

# OUTAGAMIE COUNTY

LOCAL EMERGENCY



PLANNING COMMITTEE

Friday, March 13<sup>th</sup>, 2026  
08:00AM Central Time  
Grand Chute Fire Station #1  
2250 Grand Chute Blvd  
Grand Chute, WI 54913

Virtual Option:

<https://us02web.zoom.us/j/5848375128?pwd=YmxCcFhTNjl4VUxYV3kyamhab2J2dz09&omn=88409035613>

Meeting ID: 584 837 5128  
Passcode: 250021

I. Call to Order

II. Public Input

Pursuant to Chapter 2, Section 2-49 Rule 6 – Appearance of Non-Board Members, of the Outagamie County Code of Ordinances, “Public participation is limited to Outagamie County residents, employees and owners of businesses in Outagamie County, Outagamie County employees, or Outagamie County property taxpayers. Participation is limited solely to only matters listed on the agenda and for a total of 15 minutes, which may be extended to 30 minutes at the discretion of the Chair. Individual speakers are limited to three minutes per speaker.”

III. Establish Order of the Day

IV. Minutes of Last Meeting

V. Old Business

- A. WI-CAMS badges for all Elected members of the LEPC and all sub-committee members
- B. Follow-up
  - i. ABF Freight
  - ii. Gas station at 1920 E Wisconsin
  - iii. Kaukauna Utilities Spill

VI. New Business

- A. Review spills
  - i. Grand Chute/Appleton/Fox Crossing Spill
  - ii. Agropur – Ammonia Release

VII. Correspondence

VIII. Committee Action

- A. 2026 By-Laws

# OUTAGAMIE COUNTY

LOCAL EMERGENCY



PLANNING COMMITTEE

IX. Subcommittee Reports

- A. Claims Review Subcommittee
- B. Compliance Subcommittee
- C. Offsite Review Subcommittee
  - i. Updated the OSP template
  - ii. Battery Plan
- D. Steering Subcommittee
- E. Training, Information & Education Subcommittee

X. Open Discussion

- A. NH<sub>3</sub> Safety Day – April 23<sup>rd</sup>, 2026 in Waukesha, WI
- B. EPCRA/LEPC Webinar
- C. LEPC Member Survey
- D. 2026 NASTTPO (National Association of SARA Title III) Conference
  - i. April 27 – 30<sup>th</sup>, 2026 in Billings, MT
- E. Hazardous Materials Emergency Preparedness (HMEP) Planning Grant Commodity Flow Study
  - i. Applications must be submitted by Tuesday, March 31, 2026

XI. Training

- A. TC Energy Presentation

XII. Adjournment

- A. Next meeting May 8th, 2026 at 8am. Location to be determined.

The presiding officer of the above named committee reserves the right to take up any other business not specifically referred to in this notice provided that the same is the responsibility of or under the jurisdiction of that committee.

cc: COUNTY CLERK  
BOARD CHAIRMAN  
LEGISLATIVE SERVICES

PUBLIC SAFETY COMMITTEE (5)  
COUNTY EXECUTIVE  
WEM EAST CENTRAL REGION

**Outagamie County**  
**Local Emergency Planning Committee**  
**Meeting Minutes**  
**01-09-26**

The Outagamie County Local Emergency Planning Committee (LEPC) met on Friday, January 9, 2026 at Outagamie County Emergency Management, 320 S Walnut Street, Appleton.

**Members Present:** JP Heim, Paula Van De Leygraaf, Chrissi Lowery, Kevin Grondahl, Denise Chorne, Cassidy Walsh, Gary Schmidt, Katrin Patience, Thomas Nelson, Matt Wrege, Phil Anhalt, Anne Van, Dustin Jerabek, Montell Wright, and Dan Gabrielson

**Member Excused:** Matt Kasriel

**Members Absent:** Jeff Dietzen, Andrew Olson, Traci Robinson, Ryan Weyers and Philip Boivin

**Members of the Public:** Carson Landin, Dan Mueller, Dustin Hlinak (Thrivent), Laura Niemi (Presto) and Tracey Froiland

**I. Call to Order**

The meeting was called to order at 8:02 am by Chairperson Schmidt. Attendance was taken.

