

**JEFFERSON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
UW-Extension  
864 Collins Road  
Jefferson WI 53549**

**TUESDAY, November 22, 2011  
Meeting at 1 p.m.**

- 1) **Call to Order** - The meeting was called to order at 1 p.m. by Chair Hable.
- 2) **Roll Call** – Erin O’Brien, Adam Bols, Kim Buchholz, Paul Hable, Donna Haugom, Andy Jorgensen, Richard Kassner, Ryan Leslie, CChief Ray Madison, Sheriff Paul Milbrath, Captain Duane Scott, Gail Scott, Robert Stray, Warden Dave Walz. Warden Catherina Nooyen was also in attendance.
- 3) **Certification of Compliance with the Open Meetings Law** – In compliance
- 4) **Review of the Agenda** - Agenda was reviewed and approved as written.
- 5) **Citizen Comments** - There were no citizen comments.
- 6) **Approval of Minutes of April 21, 2011 Meeting Minutes**  
Motion was made by Gail Scott, seconded by Ryan, to approve minutes from the August 17, 2011 meeting as printed. Motion unanimously approved.
- 7) **Electronic Tier II – WHOPRS (Wisconsin Hazmat Off-Site Planning Reports System)**  
Donna reported that she and Kim attended training on Friday for the WHOPRS system. This is a web-based reporting database; facilities that have extremely hazardous chemicals or chemicals in excess of 10,000 lbs. must report annually in March to the state. This system allows the reporting to be filed on-line. It is also available to local fire, police and county emergency management offices for response. Kim will also utilize the system to update all of the off-site plans; rather than doing a paper plan, it will all be done electronically now.
- 8) **Off-Site Review Update**  
Kim stated that during the first half of FY 2012, there will be four off-site plans updated and a new plan established. They are: Loeb-Lorman Metals Inc. in Fort Atkinson for sulfuric acid; On-Cor Frozen Food LLC (Redi-Serve) for anhydrous ammonia and sulfuric acid; Valero Renewable Fuels Company LLC in Jefferson for sulfuric acid and anhydrous ammonia; and Frontier FS in Jefferson for anhydrous ammonia and paraquat dichloride. The new plan to be established is We Energies/Concord Generating Station for sulfuric acid in batteries. The new plan is already completed.  
  
In addition, contact will be made with all CAFO’s (Concentrated Animal Feeding Operations. Jefferson County has eight; Creekwood Farms, Cold spring Egg Farm – Farm B, Cold Spring Egg Farm – Main Farm, Deans Eggs, Kutz Dairy, Naber Land and Cattle, Pond Hill Dairy Farm, Rosy Lane Holsteins, Tag Lane Dairy Farm. These facilities are contacted annual to ensure their information is updated.
- 9) **Hazardous Materials Spills – Billings**  
Donna reported that there have been four spills that she is aware of since the last meeting. They are as follows:
  - 20 gallons of fuel, City of Watertown, Watertown Fire responded and used oil dry to clean up the spill
  - 70 gallons of fuel, on I-94, accident, oil dry was used to clean up the spill

- 50 gallons of fuel, on I-94, tire blow out
- Manure release in water, Vinnie HaHa area, DNR was called

Donna also checked with Randi Milsap on the Commercial Pool and Spa payment. Ms. Milsap has not had a chance to follow up on. Donna will keep the committee informed.

**10) Health Department Emergency Operations Plan Update – Gail Scott**

Gail stated that the Health Department had their review by the state on October 25, 2011. This year’s emphasis was on their ability to distribute antibiotics out to a large amount of people in a short amount of time. This year the focus was on anthrax. Out of a score of 100, Jefferson County received a 98. The points off were for 1) not performing a quarterly call up of staff and 2) they do not have internal pods (points of dispensing) established. Points of dispensing are large nursing homes, etc. that are pre-trained on how to get needed medications out to their people. A goal of the health department will be to establish some pods within the next couple of years. The health department works closely with Emergency Management on incidents and/or responses within the county. All health department staff are trained at an ICS-300 level; the department has established communication systems, has pre-identified dispensing sites throughout the county, two sites with generator back-up. Gail stated that if any individual wanted additional information, they are welcome to review the plan in greater detail.

Gail stated that the health department needs to conduct a Hazard Risk/Vulnerability Assessment. She will be working closely with Emergency Management. They have applied for an AHEC Intern to complete the assessment; this intern would meet with local fire/EMS/law enforcement to discuss their assessment of the vulnerabilities that exists within their communities.

**11) Industry Reports**

a) **American Red Cross (ARC)** – no one present to report

b) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5**

Paul reported that this is a nationally funded preparedness program that came out of 911. Wisconsin has spent their dollars with a focus on applicability of anything that might happen. The current focus has been on hospitals establishing a secondary water supply. A study was performed that determined the best source for a secondary water supply was for hospitals to drill a well on site. Paul reminded those present that during the 2008 flooding, the Fort Atkinson hospital was very close to needing a secondary water supply. Fort Healthcare will begin drilling their well this month. They already have the infrastructure in place to distribute the water.

**12) Training**

Donna stated that the City of Watertown will be hosting a “First Responder Hazmat Operations Refresher” course in January 28 and February 4. Registration information will be going out shortly. Donna secured grant funding to hold this course.

The Red Cross conducted training on sheltering for the health and human services departments. The focus is on what is a shelter and how is a shelter run. Specifically, looking at the need of sheltering individuals with special needs is being looked at. There is a plan to hold two additional training classes to allow these individuals to become certified through the Red Cross in sheltering.

**13) Correspondence** – none

**14) Set Time and Date of Next Meeting** – The next meeting will be held on February 15, 2011 at 1 p.m.

**15) Adjournment** – Motion made by Bob Stray, seconded by Sheriff Milbrath, to adjourn at 1:35 p.m.