

# JEFFERSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

August 21, 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 1:08 p.m. by Donna Haugom. Both the Chair and Vice Chair were not in attendance.
- 2) **Roll Call** – Asst. Chief Kraig Biefeld, Kim Buchholz, Bob DeWolfe, Donna Haugom, Ryan Leslie, Sheriff Paul Milbrath, Ben Schliesman, Captain Duane Scott, 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 May 10, 2013 Meeting Minutes**  
**Motion was made by Gail Scott, seconded by Sheriff Milbrath, to approve the minutes from the May 10, 2013 meeting as printed. Motion unanimously approved.**
- 7) **Communications** - None
- 8) **Hazardous Materials Spills/Billings**
  - a) **New Events/Incidents since Last Meeting**
    - i) On May 19, 150 gallons of ammonia phosphate spilled on River Valley Road near Ixonia due to a broken axel that punctured a hose.
    - ii) On June 1, 66 gallons of herbicide was spilled on Hwy 12 between Fort Atkinson and Cambridge.
  - b) **Update on Payments Received** – covered under Item 12
- 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) Wisconsin Hospital Emergency Preparedness Program Functional Exercise – Major Ice Storm: Haugom attended this exercise; 13 counties participated. Jefferson County had representation from Health, Fire, Law Enforcement, Emergency Management and EMS.
  - b) Health Department Nursing Students Emergency Management Training: Haugom presented to the interns of the health department on Emergency Management and how it is incorporated into public health field.
  - c) ICS Forms Overview: Haugom attended this refresher training offered at UW-Whitewater.
- 10) **Procedures for Review of Hazmat Expenditures**

Haugom distributed copies of the document, “Procedures for Review of Hazmat Response Expenditures” that was also sent to committee members electronically in their meeting packet. **A motion was made by Bob DeWolfe, seconded by Bob Stray, to accept the procedures for review of hazmat response expenditures as printed. Motion unanimously approved.**

**11) Hazardous Materials Ordinance**

Haugom distributed copies of a draft ordinance that was prepared by Corporation Council Phil Ristow. Haugom asked committee members to review the document. The ordinance will be an agenda item at the next meeting.

**12) Update on Commercial Pool & Spa and Sunset Carthage**

Haugom reported that she discovered that Sunset Carthage did submit payment for their bill. The payment was mailed directly to the City of Lake Mills in August of 2012.

Haugom reported that she sent a letter to Commercial Pool & Spa stating that we would accept a reduced payment of \$6,000 to finalize the matter. A response letter was received from an attorney on behalf of Commercial Pool & Spa that stated payment would not be received until they had received proper documentation proving that the proper statutory procedures were followed for the response. In response to the letter, Haugom sent Commercial Pool & Spa the standard operating orders for the Hazmat Team. A response letter from the attorney was received again stating basically the same thing.

Discussion followed. The committee recommended that Haugom discuss the letters with Phil Ristow and have his office send a letter in response. Haugom agreed to meet with Phil and will report back to the committee.

**13) Plan of Work – Off Sites**

Buchholz stated that she has been working on the second half off-sites which include LD Foods/Keystone Foods; Watertown Water Department – Central and West Plants; Wal-Mart Supercenter – Jefferson; UW-Whitewater. All the site visits have been completed. Final plans have been submitted to the state for Wal-Mart and both Watertown Water Department sites. LD Foods/Keystone Food's plan is waiting final approval from the facility. Buchholz is finalizing the UW-Whitewater plan.

**14) SIMCOM**

Jefferson County was host for this year's SIMCOM exercise that was held at the Jefferson County Fairgrounds. Over 200 people attended the event. Haugom feels the exercise went very well. Both voice and data communications were tested throughout the exercise.

**15) Industry Reports**

- a) **American Red Cross (ARC) – none**
- b) **Salvation Army – none**
- c) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5 – none**
- d) **Public Health – Gail Scott**

Scott stated that she attended the ice storm exercise Haugom spoke of and she felt it was a good to have everyone at the table. The Health Department received their Preparedness grant for this year. The funding amount stayed the same as well as the grant objectives.

They also received a mini-grant to update their Point of Distribution plans for the county.

The Health Department now has an updated conference room with a Mondo pad that is available for meetings and as a resource during emergencies.

**16) Correspondence – None**

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

**18) Adjournment – Motion made by Sheriff Milbrath, seconded by Captain Scott, to adjourn at 2:50 p.m.**