

Winnebago County

**LOCAL EMERGENCY PLANNING COMMITTEE
Winnebago County Sheriff's Office**

February 5, 2009

Members present: Doug Gieryn, Brent Wojnowski, Barti Omarou, Keith Kiesow, Linda Kollmann, Greg Gibbons, Rick Krumenauer, Frank Bell, Bob Doemel, Peter Running, Kathy Biggar, Larry Smith, Andy Radig

Members excused: Scott Jones, Mike Sipin and Gordon Hintz

Also present: Don Mertz (Alternate), Bill Curtis (Alternate) and Sue Verwey

The meeting was called to order at 9:30 a.m. by Chairman Gieryn.

1. Roll call and approval of past minutes

Roll call was taken.

MOTION to approve minutes from the November 6, 2008 meeting by Brent Wojnowski; seconded by Larry Smith; all in favor; motion carried.

Public comment period

Larry S. commented on the new email system of receiving agendas from the County Clerks office which would be a link provided to go and retrieve the meeting information. The Emergency Management Office will cc all members when sending the agenda to the clerk's office in the future so they receive it without having to retrieve that information.

Update procedures for Review of Hazmat Response Expenditures

Added: A narrative report describing the incident, response actions, resolutions and follow-up action should be provided. This report should include the particulars of the incident (i.e. date, time, location, agency responding) and whether or not the **responding agencies'** response plan was followed. If the response plan was not followed, there should be an explanation of why the plan was deviated from.

Deleted: _Note: These policies and procedures would meet the requirements that are established in Senate Bill 5 which requires the Division of Emergency Government to reimburse regional and local emergency response teams for un-reimbursed costs incurred in responding to an emergency resulting from a potential release if the team has established the procedures to determine if an emergency exists. (This Bill has passed the State Senate and has been referred to the Urban and Local Affairs committee in the State Assembly).

Keith K. suggested adding information on how to prepare and share information with other agencies. The “Cost Recovery Sub-committee” will clarify.

The revised policy will be brought to the committee for a motion in May.

LEPC Brochure Update

20,000 copies of the new “Residential Guide to Emergency Preparedness” have been printed and are ready for distribution. Linda K. gave a big “*thank you*” to both Brent W. and Doug G. for all their hard work in making this update a reality. Also, thank you to the Winnebago County Health Department for the Public Health/Emergency Management Preparedness Grant that covered all costs.

Discussion on how to disperse the brochures throughout the county.

- On-line through county/city websites
- Libraries
- News records publications
- Town Halls
- Voting Booths

2009 Projects & Needs

- Go to Senior Centers, Civic Groups, Lions Clubs and Rotaries for presentations on what a LEPC actually does, and of course taking along the LEPC brochure for a hand-out.
- Suggestion (Peter R.) of a newsletter going out to small/medium business owners that do not understand planning and reporting containing information on who to call and how to report.
- Rick K. thought that combining LEPC and Public-Private Partnership in a media awareness campaign during HazMat Awareness month in April would be a good idea.
- Andy R. would be able to help out from the Local Cable Channel avenue.
- Go to Town Boards and give a presentation on LEPC.

Spill Report

No spills reported since the last meeting.

EPCRA Report

First half plan updates have been received by Bill C. and are in the process of obtaining signatures. Second half plan updates have all been sent out.

Two facility tours took place in January and some LEPC members did take Bill C. up on his offer to become involved and tour with him.

Current Events Update

Linda Kollmann – Emergency Management received a call from a citizen concerned about the safety of homes surrounding Hydrite Chemical. Linda contacted Paula Biewer to call and talk over the safety issues this citizen has with Hydrite Chemical Co.

Kathy Biggar – The Sheriff's Office continues to view demos of the Reverse 911 System.

Peter Running – He enjoyed the facility site visit in January and highly encouraged all members to also join Bill Curtis on a future site visit.

MOTION to adjourn by Linda Kollmann; seconded by Peter Running; all in favor; motion carried.

Respectfully submitted by:
Sue Verwey