

COUNTY OF POLK  
LOCAL EMERGENCY PLANNING COMMITTEE  
1005W. MAIN ST. SUITE 900  
BALSAM LAKE, WI 54810  
TELEPHONE: 715-485-9280  
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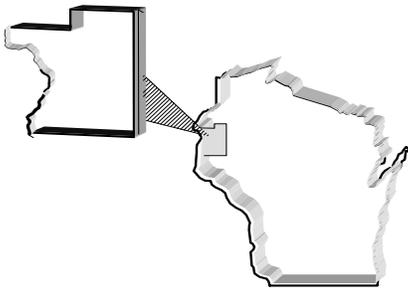
**THURSDAY, MAY 23, 2013 - 3:30 P.M.**  
**MULTI-PURPOSE ROOM - POLK COUNTY JUSTICE CENTER**  
**BALSAM LAKE**

**AGENDA**

1. Call to Order
2. Approve Agenda
3. Approve Minutes of March 31, 2012 Meeting
4. Public Comment
5. Act on the Letter of Resignation from John DuBois
6. Present Off-Site Plan Updates for Review and Approval
7. Review and Approve the Procedures for Review of HazMat Response Expenditures found in Wisconsin State Statute, Chapter 323.71(5)
8. Review By-Laws – (Membership and Appointment of Officers, Designated Emergency Coordinator and Coordinator of Information and Designation of the LEPC Compliance Inspector)
9. Review Spill Reports
10. Update on Training
11. Next Meeting Date – July 25, 2013
12. Motion to Adjourn

Items appearing on the agenda not necessarily presented in the order listed.

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the “County Clerk’s office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made.



POLK COUNTY SHERIFF'S OFFICE  
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THURSDAY, MAY 23, 2013 – 3:30 P.M.  
MULTI-PURPOSE ROOM – POLK COUNTY JUSTICE CENTER, BALSAM LAKE

**Members Present:** Dan Gullickson, Greg Marsten, Gail Peterson, and Kathy Poirier.

**Members Absent:** Mike LaPointe, Tim Strohbusch, John Dubois and Brian Masters

Call to Order

Chair Dan Gullickson called the meeting to order at 3:32 p.m.

Approve Agenda

**Motion made by Greg Marsten and seconded by Gail Peterson to approve the agenda as presented. Motion carried by voice vote.**

Approve Minutes

**Motion made by Gail Peterson and seconded by Greg Marsten to approve the minutes of the January 24, 2013 meeting. Motion carried by voice vote.**

Public Comment

None

Act on the Letter of Resignation from John DuBois

Kathy presented the letter of resignation submitted to her by John DuBois. John has accepted the Police Chief position in Spring Valley and will be moving out of the County. Motion made by Greg Marsten and seconded by Gail Peterson to accept John's letter of resignation and forward to the County Board Chair and WEM.

Present Off-Site Plan Updates for Review and Approval

The off-site plan updates for Polaris Industries, St. Croix Falls Waste Water Treatment Facility and WalMart Super Center #2421 were presented for review. **Motion made by Greg Marsten and seconded by Gail Peterson to approve the updated plans as presented. Motion carried by voice vote.**

Review and Approve the Procedures for Review of HazMat Response Expenditures

Review and Approve Rules of Operation

Kathy handed out Wisconsin Statute; Chapter 323 Emergency Management. The LEPC is the reviewing entity for Polk County. The Rules of Operation were presented for approval. Kathy noted that there were no changes to the existing document. All elected and appointed positions will remain the same for the next year. **Motion made by Gail Peterson and seconded by Greg Marsten to adopt the procedures as stated in ss. 323.71 Local Agency Response and Reimbursement and approve the Rules of Operation as presented.**

### Review Spill Reports

We have received only one Substance Release Notifications from the DNR Spill Electronic Reporting and Tracking System since our last meeting in March. This report was presented to the committee for information and discussion only.

### Update on Training

Kathy reviewed the Training summary sheet. Two HazMat Awareness Level Refresher classes have been completed since our last meeting. The first one was held for Amery Area EMS staff and the second one for the Clear Lake Ambulance Service staff. Kathy is continuing to work with Tom Grahek (WEM Exercise Officer) on the functional exercise that will be held in Clear Lake on July 9.

### Next Meeting Date

Our next meeting is scheduled for Thursday, July 25, 2013. The meeting will be held at 3:30 p.m. in the Multi-Purpose Room of the Justice Center. The consultant for our HMEP Grant Project – Commodity Flow Study will be attending our July LEPC meeting to give us a presentation on the findings of the study.

### Adjourn

**Motion to adjourn made by Greg Marsten seconded by Kathy Poirier. Meeting adjourned at approximately 4:15 p.m.**