

**JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
Nestle Purina Petcare**

**Wednesday, November 28, 2012
Meeting at 1 p.m.**

- 1) **Call to Order** - The meeting was called to order at 1:07 p.m. by Paul Hable.
- 2) **Roll Call** – Asst. Chief Kraig Biefeld, Marytha Blanchard, Adam Bols, Kim Buchholz, Paul Hable, Donna Haugom, Ian Lehrer, Ryan Leslie, Chief Ray Madison, Erin O'Brien, Captain Duane Scott, Gail Scott. Pat Masching and Gwen Nizzi with Nestle Purina Petcare; Phil Ristow, Jefferson County Corporation Council; Ed Morse, Jefferson County Board, were also present. Introductions were made.
- 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 August 15, 2012 Meeting Minutes**
Motion was made by Gail Scott, seconded by Biefeld, to approve minutes from the August 15, 2012 meeting as printed. Motion unanimously approved.
- 7) **Communications**
Haugom handed out copies of the Jefferson County CEMP (Comprehensive Emergency Management Plan) Executive Summary and Emergency Support Function 10, Hazardous Materials. Committee members were asked to review the documents and contact Haugom with any questions.
- 8) **Hazardous Materials Spills/Billings**
 - a) **New Events/Incidents since Last Meeting**
 - i) Standard Process had an ammonia release of 100 lbs. due to a faulty roof valve. They self-reported the incident.
 - ii) On October 22, 2012, the Jefferson County Highway Department had a fuel spill that went into the Rock River. A fuel vender overtopped the fuel tank. The rainy weather made the incident worse. At this time, they are working with the insurance company on the clean-up. The cost of the clean-up is unknown at this point. To date, they have removed 200 tons of soil from the location.
 - b) **Update on Commercial Pool & Spa and Sunset Carthage**
Haugom introduced Phil Ristow, Jefferson County Corporation Council. Discussion occurred as to the options available to the committee to address non-payment of billed charges for a hazmat response within the county. Non-payment is a relative infrequent occurrence but a policy needs to be established. The rates charged need to be pre-established or utilize FEMA rates. The established rates need to be included in the Level B contract. It was decided that in the future, non-payment activity should be deferred to Jefferson County Corporation Council who will represent the response team (Level B Team). In addition, Emergency Management along with Corporation Council will work to establish a County ordinance.

Motion was made by Bols, seconded by Biefeld, to notify responding agencies to speak with County Corporation Council regarding the costs concerning Commercial Pool & Spa and Sunset Carthage incidents. Unanimously approved.

c) Update on Payments Received - none

9) Exercise/Training Reports

- a) BASIC E-SPONDER CLASS – FIRE CHIEFS, 9/19/12
- b) SOCIAL MEDIA, 10/3/12
- c) SIMULATED EMERGENCY TEST – ARES/RACES, 10/6/12
- d) WI ASSOC. FOR FLOODPLAIN, STORMWATER & COASTAL MANAGEMENT CONFERENCE, 10/11/12
- e) WISCONSIN EMERGENCY MANAGEMENT ASSOCIATION, 10/17/12

10) 2012 Plan of Work

Haugom reported that the plan of work for 2012 has been closed out. The department was able to recoup the entire grant for EPCRA in the amount of \$35,666 and a portion of the grant for EMPG in the amount of \$32,000.

11) 2013 Plan of Work

a) Update Procedures for Review of Hazmat Response Expenditures

Haugom distributed a copy of 1989 Wisconsin Act 256. This act addresses reimbursements to local agencies for expenses incurred in response to discharges of hazardous substances. Committee took time to review the act.

Motion by Biefeld, seconded by Madison, to adopt 1989 Wisconsin Act 256 as the procedure for reimbursements of expenditures for the Jefferson County LEPC. Unanimously approved.

b) Off-Site Review Update

Buchholz reported that the off-site plans for the second half of 2012 plan of work were completed. They were .Eaton Electrical, Standard Process, Inc.; Nestle' Purina; Tyson Food Products, Inc.; Nasco International Inc. and the Jefferson Countywide Farm Plan.

During the first six months of 2013 plan of work, the following plans are scheduled to be updated: McCain Foods USA, Inc.; WisPak of Watertown; LSP-Whitewater Cogeneration Facility. There are two new plans that will be initiated Generac Power Systems of Whitewater and Lakeland Cold Storage in Lake Mills. Buchholz will send email notifications to the committee when the off-site appointments are scheduled. Any committee member is welcome to attend the visits.

c) LEPC Compliance Inspector

Motion by Biefeld, seconded by Leslie, to designate the state inspector as Jefferson County's compliance inspector. Unanimously approved.

12) WE Volunteer Update

Haugom reported to the committee that the Office of Emergency Management has been working to establish a volunteer base for Jefferson County during a disaster. The avenue we have been pursuing is to establish a volunteer program for Jefferson County where the individuals would also be available during a disaster. We are looking to advertise for a volunteer, volunteer coordinator. The program assistance we have been utilizing ends on December 31, 2012.

13) Industry Reports

- a) **American Red Cross (ARC)** – no report
- b) **Salvation Army** – no one present to report
- c) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5** – Hable reported that the same federal funding will be in place for the next three years. The program is scaling back due to funding limitations. The group meets bi-monthly. Working on coordination between hospitals for emergencies. Each participating hospital is receiving \$7,500 annually for maintenance/upkeep of the supplies, etc.
- d) **Public Health – Gail Scott**
Scott stated that her department has received funding over the years for disaster response. Public health does have a role in emergency response. Her staff has been trained in incident command. Their next exercise will be on December 19. It will be a tabletop exercise on medication distribution at a mass clinic. The Jefferson County Health Department is working closely with the City of Watertown and Dodge County for this exercise.

14) Correspondence - None

15) Set Time and Date of Next Meeting – The next meeting will be on February 27, 2013 at 1 p.m.

16) Adjournment – Motion made by Gail Scott, seconded by Leslie, to adjourn at 2:20 p.m.