



MARINETTE COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

Philip Everhart
Chairperson

Brett Looze
Vice-Chairperson

MINUTES
Marinette County
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
Monday, July 23, 2012 at 3:00 pm.

Members Present: Lt. Jim Albright, Marinette County Sheriff Dept.
Steve Anderson, BPM, Inc.
Jim Brien, Area Assoc. of Rescue Squads
Eric Burmeister, Marinette County Emergency Mgt.
Lt. Doug Erdmann, Marinette PD
Phil Everhart, Citizen
Ron Gerbyshak, Farmer's Rep.
Craig Kahoun, WI Public Service
Mike Kitt, Citizen
Jim Lawatsch, ThysennKrupp Waupaca
Brett Looze, Karl Schmidt Unisia
David Oginski, WI DNR
Mary Rosner, Marinette County Health & Human Services
Ted Sauve, Citizen Rep.
Lisa Schram, Bay Area Medical Center
Scott Stacy, Tyco Safety Products – Ansul

Members Excused: Acting Chief Bob Thull, Marinette FD/Hazmat Team
Rep. Jeff Mursau, 36th Assembly Dist. (Assoc.)
Rep. John Nygren, 89th Assembly Dist. (Assoc.)
Don Schmidt, AgVentures, LLC
Karen Stacy, Kimberly-Clark Corp.
Steve VanCampenhout, WI Public Service

Members Absent: Wade Fronsee, Marinette County Fire Association
Wendy Kabacinski, Marinette Marine Corp. (alternate)
David Thibodeau, Peshtigo Times

Others Present: Kathy Frank, LEPC Secretary
David Zahn, Peshtigo Times

- 1. Call meeting to order.**
Chairman Everhart called the meeting to order at 3:01pm.
- 2. Approve/amend agenda items.**
Motion (Sauve/Brien) to approve the agenda as presented. Motion carried.
- 3. Approve/correct minutes of April 23, 2012.**
Motion (Rosner/Anderson) to approve the minutes as printed. Motion carried.

4. **Public comment period.**
None
5. **Emergency Management Report**
 - Grants update: Hazard Mitigation Plan Grant; 2012 Computer/HazMat Equipment Grant
 - WPS Hydro Functional Exercise: June 7, 2012; High Falls dam failure scenario.
 - Planning Facility Off-Site HazMat Response Plans: Karl Schmidt Unisia and BPM Inc. currently being reviewed. Conducted a site visit of the 6th Street (Marinette) Menominee River dredging project with Menominee County (MI) Emergency Management and the Marinette Fire Department.
6. **HazMat Response Billing Procedures.**
Motion (Gerbyshak/Looze) to approve the HazMat Response Billing Procedures as presented (Attachment A). Motion carried.
7. **LEPC alternate membership for Char Staffeldt, Area Association of Rescue Squads, to replace Dave Bendtschneider.**
Motion (Anderson/Brien) to recommend approval to the County Administrator of LEPC alternate membership for Char Staffeldt, representing Area Association of Rescue Squads. Motion carried.
8. **Consider/approve Hazard Mitigation Planning Committee member changes.**
Motion (Kitt/Albright) to approve the resignation of Dave Bendtschneider, and the addition of Lisa Schram, Bob Thull, Mary Rosner and Vilas Schroeder to the LEPC's Hazard Mitigation Planning Committee. Motion carried.
9. **Updates from Committee members regarding training, equipment, processes or membership, action if any.**
None
10. **Election of Chairperson.**
Election was carried out in accordance with Robert's Rules of Order.
Eric Burmeister nominated Phil Everhart as Chairperson. No other nominations.
Motion (Sauve/Burmeister) to close nominations and elect Phil Everhart as Chairperson of the LEPC; term commencing October 1, 2012 and expiring on September 30, 2014. Motion carried.
11. **Election of Vice-Chairperson**
Election was carried out in accordance with Robert's Rules of Order.
Eric Burmeister nominated Brett Looze as Vice-Chairperson. No other nominations.
Motion (Rosner/Schram) to close nominations and elect Brett Looze as Vice-Chairperson of the LEPC; term commencing October 1, 2012 and expiring on September 30, 2014. Motion carried.
12. **Future agenda items**
None stated.

13. Next meeting date

October 22, 2012 at the Law Enforcement Center

14. Adjournment

Motion (Anderson/Looze) to adjourn at 3:20 pm. Motion carried.