**II. Public Input**

None

**III. Establish Order of the Day**

No need to change the order.

**IV. Minutes of the Last Meeting**

A motion was made by Katrin Patience and seconded by Paula Van De Leygraaf to approve the minutes of the last meeting; motion carried.

**V. Old Business**

A. The TIE Committee reviewed the Incentive Program and have decided they would like to revoke this program. The program did not produce an increase in LEPC member activity as the TIE Committee had hoped. Not all members who had earned points were redeeming them at the end of the year. Katrin Patience had asked if the addition of this program was formally voted on by the LEPC Committee. If yes, then a motion will need to be made to revoke the program and voted on by the LEPC Committee. The Incentive Program was added to

the by-laws and the voted on, therefore, a motion will need to be made at the March meeting to revoke the program and remove from the by-laws.

- B. WI-CAMS badges will be printed for all elected members of the LEPC and all sub-committee members. Dan Mueller will email anyone who needs a badge so they can email him back a photo of themselves.

## **VI. New Business**

- A. Paula Van De Leygraaf reported on a diesel spill in Kaukauna due to a vehicle versus semi accident. DNR was notified and Valley Environmental was called for clean-up.

Chrissi Lowery reported on a unique call from Grand Chute FD about a sulfuric acid battery that exploded in a resident's basement. Chrissi contacted Ethan Kroll from Valley Environmental and he was able to work with the resident and provide him instruction over the phone on safe and proper clean up and disposal.

## **VII. Correspondence**

Outagamie Emergency Management received an email from ABF Freight – a Transport Facility. They sent a list of chemicals that they could have coming through their facility along with chemicals they will not transport. Katrin Patience asked if they have contingency plans for the various chemicals. Carson Landin will follow-up with them on that question and report back at the next meeting.

## **VIII. Committee Action**

No Committee Action

## **IX. Subcommittee Reports**

### **A. Claims Review**

No claims

### **B. Compliance**

Did not meet

### **C. Offsite Review**

Will be meeting on January 27<sup>th</sup> to review the offsite plan template. Chrissi Lowery and Carson Landin were able to complete 40 offsite plans in 2025, 7 of those were new plans. Chrissi and Carson will work on entering the EHS facilities into FLEX (the CAD software used by the 911 Center). This will flag addresses with hazardous chemicals so first responders can be notified if they get dispatched to that address on a call.

### **D. Steering**

Did not meet

### **E. Training, Information, & Education (TIE)**

If you redeemed your points your gifts were available at the meeting. If you were not present, touch base with Carson Landin to arrange pick up.

### **X. Open Discussion**

Reminder to identify an alternate and notify Carson Landin of the alternate's name, email and cell phone number.

Ammonia NH<sub>3</sub> - Safety Day Training being held in Waukesha at the Expo Center on Thursday, April 23<sup>rd</sup>. Full day training with a small registration fee for non-emergency responders.

Gary Schmidt asked for follow up on the fuel leak at the gas station at Ballard and Wisconsin and at Kaukauna Utilities. Dan Mueller will report out at the next meeting.

### **XI. Training**

No training

### **XII. Adjournment**

Meeting was adjourned at 8:24 am. The next meeting will be Friday, March 13, 2026, at 8:00 am. Location to be determined.

**OUTAGAMIE COUNTY**  
**LOCAL EMERGENCY PLANNING COMMITTEE**  
**BY-LAWS**  
**2026**

## **PURPOSE AND AUTHORIZATION**

In order to protect the community from the deleterious effects of hazardous substance releases, the purpose of this Local Emergency Planning Committee (LEPC), hence forth referred to as the Committee, is to develop policies and procedures concerning hazardous releases and to review claims for reimbursement associated with these releases in accordance with the Emergency Planning and Community Right to Know Act (EPCRA) of 1986 (42 U.S.C. § 11001 et seq.), Hazardous Substances Information and Emergency Planning (Wis Stat. § 323.60), and Outagamie County Ordinances (Code 1992, § 1.49).

