

**WAUPACA COUNTY
 LEPC MEMBERSHIP LIST August 2021**

Please print or type (additional instructions are on the back of this form)

1. Name	2. Group	3. Agency/Organization	4. Appt. Date	5. Position
Bryant Esch	Group 5	Waupaca Foundry		Chairman
Dan Nehring	Group 2	Fire Department		Vice-Chairman
Margo Dieck	Group 2	County Public Health		Secretary
Andrew Carlin	Group 2	Waupaca County Emergency Management		Community Emergency Coordinator
Eric Halverson	Group 2	Waupaca County Emergency Management		Coordinator of Information
Dick Koeppen	Group 1	Waupaca County Board		
Diane Meulemans	Group 2	Corporation Counsel		
Jill Lodewegen	Group 1	County Clerk		
Carl Artz	Group 2	Waupaca County Sheriff's Office		
Casey Beyersdorf	Group 2	Waupaca County Highway		
Jed Wohlt	Group 2	Waupaca County Health Officer		
Tom Nimsgern	Group 4	American Red Cross		
Tom Claussen	Group 2	Waupaca Co Solid Waste		
Jeremy Schroeder	Group 1	City of Weyauwega		
Tim Wilz	Group 2	Waupaca County Sheriff		
John Duba	Group 2	ThedaCare Waupaca		
Bob Cloud	Group 3	Waupaca County Post		
Nick Romanesko	Group 2	Gold Cross Ambulance		
Ted Dremel	Group 2	Wisconsin DNR		
Cathi Wegener	Group 2	Waupaca County Medical Examiner		
Steve Fenske	Group 2	Waupaca County Hazmat		
Kyle Behm	Group 5	Agropur		
Michael Mazemke	Group 1	Register of Deeds		

LEPC Membership List Instructions

§ 59.54 (8) (b), Wisconsin Statutes requires that the County Board shall appoint members to the LEPC and submit, annually, a list of the current LEPC members to Wisconsin Emergency Management. Counties should use this form to submit the annual list, and to report any LEPC membership changes.

- 1) List the members' names.
- 2) Select the group the member is representing from this list:
 - 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
 - Group 5 – owners and operators of facilities subject to EPCRA requirements
- 3) Enter the name of the organization or agency of the member.
- 4) List each member's appointment date to the LEPC by the County Board or County Executive.
- 5) Indicate if the member is the LEPC Chair, Vice-Chair, Coordinator of Information, Community Emergency Coordinator or has any other LEPC position (i.e. Secretary).

WAUPACA COUNTY
Local Emergency Planning Committee (LEPC)
BY-LAWS

MEETING DATE AND TIME

The LEPC Committee has established regular meetings to be held on the second (2nd) Thursday of a designated month at 7:00am, unless otherwise specified by the Chairperson. All meetings shall be open to the public and in accordance with Wisconsin Opening Meetings Law, except when the Committee may call a closed session in strict accordance with Section 19.85 of the Wisconsin Statutes and proper notice is provided of the closed session.

Regularly scheduled meetings may be canceled at the discretion of the Chairperson for lack of business. However, at least one (1) Committee meeting must be held each calendar year. Special meetings may be called at the discretion of the Chairperson. Subcommittee meetings shall be held, as needed, at the discretion of the respective Subcommittee Chairpersons.

Members and Officers:

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

- Elected State or Local Officials
- Law Enforcement
- Emergency Management
- Fire Fighting
- Health/Medical Services
- Transportation
- Broadcast and/or Print Media
- Community Groups
- Representatives of Facilities subject to SARA Title III

Officers: The Officers of the LEPC shall be a Chairperson, Vice Chairperson and Secretary.

Duties of the Officers:

Chairperson: The chairperson shall preside over meetings of the LEPC, sign all official documents when required, and perform other duties usual to the office.

Vice- Chairperson: In the Chairperson's absence, the Vice Chairperson will preside over meetings of the LEPC. In the case of prolonged absence of the Chairperson, the Vice Chairperson shall assume the other duties of the Chairperson and shall perform such other duties as are usual to the office.

Secretary: The Secretary shall keep minutes of the business conducted. The Secretary shall forward such minutes to the Coordinator of Information who will forward the minutes to those requiring their distribution.

Election of Officers

Election of Officers shall be conducted at the December meeting in even numbered years.

Chairperson: The Chairperson will be elected for a term of two years, expiring on January 1. The position of Chairperson can be held for consecutive terms if so desired by the LEPC.

Vice Chairperson: The Vice Chairperson will be elected for a term of two years, expiring on January 1. The position of Vice Chairperson can be held for consecutive terms if so desired by the LEPC.

Secretary: The Secretary will be elected for a term of two years, expiring on January 1. The position of Secretary can be held for consecutive terms if so desired by the LEPC.

