

JEFFERSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

May 10, 2013 at 1 p.m.

UW-Extension, Jefferson County Office
864 Collins Road
Jefferson WI 53549

MEETING MINUTES

- 1) **Call to Order** - The meeting was called to order at 1:00 p.m. by Chair Hable.
- 2) **Roll Call** – Marytha Blanchard, Kim Buchholz, Paul Hable, Donna Haugom, Ryan Leslie, Chief Ray Madison, Sheriff Paul Milbrath, Marc Schultz, Gail Scott, Robert Stray.
- 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 February 27, 2013 Meeting Minutes**
Motion was made by Sheriff Milbrath, seconded by Scott, to approve minutes from the February 27, 2013 with minor changes. Changes were to include a meeting date in the title and delete Paul Hable as attending the meeting. Motion unanimously approved.
- 7) **Communications**
Nestle Purina has asked if our committee or specifically our Level B Team asked if we would be interested in participating in an upcoming spill training for diesel fuel. Haugom will continue to talk with them and keep the committee informed.
- 8) **Hazardous Materials Spills/Billings**
 - a) New Events/Incidents since Last Meeting
 - i) April 26 there was a 12-15,000 gallon ethanol spill at Renew Energies (ethanol plant). It was due to a malfunction of a fill valve. Jefferson Fire responded. They are working with the plant to have spill supplies on-hand for any future events. It cost \$19,000 to order 100 pails of foam; 85 pails were used to mitigate the situation. Billing has not gone out yet for this spill.
 - ii) We Energies had one of their pole-mounted transformers fell over, spilling 30 gallons of oil. Most likely happened due to a rotten pole. We Energies responded and soaked up with oil dry and gravel. Spill occurred at W8385 US Hwy 12 near a farm house.
 - b) **Update on Payments Received** - none
- 9) **Exercise/Training Reports**
The following trainings were attended or offered by Emergency Management during the last quarter with our normal day to day operations.
 - a) 3 day CAMEO/Aloha/Marplot training, 2/19-21
 - b) Health Department Nursing Students, 2/28
 - c) VOAD Conference Faith Based Organizations, 3/4-5
 - d) WEM/Homeland Security Governor's Conference, 3/6-7
 - e) Severe Weather/Advanced Spotter Training, 3/12
 - f) Pipeline Safety Training, 4/15
 - g) Tornado Drill, 4/18

10) Jefferson County Hazards Materials/Strategic Plan

The plan was emailed to the committee prior to this meeting. Haugom explained that it is a requirement of the plan for the LEPC to review the plan. Haugom briefly reviewed the plan and explained the various sections.

Haugom explained that one of the new requirements is that they are requiring more information on the members of the Level B Team. Discussion occurred. Haugom has covered this within the plan as indicating that the information is available at the Jefferson County Office of Emergency Management.

Motion by Blanchard, seconded by Stray, to approve the Strategic Plan. Motion passed unanimously.

11) Bylaws

Motion by Sheriff Milbrath, seconded by Blanchard, to approve the by-laws as written. Motion passed unanimously.

12) Membership List

Motion by Sheriff Milbrath, seconded by Blanchard, to approve the membership list with stated changes. Motion passed unanimously.

13) Procedures for Review of Hazmat Expenditures

Defer to next meeting.

14) Hazardous Materials Ordinance

Haugom has received a sample ordinance from another county. She will have Phil Ristow review the ordinance and email it to committee members.

Motion by Sheriff Milbrath, seconded by Stray, for Haugom to distribute the ordinance by email to the committee; a required response is necessary within one week. Barring any objection, the LEPC committee approves the ordinance. Then the ordinance can move onto the Law Enforcement/Emergency Management Committee, Administration/Rules Committee and County Board agendas. Discussion occurred. Unanimously approved.

15) Update on Commercial Pool & Spa and Sunset Carthage

Haugom was asked by the committee at the last meeting to review the billings and match the FEMA rates to the agency rate. Haugom stated that "matching" is difficult to do because things don't match. Discussion occurred.

Motion by Chief Madison, seconded by Haugom, to propose revised bills to both Commercial Pool & Spa and Sunset Carthage at 50% of the total bill. Haugom can negotiate with the companies to no less than 25% of the bill. Motion unanimously approved.

16) Plan of Work

Haugom reviewed the Plan of Work requirements as they relate to the LEPC Committee.

Buchholz stated that the first half off-sites were submitted. Buchholz is now starting to work on second half off-sites facilities: LD Foods; Watertown Water Department – Central and West Plants; Wal-Mart Supercenter – Jefferson; UW-Whitewater.

17) SIMCOM

Haugom stated that the 2013 SIMCOM (State Inoperable Communication) exercise is scheduled for May 16. Jefferson County is hosting the event at the Jefferson County Fair Park. There are 27 platforms registered to participate. The exercise is divided into four divisions and each platform and division will have certain goal and objectives to accomplish during the exercise. Haugom thanked the Jefferson County Health Department for printing the exercise brochure.

18) Industry Reports

- a) **American Red Cross (ARC)** – Blanchard reported that during the flooding this spring, the American Red Cross opened a shelter in Fort Atkinson. The shelter was opened for five days with no population. The shelter opened due to the threat of electricity having to be shut off. American Red Cross is also assisting with feeding in Rock County and will be offering their feeding services for the upcoming SIMCOM exercise.
- b) **Salvation Army** – none
- c) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5** – Hable reported that they will be having a drill in June, Operation Mayhem.
- d) **Public Health – Gail Scott**
Scott reviewed position changes at the state. Her department is updating three of their 15 capabilities within their emergency response plan. It is a five year agreement; three capabilities are updated each year.

19) Correspondence – None

20) Set Time and Date of Next Meeting – The next meeting will be on August 21, 2013 at 1 p.m.

21) Adjournment – Motion made by Schultz, seconded by Chief Madison, to adjourn at 2:02 p.m.