

*County of Buffalo*  
*Alma, Wisconsin*  
***Notice of Public Meeting***

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**AGENDA**

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**Committee:** Buffalo County Local Emergency Planning Committee  
**Date:** Thursday, August 17, 2023  
**Time:** 2:00 PM  
**Location:** 3<sup>rd</sup> Floor County Board Room  
Buffalo County Courthouse  
407 S. 2<sup>nd</sup> Street  
Alma, Wisconsin 54610  
**Remote Access:** [Click here to join the meeting](#)

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The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Public comment regarding any matters that will be taken up by the Committee at this meeting.
3. Review/Discussion/Action ~ Minutes of Previous Meeting
4. Review/Discussion/Action ~ Financial Update
5. Review/Discussion/Action ~ Spill Report
6. Review/Discussion/Action ~ Committee Chair Report
7. Review/Discussion/Action ~ Department Manager Report
8. Review/Discussion/Action ~ Election of Officers
9. Review/Discussion/Action ~ Next Meeting Date and Time
10. Public Comment Not Related to Agenda Items
11. Adjournment

Date: August 10, 2023

Chair: Tom Hentges

By: 

Lucas Teska, LEPC Emergency Coordinator

**Board Members:** If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

**Persons with Disabilities:** Buffalo County shall attempt to provide reasonable accommodation for the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodation to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

**Public Access to the Courthouse:** The South Entrance will be the only access to the building after 4:30 p.m.

*Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum from another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.*

## Buffalo County Minutes

Committee/Board: Local Emergency Planning Committee

Date of Meeting: Thursday, January 19, 2023

The Meeting was called to order by Chairman Tom Hentges at 2:00 p.m.

**Members present:** In Person: Tom Hentges, Lucas Teska, Carol Burmeister, Lee Engfer, Mike Osmond, Colin Severson, Nathan Machula, Justin Sass. Via Teams: Leif Tolokken, Burlie Williams, David Brommerich, Jamie Weaver, Dave Rynders.

**The Minutes of the previous meeting were presented.** The minutes from the previous meeting were presented. Mr. Rynders made a motion to approve the minutes, seconded by Mr. Brommerich. Carried.

**Public Comments:** None

**Review/Discussion/Action regarding the Financial Report:** Mr. Teska reviewed the 2022 budget numbers and advised they should be under budget for 2022. Mr. Rynders asked about the overage in the retirement line item, Mr. Teska advised that they are given those projections from the Personnel Advisor to use in the budget.

**Review/Discussion/Action regarding the Spill Report:** Mr. Teska reported that there had been three spills reported, all of which occurred at Dairyland Power. All spills had been properly taken care of.

**Review/Discussion/Action regarding Designating the State as the LEPC Compliance Inspector:** As part of the grant process a LEPC Compliance Inspector must be designated. Traditionally we designate the State as the Inspector. Mr. Engfer made a motion to designate the State as the LEPC Compliance Inspector, seconded by Ms. Burmeister. Carried.

**Review/Discussion/Action regarding the Review of the Bylaws:** Everyone had a chance to review the bylaws, there were no changes to be made at this time.

**Review/Discussion/Action regarding the Strategic Plan Required Elements:** Mr. Teska reviewed the plan and updated some contact information and added the spills that occurred in 2022. Mr. Hentges signed the transmittal page for the 2023 plan.

**Review/Discussion regarding the LEPC Chair Report:** Mr. Hentges introduced the new members: Justin Sass-EMS, Nathan Machula- GIS, Jamie Weaver- Public Health, Lee Engfer moving into PIO, Mike Osmond- Sheriff, Colin Severson- Chief Deputy. Mr. Hentges thanked Carol Burmeister for her many years of service to the LEPC. Mr. Brommerich made a motion to officially acknowledge and congratulate Carol for her years of service and dedication to the LEPC, Seconded by Mr. Engfer. Carried

**Review/Discussion regarding Emergency Management Directors Report:** Mr. Teska advised that the new mass notification system called Nixle was live and being utilized. Mr. Teska discussed some of the training that he attended and that he will be attending the Governor's Conference on Emergency Management and Homeland Security at the end of February. Mr. Teska stated that he has a few online classes left to take and then will be able to take the state test for his EM Basic Certificate.

**Review/Discussion/Action regarding the Next Meeting Date and Time:** The next meeting will be August 17<sup>th</sup> at 2:00 p.m.

**Public Comments Not Related to Agenda Items:** None

**Adjourn:** Mr. Osmond made a motion to adjourn, seconded by Ms. Burmeister. Carried

Respectfully Submitted:

Lucas Teska  
Emergency Management Director