These By-Laws define the roles, responsibilities and inter/intra-organizational relations of government and private organizations in response to a hazardous substance incident or other natural or man-made disaster. They are formulated to be in concert with the Outagamie Countywide Hazardous Materials Strategic Plan.

## **LOCATION AND CHARACTERISTICS**

County Profile: Outagamie County encompasses 637 square miles in the East Central portion of Wisconsin. There are four (4) significant waterways in the County:

- 1) Fox River; from mid-southern to lower eastern of County to Green Bay (low risk flooding).
- 2) Embarrass River; northwestern to mid-western of County, joining the Wolf River at New London (moderate flooding risk in New London area).
- 3) Wolf River; northern to western to southwestern of County (high flooding risk in areas of Leeman and CTH 187, New London and Fremont).
- 4) Duck Creek; from northeastern to southwestern of County through the Township of Oneida and Freedom (high flooding risk north of Freedom between S & J).

Geographically, approximately 59% of the County is agricultural, 40% is industrial, government and urban, and 1% is educational. There are 193,234 (2023) residents in Outagamie County, 17.5% being over 65 years of age. Population centers are mainly in the southeastern portion of the County. Approximately 74.6% are urban residents and 25.3% are rural. There are about 80,486 (2022) households in the County averaging two and a half (2.5) persons per household. The median household income for the County is approximately \$85,784 (2023).

The County contains about 196 miles of state highways, 360 miles of County highways, and 1,115 miles of local roads, totaling 1,671 miles. Interstate Highway 41 enters the mid-southern portion of the County and exits near the mid-eastern part toward Green Bay. The area is served by the Appleton International Airport, which is located west of Appleton in the township of Greenville.

As of 2023, manufacturing jobs are the largest area of employment (23.3%), followed by educational services, and health care and social assistance (20.4%) and retail trade (8.4%). The County is serviced by three (3) hospitals: Ascension NE Wisconsin - St. Elizabeth Campus (Appleton); ThedaCare Regional Medical Center (Appleton); and ThedaCare Medical Center (New London).

## **SECTION I - MEETINGS**

The Committee has established regular meetings to be held on the second Friday of every odd-numbered month (January, March, May, July, September, and November) unless otherwise specified by the Chairperson or Coordinator of Information. All meetings shall be open to the public and in accordance with the open meetings law, except when the Committee may call a closed session in strict accordance with Open Meetings of Governmental Bodies Exemptions (Wis. Stats. § 19.85). 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 during each federal fiscal year in order to satisfy performance measures for the annual Emergency Planning and Community Right-to-Know Act (EPCRA) Planning Grant. Special meetings may be called at the discretion of the Chairperson or Coordinator of Information. Subcommittee meetings shall be held as needed at the discretion of the respective Subcommittee Chairpersons.

## **SECTION II - MEMBERSHIP**

Per Outagamie County Ordinance (Code 1992, § 1.49(2)), not less than six (6) nor more than 23 regular members of the Committee shall be appointed by the County Executive, subject to confirmation of the County Board. The County Emergency Management Director shall be a member serving on the LEPC and additional members shall be selected to represent each of the following areas or organizations:

- (a) Elected State Official (Group 1)
- (b) Elected Local Official (Group 1)
- (c) Law Enforcement (Group 2)
- (d) Emergency Management (Group 2)
- (e) Firefighting (Group 2)
- (f) First Aid (Group 2)
- (g) Health Service (Group 2)
- (h) Hospital (Group 2)
- (i) Transportation (Group 2)
- (j) Local Environmental Organizations (Group 2)
- (k) Broadcast Media (Group 3)
- (l) Print Media (Group 3)
- (m) Community Groups (Group 4)
- (n) Representatives of Facilities Subject to EPCRA (42 U.S.C. § 11002(b)) (Group 5)

The Group numbers above are a requirement from the EPCRA Planning Grant to ensure complete representation on the Committee.