Respectfully submitted,

Kathy Frank
Program Assistant
Marinette County Emergency Management

Approved/Corrected:

MARINETTE COUNTY HAZARDOUS MATERIALS/SPECIAL HAZARDS EMERGENCY RESPONSE BILLING PROCEDURE

PURPOSE

To establish a procedure for billing a responsible party for expenses incurred by emergency responding agencies to a hazardous material spill/special hazards emergency response in accordance with Wis. State Statute 323.70 and 323.72. When a responsible party is not identified, a procedure to bill the State of Wisconsin for expenses incurred by emergency responding agencies to a hazardous material spill in accordance with Wis. State Statute 323.70.

DEFINITIONS

Discharge: Discharge means, but is not limited to, spilling, leaking, pumping, pouring, emitting, emptying or dumping.

Hazardous Material Incident: An incident involving a hazardous material.

Special Hazards Incident: An incident involving but not limited to confined space, structural collapse, trench, and high angle rope rescue.

GENERAL PROCEDURES

When the Marinette County Hazardous Response Material Team (HazMat Team) is requested to respond to a hazardous chemical discharge the following billing procedures will be followed to recover expenses incurred as a result of the incident.

Emergency responding agencies that are requested to assist in a HazMat related incident will be reimbursed through the Marinette County Department of Emergency Management. Reimbursement of the emergency responding agencies will take place after payment is made to the Marinette County Department of Emergency Management by the responsible party or the State of Wisconsin. Emergency responding agencies that are eligible for reimbursement include local fire departments requested to assist, the Marinette County HazMat Team, and Emergency Medical Services. Emergency responding agencies will be reimbursed at the following rates:

Fire Department Engine (4 personnel)	\$400.00 per hour
Fire Department Aerial Ladder (2 personnel)	\$450.00 per hour
Fire Department Tanker	\$300.00 per hour
Fire Department Service Vehicle	\$100.00 per hour
Fire Department Special Hazards Vehicle	\$450.00 per hour
Ambulance	\$150.00 per hour
Fire Department Rescue Boat	\$200.00 per hour
Fire Department Hovercraft	\$200.00 per hour
Fire Department Portable Pump	\$100.00 per hour
HazMat Response I (CAT Response)	\$600.00 per hour
HazMat Response II (CAT Response)	\$800.00 per hour
Materials / Supplies	Materials/Supplies Consumed Plus 15%
Field Maintenance	Maintenance Required
Emergency Management	\$150.00 per hour
Police Vehicle	\$100.00 per hour

Sheriff Department Rescue Boat (2 personnel)	\$200.00 per hour
Sheriff Department Rescue Boat (4 personnel)	\$400.00 per hour

Time of service shall be calculated in hour increments. For the purpose of billing, the time of service shall be rounded up to the nearest hour. After a hazardous material incident in which the Marinette County HazMat Team responded, the HazMat Team Chief or his designee will submit a request for reimbursement to the Marinette County Emergency Management Director. This request will be completed on the forms provided in *Appendix A of this policy*. In addition to the request for reimbursement forms, the HazMat Chief or his designee will submit a chronological log of activities that occurred at the incident. These documents will become a part of the final Emergency Management Incident Report (EMIR).

Using the reimbursement information received from the HazMat Chief or his designee, the Marinette County Emergency Management Department will prepare a bill to cover the amount requested. The bill will then be presented to the Local Emergency Planning Committee (LEPC) for approval. If the LEPC does not have an opportunity to meet in a timely manner, the LEPC Chairperson or his designee may approve the bill. The bill will be submitted to the responsible party in the form of a letter prepared on the Emergency Management Department's letterhead and sent by certified or registered mail. If the responsible party is not identified or is unable to pay, the reimbursement information will be forwarded to the State of Wisconsin in accordance with their standard operating procedure, *Information & Guidance Memo 05-01-97*.

When the Marinette County HazMat Team is requested to respond to a hazardous material incident where a discharge did not occur, the LEPC has the option of submitting a bill to the responsible party or the State of Wisconsin for reimbursement of expenses they incurred as a result of the incident. If the LEPC does not have an opportunity to meet in a timely manner, the LEPC Chairperson or his designee may approve the bill.

Any questions or comments regarding the billing for reimbursement of expenses shall be submitted to the LEPC for review and consideration. The LEPC retains the right to adjust any billing amount or negotiate payment arrangements, as they deem appropriate.

