COUNTY RD K	New Franken, WI	MINERAL OIL	30 gal
8/14/2023	HOLMAN TRUCKING	20230814NE05-1	19503	HIGHWAY 43 SOUTH RAMP TO 57N	Green Bay WI	DIESEL	unknown
8/25/2023	DAVID R. STILES	20230825NE05-1	19546	METRO BOAT RAMP	Green Bay WI	Oil/Gas Mix	unknown
9/1/2023	NATHANIEL MICHIELS	20230901NE05-1	19582	N1529 CO RD V	Denmark WI	Spray foam/epoxy	unknown
9/6/2023	R&L Carriers	20230906NE05-1	19605	501 EASTMAN AVE	Green Bay WI	Unknown	6 gal