The remainder of representative membership shall be determined by the LEPC Steering Subcommittee as detailed in Section VI.

The term of office as outlined in Outagamie County Ordinance (Code 1992, § 1.49 (3)) for each member of the Committee appointed shall be for staggered terms of three years. Vacancies for unexpired terms shall be filled in the same manner as original appointments. The Committee members serve at the pleasure of the County Executive.

A regular appointed member of the Committee shall name a qualified alternate and provide contact information to the Coordinator of Information. If the appointed member cannot identify an alternate, they shall reach out to the Coordinator of Information for assistance. If both the regular

member and his/her alternate are in attendance at a regularly scheduled Committee meeting, the regular member's voting privileges and responsibilities will supersede those of their respective alternate. Alternates remain only as a condition of their respective regular member's Committee term.

On January 1st of each year, or as soon thereafter as possible, each member of the Outagamie County LEPC shall be provided with an updated list of all current Committee members showing their names, represented group, mailing address and telephone number.

As attendance and participation are recognized as important aspects of Committee effectiveness, membership is subject to review and referral to the Outagamie County Board of Supervisors in the event any regular Committee member shall miss three (3) consecutive scheduled Committee meetings and said absences are not approved by the Chairperson prior to the scheduled meeting. The member shall receive a letter of inquiry signed by the Committee Chairperson recommending resignation from the Committee or appoint a qualified alternate to attend in their absence. Any letters of resignation and suggestions for replacement shall be addressed to the Chairperson of the Outagamie County LEPC, 320 South Walnut Street, Appleton, WI 54911, and shall subsequently be forwarded to the County Board.

In addition, said letter of inquiry shall state that if that person does not respond to the same within ten (10) working days of the date of the letter, that member's name will be forwarded to the County Board to notify of resignation of that person on the Committee.

### **SECTION III - QUORUM**

A Committee or Subcommittee quorum shall consist of 51% of the County Board approved Committee or Subcommittee membership and no action shall be taken except by a majority vote of such quorum or as postulated within these By-Laws.

### **SECTION IV - VOTING**

A majority vote, where a quorum exists, will be needed for the passage of Committee action or Subcommittee action, as applicable, except a 2/3 majority vote is needed to amend the Committee By-Laws.

### **SECTION V – POSITIONS AND APPOINTMENTS**

All elected positions within the Committee are subject to a two (2) year term, with the first term commencing on the LEPC confirmation date (July 1, 1989). No limitation will exist regarding successive terms. An unanticipated vacancy shall be brought to the attention of the Steering Subcommittee to canvass for a new candidate.

Any approved regular Committee member, or alternate member in the absence of the regular member, may nominate any other regular Committee member from the floor at the time of an election, provided prior consent from the Committee member being nominated has been obtained for said nomination.

Chairperson Position

Subject to the requirements of EPCRA (42 U.S.C. § 11001(c)), this Committee shall elect

a Chairperson. The Chairperson shall preside over meetings of the Committee and must be a regular Committee member.

#### Vice-Chairperson Position

In order to ensure the continuity of operations in the absence of the Chairperson, the Committee shall establish a position of Vice-Chairperson and shall elect a regular Committee member for that position. In the absence of the Chairperson, the Vice-Chairperson will preside over meetings of the Committee and must be a regular Committee member. In the event of an unfulfilled term of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson for the duration of Vice-Chairperson's term.