AGENDA

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

Any agenda item that a Committee member wishes to appear on a meeting notice must be presented to the Chairperson or designee two weeks prior to the scheduled meeting date.

PUBLIC OPPORTUNITY

Each LEPC agenda will include public comment to receive public comments and input. The Chair has the discretion to limit the time for comment. Comments are limited to items on the agenda or to request an item be added to a future agenda.

QUORUM

A quorum of the Waupaca LEPC Committee will consist of seven or more regular members, all of whom have been appointed and approved by the Waupaca County Board of Supervisors and Wisconsin Emergency Management (WEM).

VOTING

A majority vote of members present where a quorum exists will be needed for passage.

ALTERNATES

Every approved member of the LEPC Committee may select an alternate to attend meetings in his/her absence. The alternate may participate in discussions and has voting rights in the absence of the member. If both the regular member and his/her alternate are in attendance at a regularly scheduled LEPC meeting, the regular member's privileges and responsibilities will supercede those of his/her respective alternate.

MINUTES OF THE MEETING

Minutes of all meetings of the LEPC or any LEPC Subcommittee or AD HOC committee will be distributed to committee members the area office of the Division of Emergency Management, and others upon request.

Expenditures which need to be made by the LEPC or LEPC Subcommittees or AD HOC committee must be approved at a regular or special meeting of the Waupaca County LEPC.

ADOPTION AND AMENDMENTS OF THE LEPC BY-LAWS

Adoption of these By-laws or approval of amendments to the By-laws can be made at any regular or special meeting of the LEPC as an agenda item with a majority roll call vote of the quorum present.

The Waupaca County LEPC By-laws were originally approved on 09-11-88. Adoption of these By-laws or approvals of amendments to the By-laws are listed in the footer.

Current date of approval - 12/08/16

**WAUPACA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

PUBLIC NOTICE

EMERGENCY PLANNING COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)

The United States Congress enacted Federal Law PL. 99-499 in October 1986 to protect and inform all citizens of the existence of hazardous chemicals that may be manufactured, stored, distributed, or used in a community.

Public Law 99-499 is the Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986, Title III of the Superfund Amendments and Reauthorization act of 1986 (SARA).

Information about these hazardous chemicals and their locations are available for public review at the following location between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday during regular business days.

WAUPACA COUNTY EMERGENCY MANAGEMENT OFFICE
1402 Royalton Street
Waupaca, WI 54981

Information available includes lists of facilities reporting, Safety Data Sheets, Inventory forms of chemicals, emergency response plans, and if any are filed, follow-up emergency notices for facilities.

Telephone inquiries as to specific information contained in the files will not be accepted.

Copies of the documents may be made at the expense of the requester and at rates normally charged by the County.

Information available is limited to compliance with P.L. 99-499 and does not include all chemicals that may pose a threat to humans, animals, property or the environment.

This legal notice is published to inform the general public and complies with section 324 of P.L. 99-499. In the event an actual emergency occurs which requires public notification, an emergency public notice will be issued.

Waupaca County Local Emergency Planning Committee: Bryant Esch - Chairperson
Daniel Nehring - Vice Chairperson

Waupaca County Local Emergency Planning Committee (LEPC)

Requirement of EPCRA sections 302-312

Receiving and Processing Public Requests for Information

LEPC Notification of Release

Haz-Mat Response Expenditures

Annual EPCRA Publishing Requirements

Designation of Compliance Inspector

SECTION 302 and s. 323.60 Wis. Stats. - Emergency Planning Notification

The owner or operator of a facility that has present any extremely hazardous substances (EHS), in amounts that equal to or exceed the chemical-specific threshold planning quantity (TPQ), to notify WEM and the LEPC that the facility is subject to the planning provisions of EPCRA. This requirement must be done within 60 days of the EHS being present at the facility at or above the TPQ. In Wisconsin the facility would report using Form DMA 1003, Emergency Planning Notification Fee Statement.

SECTION 303 and s. 323.60, Wis. Stats. - Providing Emergency Planning Information

Requires an owner/operator subject to Section 302 to provide the LEPC with the name, address, and telephone number of a facility representative "who will participate in the emergency planning process as the facility emergency coordinator." Correspondence on business letterhead outlining responsibilities is acceptable. The county LEPC will then develop the off-site plan in cooperation with the facility. The facility must provide the LEPC with any information that is requested and necessary to develop the plan.