FOLLOW-UP BILLING PROCEDURE

When a responsible party is identified and billed for HazMat services, but does not respond to the bill, the Marinette County Emergency Management Department will bill the responsible party two additional times at approximately thirty day intervals. After three bills have been sent and the responsible party does not respond, the matter will be turned over to the Marinette County Corporation Counsel for further action.

FUND DISBURSEMENT AFTER PAYMENT

Funds recovered from a responsible party or the State of Wisconsin will be made using the following procedure:

Individual Fire Fighters: Reimbursement will be made to the Fire Department sponsoring the individual. It is the responsibility of the Fire Department to reimburse the individual fire fighters.

Fire Department Equipment: Reimbursement will be made to the Fire Department directly for the use of their equipment.

Marinette County HazMat Response Team: Reimbursement will be made to the Marinette County HazMat Team directly for the use of their equipment and personnel. It is the responsibility of the HazMat Team Chief to reimburse the individual team members.

Individual EMS Personnel: Reimbursement will be made to the Emergency Medical Service sponsoring the individual. It is the responsibility of the Emergency Medical Service to reimburse individual EMS personnel.

Emergency Medical Services: Reimbursement will be made to the Emergency Medical Service directly for the use of their equipment.

All reimbursement will be made to the Fire and EMS departments after Marinette County is reimbursed. If adjustments to the bill are made through the Marinette County Local Emergency Planning Committee the reimbursement payments will reflect the adjustments.

REGIONAL CAT TEAM RESPONSE BILLING PROCEDURE

(CAT-Chemical Assessment Team)

Agreement for the Provision of Hazardous Material Chemical Assessment Team Response Services for Northeastern Wisconsin

County HazMat Team Requests Assistance From the Regional HazMat Team: The Marinette County HazMat Team shall be responsible for billing the responsible party or the State of Wisconsin using the previous billing procedure for all expenses incurred as a result of a HazMat Team response. Billing shall include all expenses incurred as a result of CAT or Regional Team response.

Regional HazMat Team Requests Assistance From the County HazMat Team: Per established contract, the Marinette County HazMat Team will submit the following information to the Appleton Fire Department Chief, to be forwarded to the Appleton Regional Response Team, for the purpose of obtaining reimbursement of expenses.

- Number of HazMat Technicians and the amount of time they were utilized as members of the CAT for the Appleton Regional Response Team.
- Identification of vehicle(s) involved in the CAT Response and the amount of time they were used.
- Identification of material used and or consumed as a result of the CAT response.

The Appleton Regional Response Team will bill the responsible party or the State of Wisconsin. The above information shall be submitted on the approved Chemical Assessment Team Expense form listed in Appendix A of this Policy. The expense form will be forwarded to:

City of Appleton Fire Department
Attention: Appleton Fire Chief
700 North Drew Street
Appleton, WI 54911

APPENDIX A:

Approved Billing Forms

Marinette County HazMat/Special Hazards Emergency Response Billing Statement Page 6

This form itemizes expenses and serves as an invoice for billing responsible parties by the Marinette County Emergency Management Office. This form is not to be used for reimbursement claims to the State of Wisconsin.

Personnel Billing Worksheet Page 7

This form is a tool to assist in calculating the appropriate billing amount regarding personnel, and may be used as a record of Fire and EMS personnel that responded to the incident.

Chemical Assessment Team Expense Report Page 8

This form is to be used to bill the Appleton Level A Hazmat Team for expenses incurred by the Marinette County Hazmat Team by acting as a Chemical Assessment Team when requested by the Appleton Hazmat Team.

PERSONNEL BILLING WORKSHEET

INCIDENT DATE/NAME:				
NAME	DEPARTMENT	# HOURS	RATE/HOUR	TOTAL
HAZMAT TECHNICIAN PERSONNEL				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
OTHER PERSONNEL (EMS, Fire, Law Enforcement, etc.) Indicate in "Name" column if individual is Fire, EMS, etc.				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total =	\$ -

CHEMICAL ASSESSMENT TEAM EXPENSE REPORT

General Information			
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Date:		County:	
Location:		Township:	
Incident Description			

Personnel Expense			
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Name:		Time:	Hours
Total Hours			Hours

Vehicle Expense	
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Vehicle(s) Used	Number of Hours
HazMat Vehicle # 1	

Material Expense	
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Material(s) Used	Amount

Marinette County Emergency Management Director

Date

Marinette HazMat Chief

Date