

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

**THURSDAY, April 21, 2011
Meeting at 1 p.m.**

- 1) **Call to Order** - The meeting was called to order at 1:02 p.m. by Chair Hable.
- 2) **Roll Call** – Tim Anderson, Adam Bols, Kim Buchholz, Bob DeWolfe, Paul Hable, Donna Haugom, Richard Kassner, Ryan Leslie, Diane Nelson, Sheriff Paul Milbrath, Gail Scott, Warden Dave Walz. Quorum 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 January 27, 2011 Meeting Minutes**
Motion was made by Gail Scott, seconded by Milbrath, to approve minutes with changes from the January 27, 2011 meeting as printed. Change to be made: item 15c. Add “National Disaster Medical System, an agency of the” before federal government. Motion unanimously approved.
- 7) **Commercial Pool & Spa**
Haugom explained that we are still trying to obtain payment for the spill that occurred in July 2010 regarding the box truck leaking hydrochloric acid at the Pine Cone Travel Plaza. Haugom had forwarded the case to the general corporation council for Emergency Management because Commercial Pool and Spa did not pay by the assigned date. The state called Haugom and stated that their may be two responsible parties since the barrel and pallet belonged to the producer and Commercial Pool and Spa was the transporter. Haugom sent a letter with documentation to the producer asking for reimbursement on April 20, 2011. Haugom will keep the committee updated on the progress.
- 8) **Chief Whitham – Leaving Wisconsin**
Haugom informed the committee that Chief Whitham has accepted a position in Kentucky. Whitham is currently the vice chair of the committee as well as the fire representative. His vice chair term ends in October 2010. Haugom sent an email to the fire departments asking for an interested individual. The response received was that the President of the Fire Chief’s Association should be the representative on the LEPC Committee. Whitham is also currently the President of the Association. Once they name a new president, Haugom will approach the individual to determine their interest as a LEPC representative.
 - a) **Elect New Vice-Chairperson** - Tabled until the next meeting.
- 9) **Hazardous Materials Spills – List** - None
- 10) **Hazardous Materials Spills – Billing**
 - a) **Blodgett** – Haugom had not received a response from the initial billing letter so she issued another letter to Blodgett’s that included a 15% surcharge for failure to pay. Haugom received a call from Blodgett immediately upon receipt of the second letter. The lady was very sorry and apologetic. She had turned the invoice over to their insurance company and was under the understanding that the

insurance company was paying the bill. She assured Donna that the bill would be paid by the end of the week and asked for the 15% surcharge to be waived. Discussion occurred.

Motion by Sheriff Milbrath, seconded by Anderson, to waive the 15% surcharge from the billing. Motion passed.

b) Klemm Tank Lines

Haugom received a call from Klemm Tank Lines on April 20 asking for a response to their letter dated March 10, 2011. Haugom did not receive of the letter. Klemm Tank Lines emailed a copy of the letter to Haugom and Haugom forwarded the response to Chief Ron Wegner on April 20. Chief Wegner submitted a letter to Donna, which she summarized for the committee, in response to Klemm Tank Lines letter. Please see attached letter for specifics. Klemm Tank Lines is requesting a 30% reduction in the billing for various reasons. Discussion occurred.

Motion by Leslie, seconded by Kassner, that upon review by the LEPC committee, the committee finds the response charges appropriate. Motion approved.

Haugom will send a letter to Klemm Tank Lines that is similar to the letter sent to Commercial Pool & Spa. Haugom will note in the letter that the 15% surcharge will be delayed at this point due to cooperation in clearing up the expenses.

11) Vigilant Guard Full Scale Exercise

Haugom stated that the full scale exercise will be held on May 14, 2011. The scenario has changed. It will now be a punctured nurse tank leaking anhydrous ammonia. Thank you to FrontierFS for providing the nurse tank and truck. The final planning meeting was held on Tuesday. In the EOC will be the Sheriff, dispatch, Health Department and ARES/RACES. We will utilize the exercise for setting up the EOC. Hable asked if patients would be sent to Fort Healthcare. Haugom said 5 would be sent.

12) Review Workgroup Descriptions – Inadvertently not taken off the agenda.

13) Industry Reports

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

b) Health Consortium Update – Gail Scott stated that the funding for the Health Consortium is guaranteed through August 9, 2011. Scott believes that funding will be received for another 5 years but at reduced funding, potentially a 30% reduction. Scott has been working with Haugom to purchase items for the EOC with grant funds received by the Health Department. Haugom thanked Scott for her partnership and support of Emergency Management.

Todd Lindert will be working with the Health Department to train personnel on their radios and ensure radios are current. The State has dropped the requirement that the Health Department maintain a satellite phone so Jefferson County will be discontinuing their phone. It is expensive and not reliable or efficient as cell phones.

On May 4, all 22 Health Departments will be involved in a regional exercise.

c) Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5 Update – Hable reported to the committee that WHEPP will continue to exist next year with reduced funding. The program has been in place since 2002. Most of the effort will now go towards maintenance of the equipment that has been put in place and exercising.

The program is in its second year of having an expert panel examine what hospitals should do if their water source is lost. Best response was for a hospital to have its own well on site to use only for emergency purposes. In many cases, the digging of a well is difficult. The panel is continuing to research and fund the initiative. Fort Hospital hopes to be a recipient of a well. Fort Healthcare currently has the plumbing in place to shut off from city water and run on their separate system. They contract with an outside agency to provide water by tanker truck to supply their water needs.

14) Correspondence – none

15) Proposal to change Meeting Months

Haugom asked the committee if they would consider changing the meeting months to February, May, August and November during a calendar year to accommodate the Emergency Management office schedule with another quarterly meeting. Discussion occurred.

Motion by Gail Scott, seconded by Anderson, to amend the bylaws to meetings be held in February, May, August and November, the third Wednesday of those months at 1 p.m. Motion approved.

16) Set Time and Date of Next Meeting – The next meeting will be held on August 17, 2011 at 1 p.m.

17) Adjournment – Motion made by Milbrath, seconded by Anderson, to adjourn the meeting at 1:45 p.m.