

Local Emergency Planning Committee (LEPC) Meeting Minutes - 05.08.2025

Call to Order

- Shelly Brown-Giebel, calls to order at 9:34 AM
- Everyone in attendance gave self-introductions.
 - o Name and affiliation to the committee.
- Roll Call: Handled via sign-in document.
 - o In-person attendees: Karoline Hopfensperger, Eric Rasmussen, Stephen Perks, Travis Nummerdor, Shelly Brown-Giebel, Doug Zellmer, Drew Jaeger, Andy Radig, Robert Doemel, Kevin Kuklinski, Janell Tatro, Kaylin Rieckmann, and Tracy Gosewehr.

Approval of Minutes

- Approval of 11.07.2024 meeting minutes
 - o First motion: Janell Tatro
 - o Second motion: Travis Nummerdor
 - o All in favor, no oppositions, motion passed.

Public Comments within the Jurisdiction of the Committee

- No public comments.

Business Items

- *Approval of Nominations for Midterm Vacancies*
 - o Nominations made by Eric Rasmussen
 - CJ Wedell replaces Brian Bending for Oshkosh Fire Dept.
 - Second motion: Shelly Brown-Giebel
 - No discussion.
 - All in favor, no oppositions, motion carried.
 - Term ends December 31, 2025.
 - Allison Vaccaro is now representing the Oshkosh Safety Council in Group 3: Community Organization.
 - Previously represented Kimberly Clark in Group 5: Facility Representative.
 - Clerical change, no motions necessary.
- *Designation of Winnebago County LEPC Compliance Inspector*
 - o Motion made to continue with Wisconsin Emergency Management (WEM) as designated Winnebago County LEPC Compliance Inspector.
 - First motion: Eric Rasmussen

- Second motion: Kaylin Rieckmann
 - No discussion.
 - All in favor, no oppositions, motion carried.
- Shelly Brown-Giebel wonders if there are any more Compliance Inspector classes.
 - Eric Rasmussen will investigate and report back.
- *Update of LEPC Bylaws*
 - Copies of the 2025 LEPC Bylaws were passed around for final review.
 - Drew Jaeger has concerns on people's true knowledge of hazmat safety.
 - Fears that local municipalities, fire departments, and/or highway departments will handle HazMat without knowing the real dangers.
 - Winnebago County Emergency Management (EM) will distribute a HazMat proper handling/disposal document to municipalities on behalf of LEPC .
 - Document will be in the same posting timeline as the annual EPCRA notice.
- *Update of "Policy & Procedures for the Handling of HazMat Response Claims"*
 - Copies of the 2025 "Policy & Procedures for the Handling of HazMat Response Claims" were passed around.
 - Drew Jaeger believes there should be more transparency on "responsible parties".
 - Include the 292.35(1)(e) Wisconsin state statute definition of "responsible party" in the document.
 - Motion to approve updates to the 2025 LEPC Bylaws and "Policy & Procedures for the Handling of HazMat Response Claims".
 - First motion: Doug Zellmer
 - Second motion: Kaylin Rieckmann
 - No discussion.
 - All in favor, no oppositions, motion carried.
- *Spill Report*
 - Since the November 2024 LEPC meeting, substances, and their amounts, involved with each spill have been added to the Spill Report.
 - Travis Nummerdor reports on two spills he was involved with.
 - Kwik Trip tanker—unfortunate incident where 850 gallons of gasoline spilled out of a puncture in the semi's gas tank.
 - Sun Chemical—foam deployment inside building. There was potential release of PFAs into water.
 - Drew Jaeger reports on Dawson Enterprise spill.

- Oshkosh HazMat reported to spill.
 - Diesel spill during blizzard—did the best they could in the severe weather conditions.
- Shelly Brown-Giebel wants to clarify spill definitions for the committee.
 - Difference between 304 spills (LEPC) and spills.
- Eric Rasmussen will send out a LEPC 304 spill standards document.
- *Subcommittee Reports*
 - Education and Outreach
 - Eric Rasmussen shares Winnebago County EM classes:
 - G386: Mass Fatalities Incident Response – May 1-2, 2025
 - ICS-300: Intermediate Incident Command System for Expanding Incidents – May 20-22, 2025
 - Planning and Exercising
 - Eric Rasmussen shares upcoming Winnebago County exercises:
 - School Incident Response – June 16
 - American Red Cross Mass Care Shelter Expo – June 18
 - Winnebago County Public Health and EM are working on setting up quarterly tabletops with community organizations.
 - Winnebago County EM is collaborating with Parkview Health Center to execute a cyberattack tabletop.
 - Committee shows interest in cyberattack exercises.
- *Hazardous Materials Emergency Preparedness Commodity Flow Study*
 - Travis Nummendor, Stephen Perks, and Drew Jaeger – voice concerns over extreme chlorine and ammonia levels for Winnebago County.
 - Eric Rasmussen will investigate why the amounts are so high.
- *Winnebago County Integrated Preparedness Plan Workshop*
 - Copies of Integrated Preparedness Plans (IPPs) were passed out.
 - Eric Rasmussen explains what LEPC is working towards in trainings.
 - Three main priorities:
 - Municipality preparedness
 - Focus on severe weather/threats.
 - Community outreach/education
 - Active threat preparedness and resilience.
 - The IPP is a part of Winnebago County EM's Plan of Work.
 - The IPP will help LEPC members think of areas that they, and the community, should receive training on.
 - The main priorities will be reevaluated in another year or two.
- *EPCRA Report*

- Copies of 2025 EPCRA reports from Sonoco and Fleet Farm were passed out.
- Stephen Perks asks if LEPC members can read EPCRA reports on their own time.
 - Eric Rasmussen will need to discuss with Corporation Counsel to make sure it is allowed, and, if allowed, what plans can be sent to LEPC members.

Presentations

- "Ethanol 101" and Fox River Valley Ethanol tour.
 - Delivered by Janell Tatro.

Review of Current 2025 EPCRA Offsite Plan Updates

- Sonoco and Fleet Farm EPCRA reports.
- Eric Rasmussen shares that Winnebago County EM Deputy Director Amy Houle is currently working her way through all the 2025 EPCRA Offsite Facilities.

Next Meeting Date

- Include a mid-term meeting before November.
 - Discuss the Commodity Flow Study and EPCRA Offsite Facilities Plans.
- Next regular-scheduled meeting is Thursday, November 6, 2025.

Adjourn

- Shelly Brown-Giebel makes motion to adjourn.
 - First motion: Doug Zellmer
 - Second motion: Janell Tatro
 - No discussion.
 - All in favor, no oppositions, motion carried.