

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

**Wednesday, August 15, 2012
Meeting at 1 p.m.**

- 1) **Call to Order** - The meeting was called to order at 1:04 p.m. by Paul Hable.
- 2) **Roll Call** – Asst. Chief Kraig Biefeld , Kim Buchholz, Paul Hable, Donna Haugom, Andy Jorgensen, Richard Kassner, Ian Lehrer, Ryan Leslie, Chief Ray Madison, Sheriff Paul Milbrath, Erin O'Brien, Gail Scott, Robert Stray. 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 May 15, 2012 Meeting Minutes**
Motion was made by Scott, seconded by Biefeld, to approve minutes from the May 15, 2012 meeting as printed. Motion unanimously approved.
- 7) **Communications** - none
- 8) **Election of Officers**
Haugom explained that officers are elected for two year terms. The position up for re-election is chair. Haugom nominated Hable, seconded by Scott, for chair. Haugom asked for nominations three times. Scott moved to close nominations. A voice vote was taken for election of chair. Hable was unanimously approved.
- 9) **Hazardous Materials Spills/Billings**
 - a) **New Events/Incidents since Last Meeting**
Haugom reported that there have been spills since we last met. May 16, 2012: Frontier FS reported a spill of 2 gallons for Banvel and 2 gallons of Round-Up; May 24, 2012: TagLane Dairy reported a spill of liquid fertilizer; 1,450 gallons spilled when the tank flipped; May 25, 2012: Helena Chemical Company reported a tank carrying an Urea Ammonia Nitrate solution overturned; 2,000 lbs. spilled.; July 2, 2012: Jones Dairy Farm reported a controlled release of 30 lbs. of ammonia during routine maintenance; July 10, 2012: Daybreak Foods reported a diesel spill due to a fuel tank leak from hitting a rock.
 - b) **Update on Commercial Pool & Spa**
 1. Sunset Carthage was sent a \$930 invoice in February which they have not responded to. The committee asked Haugom to check with Corporation Council to see if they would be willing to send out a letter asking for payment. Haugom will also send a letter to Johnson Creek and Lake Mills stating that it is their duty to recover payment and what is their preference on our handling of the situation.
 2. Commercial Pool & Spa has still not responded to multiple requests for payment. Haugom has also not received a response from the State. The committee asked Haugom to speak with Phil Ristow about the options the committee has – small claims,

etc. Discussion occurred. Question was asked as to whether anything happens to their business such as a black mark or loss of license. Haugom will send out an email to the committee stating the options we have available. She will also ask Phil Ristow to be present at the next meeting. Haugom will also look into sending a letter directly to their insurance company.

c) Update on Payments Received - none

10) Exercise/Training Reports

- a) How to Recruit, Manage, Reward and Retain Public Safety-Service Volunteers (5/22-5/24)
- b) SIMCOM Exercise (5/31)
- c) Rapid Assessment Training (6/12)
- d) Unified Hazard Mitigation Assistance Training (6/19-21)
- e) ARES/RACES Field Day Exercise (6/23-24)
- f) Debris Management (held in Jefferson County) (6/26-28)
- g) Natural Hazard Mitigation Plan Workshop (7/9)

11) 2012 Plan of Work

a) Update Procedures for Review of Hazmat Response Expenditures

Haugom distributed the handout of 1989 Wisconsin Act 256 that this committee has designated as our procedures for review of hazmat response expenditures. Discussion occurred.

Motion by Scott, seconded by Leslie, to accept this as our procedure. Motion unanimously approved.

Biefeld added that an additional paragraph or separate policy is needed to address non-payment issues.

b) Comprehensive Emergency Management Plan

Haugom reported to the group that we are in the process of updating the Comprehensive Emergency Management Plan for Jefferson County. Haugom asked the committee if they were interested in seeing the entire plan. Committee responded that they do not need to see the whole plan; only if it pertains to the committee's charge.

c) Off-Site Review Update

Buchholz reported that the following off-site plans are in the process of being updated during the second half of the plan of work. They are: Standard Process, Inc.; Netstle' Purina; Tyson Food Products, Inc.; Nasco International Inc. and the Jefferson Countywide Farm Plan. Eaton Electrical will be the new plan; they have sulfuric acid in batteries.

The information for the update to the Countywide Farm Plan has been mailed to all landowners within the county. Mailing labels were obtained from the Jefferson County Land Conservation Office. Approximately 1,034 surveys were mailed; roughly 461 have been returned; 12 surveys were undeliverable; 21 have answered "yes" to maintaining hazardous chemicals on their farm location.

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. Haugom will keep the committee updated on the progress.

13) Industry Reports

a) **American Red Cross (ARC)** – no one present to 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. \$6,000 to refurbish/replenish emergency response procedures. Also, four radios per hospital will be provided to each hospital.

d) **Public Health – Gail Scott**

Scott stated that her department has received confirmation that they will receive the same funding for the next five years. The focus this year is capabilities assessment; there are 15 of them, three will be the focus this year. They are also involved in exercises both locally with Fort Healthcare and regionally. Staff are completing PIO training as well as ICS 300 and 400.

14) Correspondence

Haugom noted that she had requested the program assistant position to go full time for the 2013 budget. It has not been included in the budget.

15) Set Time and Date of Next Meeting – The next meeting will be held on November 28, 2012 at 1 p.m.

16) Adjournment – Motion made by Stray, seconded by Jorgensen, to adjourn at 1:56 p.m.