#### Secretary Position

In order to ensure that proper Minutes of all regular and Steering Committee meetings are kept, the Committee shall elect a Secretary to keep minutes of the business conducted. In the absence of the Chairperson and Vice-chairperson, the Secretary will preside over meetings of the Committee and must be a regular Committee member. The original copies of such Minutes shall be filed in the Outagamie County Office of Emergency Management, with copies sent to all regular Committee members and the WEM-East Central Region Office in a timely fashion. In order to keep Outagamie County first responders informed of LEPC activities, the Secretary will send the Draft Minutes to the Fire Chief's, Law Enforcement Chief's, and EMS email distribution lists from the Outagamie County Emergency Management Office in a timely fashion. Corrected Minutes will be sent out if there are major changes to the Draft Minutes.

#### Coordinator of Information Position

Subject to the requirements of EPCRA (42 U.S.C. §11001(c)), the Outagamie County LEPC hereby designates the full-time Outagamie County Emergency Management Specialist as the Coordinator of Information for the Committee. The Coordinator of Information will undertake those duties and responsibilities as outlined under EPCRA (42 U.S.C. § 11001(c)) and those other duties and responsibilities as assigned by the Committee, including participation in the Steering Subcommittee and Training, Information and Education Subcommittee in accordance with Section VI below.

The part-time Outagamie County Emergency Management Specialist will serve as an alternate Coordinator of Information. They will fulfill duties of the primary Coordinator of Information in their absence.

### **SECTION VI - STANDING SUBCOMMITTEES**

#### Claims Review Subcommittee

The Claims Review Subcommittee shall consist of at least three (3) regular Committee members or alternate members appointed by the Chairperson, one of which shall be designated as Subcommittee Chairperson, and as many other members or alternate members of the Committee as necessary to accomplish this Subcommittee's goals and directives. Terms on this Subcommittee shall run concurrent with each member's respective Committee membership.

The purpose of the Claims Review Subcommittee is to review claims that are submitted to the Committee in accordance with Outagamie County Substance Release Reimbursement (Code 1992, § 6.11(5); Ord. No. Q-2005-2006, § 6.09, 3-14-2006) on behalf of the Committee. Claims for reimbursements totaling \$500.00 or less may be reviewed between regular Subcommittee meetings by the Subcommittee Chairperson if there are no extenuating circumstances or departures from routine charges involving those claims that would be considered an infringement upon the "reasonable and necessary" element of the aforementioned ordinance. The Claims Subcommittee Chairperson will be responsible for reporting the actions and decisions of this Subcommittee to the Committee at the next regularly scheduled meeting.

#### Compliance Subcommittee

The Compliance Subcommittee shall consist of at least three (3) regular committee members or alternate members appointed by the Chairperson, one of which will be designated as Subcommittee Chairperson, and as many other members or alternate members of the Committee as necessary to accomplish this Subcommittee's goals and directives. Terms on this Subcommittee shall run concurrent with each member's respective Committee membership.

The purpose of this Subcommittee shall be to identify facilities which are not compliant with EPCRA regulations. The Committee Chairperson appoints the Compliance Subcommittee, who shall have the authority to contact facilities on behalf of the LEPC, to investigate and confirm compliance/ noncompliance with all EPCRA requirements and refer the facility to WEM or EPA for further enforcement, if necessary.

There is a Compliance Guidance Document that outlines the process for pursuing initial local compliance action(s). This Document is stored digitally in the Outagamie County Emergency Management Office.

#### Off-Site Planning Subcommittee

The Off-Site Planning Subcommittee shall consist of at least three (3) regular Committee members or alternate members appointed by the Chairperson, one of which shall be designated as Subcommittee Chairperson, and as many other members or alternate members of the Committee as necessary to accomplish this Subcommittee's goals and directives. Terms on this Subcommittee shall run concurrent with each member's respective Committee membership.

The purpose of this Subcommittee shall be to finalize the development of off-site plans for those planning facilities as required under EPCRA (42 U.S.C. §11002(b)). The Off-site Planning Subcommittee will review and approve all information gathered. Any important new information or major changes to a planning facility will be shared with the Committee. Information from the off-site plans will be incorporated into the Outagamie Countywide Hazardous Materials Strategic Plan.