SECTION 304 and s. 323.60, Wis. Stats. - Emergency Release Notification

Requires the owner or operator of a facility to immediately provide verbal notification to the appropriate governmental entities (National Response Center at 800-424-8802, WEM at 800-943-0003, menu option #1, and appropriate LEPCs), that a release of a Comprehensive Environmental Response Compensation and Liability Act (CERCLA) hazardous substance or EPCRA extremely hazardous substance (EHS) has occurred which meets or exceeds the listed reportable quantity (RQ), when the release goes off-site. Wisconsin also has its own release reporting law under s. 292.11, Wis. Stats. The Wisconsin Department of Natural Resources (DNR) has authority over the law and it is commonly referred to as the DNR spill law. The law requires that the person who possesses or controls a hazardous substance which is discharged or who causes the discharge of a hazardous substance shall notify the department immediately of any discharge not exempted by law. In addition, those same persons must take the actions necessary to restore the environment to the extent practicable and minimize the harmful effects from the discharge to the air, lands or waters of this state. Chapter NR706 is the administrative rule that further defines notification requirements and spill reporting exemptions. To provide notification, call the state hotline at 1-800-943-0003, use menu option #1 for substance release reporting.

SECTION 311 and s. 323.60, Wis. Stats. - Safety Data Sheet (SDS) or SDS Chemical List Submission

The owner or operator of a facility, required under the Occupational Safety and Health Act (OSHA) to prepare or have available a Safety Data Sheet (SDS) for a hazardous chemical, must submit to WEM, LEPC, and the local fire department, an SDS for each hazardous chemical OR an SDS Chemical List, listing hazardous chemical grouped by hazard category, for each hazardous chemical present at a facility in quantities that equals or exceeds 10,000 pounds and for EHS that are present at a facility in quantities that equal or exceed 500 pounds or the TPQ, whichever is less. Section 311 is not an annual reporting requirement. However, revised SDSs or SDS chemical lists must be provided to WEM, LEPC, and the local fire department within three months after the discovery of significant new information concerning the hazardous chemical or when a new hazardous chemical becomes present at the facility above the established levels. These files are accessible as requested by the members of the LEPC or public.

SECTION 312 and s. 323.60, Wis. Stats. - Annual Hazardous Chemical Inventory Reporting

The owner/operator of a facility is required to submit by March 1st annually to WEM, LEPC, and the local fire department with jurisdiction over the facility a completed emergency and hazardous chemical inventory form (Form DMA 1005 TIER TWO) for the facility. Any hazardous chemicals present the preceding calendar year that equaled or exceeded the 10,000 pound threshold reporting quantity and any EHS present that equaled or exceeded 500 pounds or the TPQ, whichever is less, must be reported on the Tier Two Report unless a reporting exemption applies.

Reporting Facilities are required to report any substance, which is considered to be a hazardous substance. If the facility reporting has exceeded the "threshold planning quantities" of a hazardous substance, an offsite plan which includes a copy of the Tier II form will be found under Planning Facilities

Planning Facilities (Section 302) consists of facilities, which are required to have an offsite plan specific to each hazardous substance, which exceeds threshold-planning quantities. The offsite plans, which are generated, conform to the Hazardous Planning Guide (DMA2043) which is required by the State Emergency Response Commission (SERC). The offsite plans are reviewed annually and updated as needed or required. The files are accessible as requested by the members of the LEPC or the public. Any changes, updates or new plans, which are generated, are forward to the facility for validation. After validation, copies are sent to the Regional office of Emergency Management, the facility, Waupaca County Hazmat and the local fire department.

Procedures for receiving and processing public request information:

Any requests made to the LEPC for information are handled on a case by case basis. If information is readily available it can be released by the Emergency Management Director.

If public request for information are not readily available the LEPC may conduct a meeting if necessary to research the request and provide a suitable answer for requests which are made.

Refer to Wisconsin State Statues 19.21, Public Records and Property

Procedure for LEPC notification of a release:

When a release is reported which requires LEPC notification, such notification is made through the Waupaca County Emergency Management office. Small releases are reported at regular meetings of the LEPC to other members. Large scale releases, which require immediate notification, will be handled through the Emergency Management office.

Procedure for review of Haz-Mat response expenditures:

Haz-Mat team response expenditures are under the direct supervision of the Haz-Mat team Director. These expenditures are also approved by the Emergency Management Committee and Finance Committee of the Waupaca County Board of Supervisors. The Emergency Management Committee and Finance Committee are represented by membership on the LEPC.

Notice of public availability: 42 USC 11044

Each local emergency planning committee shall annually publish a notice in local newspapers that the emergency response plan, safety data sheets, and inventory forms have been submitted under this section. The notice shall state that follow-up emergency notices may subsequently be issued. Such notice shall announce that members of the public who wish to review any such plan, sheet, form, or follow-up notice may do so at the location designated under subsection (a) of this section.

Designation of LEPC Compliance Inspector

Under the provisions of s. 323.60(7m) and Chapter WEM 2.05(3), the Waupaca County LEPC designates the State to serve as the Waupaca County EPCRA Compliance Inspector.