#### Steering Subcommittee

The Steering Subcommittee shall consist of Committee Chairperson, Vice-Chairperson, Coordinator of Information, Outagamie County Emergency Management Liaison, and

Chairpersons of all Subcommittees.

The duty of this Subcommittee is to maintain general direction of the Committee during day-to-day operations, prepare and implement a strategic planning process, implement the policies and decisions of the Committee, and to develop the agenda for regularly scheduled meetings of the Committee. The Steering Subcommittee shall also perform membership canvassing for the Committee.

#### Training, Information and Education Subcommittee

The Training, Information & Education Subcommittee shall consist of the Coordinator of Information and at least three (3) other regular Committee members or alternate members appointed by the Chairperson, one of which shall be designated as Subcommittee Chairperson, and as many other members or alternate members of the Committee as necessary to accomplish this Subcommittee's goals and directives. Terms on this Subcommittee shall run concurrent with each member's respective Committee membership.

The purpose of this Subcommittee shall be to provide current information on legislation, training, and education opportunities to the regular Committee membership. This Subcommittee shall also be responsible for public information and education in matters concerning EPCRA and the Outagamie County LEPC.

This Subcommittee shall also establish an annual schedule of Committee training, coordinate Committee training events and resources, inform the Committee of current trends and legislative activities affecting LEPCs and EPCRA, and to inform the Committee of training and education opportunities that are Committee-related.

### **SECTION VII - SPECIAL SUBCOMMITTEES**

Special Subcommittees of the LEPC shall be appointed by the Chairperson and shall exist for a period of no more than six (6) months, unless approved by the Committee. These special Subcommittees shall serve at the discretion of the Chairperson and shall give full reports to the Committee on their activities upon request.

### **SECTION VIII - AGENDA ITEMS**

In order to encourage public participation at each regular Committee meeting, a "Public Input" section shall appear on each Committee agenda. During the Public Input section, the public is welcome to offer input, express concerns, and/or ask questions relating to the Committee or its activities. Pursuant to Chapter 2, Section 2-49 Rule 6 – Appearance of Non-Board Members, of the Outagamie County Code of Ordinances, "Public participation is limited to Outagamie County residents, owners of businesses in Outagamie County, or Outagamie County property taxpayers. Participation is limited solely to only matters listed on the agenda and for a total of 15 minutes, which may be extended to 30 minutes at the discretion of the Chair. Individual speakers are limited to three minutes per speaker."

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

Any agenda item that a Committee member or member of the public wishes to appear on a monthly meeting notice must be received in the office of the Coordinator of Information no later

than 8am on the Friday preceding the regularly scheduled meeting date.

## **SECTION IX – RECORDS**

### Offsite Plans, Data Sheets, Forms, and Follow-Up Notices

Pursuant to U.S.C. 11044, offsite plans, data sheets, forms and follow-up notices are made available to the public during normal working hours at the Outagamie County Emergency Management Office.

Any person may request information with respect to a specific facility and any such request shall be in writing and submitted to the Coordinator of Information. If the requested records are not maintained by the County, the request will be referred to the maintaining agency. Information determined to be confidential may be redacted.

### EPCRA Countywide Hazardous Materials Strategic Plan

The Plan is available in WHOPRS, which fulfills the minimum distribution requirements to the LEPC, SERC, and local fire departments, with additional copies available upon request. The Plan is made available to the public during normal working hours at the Outagamie County Emergency Management Office.

## **SECTION X - BY-LAWS REVISIONS**

Outagamie County Emergency Management will review and make proposed edits to the current By-Laws by the Friday before the November Meeting annually. The LEPC will review and discuss the Draft By-Laws at the November Meeting. These By-Laws may be revised upon thirty (30) business days prior notice to the regular Committee membership and upon a two-thirds (2/3) majority vote as specified in Section IV of these By-Laws.