

**JEFFERSON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

UW-Extension (Lower level of Workforce Development Center)  
864 Collins Road, Jefferson WI 53549

**WEDNESDAY, NOVEMBER 19, 2014 at 1:00 p.m.**

**MEETING MINUTES**

- 1) **Call to Order** – The meeting was called to order at 1:00 pm.
- 2) **Roll Call – Members Present:** Kraig Biefeld, Paul Hable, Donna Haugom, Ryan Leslie, Gail Scott, Jeff Larkin, Angela Swinehart, Robert Stray and Nycol Haberman **Alternates:** Joe Sikora for Adam Bohls **Others Present:** Ian Lehrer, Renee Garlock, Ben Wehmeier, Mike Reel
- 3) **Certifications of Compliance with the Open Meetings Law** – In compliance.
- 4) **Elect new EM Program Assistant, Nycol Haberman, as LEPC Secretary** – Motion made by Scott, seconded by Leslie. Motion carried.
- 5) **Review of the Agenda** – The agenda was reviewed; no changes made.
- 6) **Citizen Comments** – There were no citizen comments.
- 7) **Motion and Approval of Minutes for August 20, 2014 Meeting Minutes.** Biefeld motioned to approve, seconded by Stray. Motion carried.
- 8) **Communications** – None
- 9) **Update – Hazmat Response – Renee Garlock** – Mike Reel reviewed the circumstances of the event. Haugom read a suggested response to the billing concern, verbiage is as follows: *Due to extenuating circumstances regarding the response to 407 Talcott Ave in Fort Atkinson the LEPC has agreed to excuse Renee Garlock from repaying the \$3,220 cost for the response with the stipulation that Ms. Garlock provide a copy of the letter from the insurance company stating that they would not cover the cost.* Ms. Garlock agreed to provide a copy of the letter. Discussion was held regarding the possible differences in responding to a business/transportation accident versus responding to a private residence. This will be an agenda item to be discussed at future LEPC meetings. Motion made to accept the verbiage by Biefeld, seconded by Scott. Motion carried.

**10) Update LEPC Compliance Inspector** – Haugom stated we will do as we did last year and designate the State Compliance Inspector as the Compliance Inspector for Jefferson County. Motion to accept made by Biefeld, seconded by Stray. Motion carried.

**11) Hazardous Materials Spills/Billings** – Haugom advised that there are no billings going out at this time. There was a self-reported Hydraulic Oil release (5 to 10 gallons) at Michael Foods (Crystal Farms) in Lake Mills.

**12) Exercise/Training Reports** – Haugom stated that Haberman has been attending training – has completed IS-100, IS-200, IS-230, IS-700, IS-800, LEPC Training and will be attending Basic E-sponder training. Also, Biefeld has completed Debris Management Training. Haugom stated that she has been working with First Responders, Fire, Law Enforcement and EMS if they need to do anymore incident command classes to try and get them up and running. Haberman will be working on credentialing for those agencies. From an exercise standpoint Jefferson County will be working with Dodge County on a train derailment exercise; main focus to identify or work with mass fatality plan and diesel fuel response. Tabletop and functional will be in 2015 – April for tabletop and August for functional. The full scale is planned for 2016. The exercise will take place in Watertown where Jefferson and Dodge County meet.

**13) Off-Sites FY 2014**

Haugom informed the Committee that the following Hazardous Materials Off-Site Plans will be completed for the FFY 2015 Plan of Work. Discussion occurred.

Jones Dairy Farm – Fort Atkinson – Anhydrous Ammonia  
Generac Power Systems – Jefferson – New Planning Facility  
Crystal Farms – Lake Mills – Sulfuric Acid  
Lake Mills Wastewater Treatment Plant – Lake Mills – Chlorine and Sulfur Dioxide  
WI Bell (ATT) – Watertown – Sulfuric Acid  
Frontier Servco FS – Whitewater – Anhydrous Ammonia  
United Cooperative – Johnson Creek – Anhydrous Ammonia  
Baso Gas Products LLC – Watertown – Anhydrous Ammonia  
Concord Generating Station – Watertown – Sulfuric Acid  
US Chemical – A Division of Diversey, Inc. – Watertown – Sulfuric Acid  
Multi Color Corporation – Watertown – New Planning Facility  
Whitewater Wastewater Treatment – Whitewater – Chlorine and Sulfur Dioxide

**14) Update on Commercial Pool & Spa** – Haugom advised that she has been working with Christine Hanson and they are scheduled to meet Thursday (11/20/14) to go over Hanson's questions/concerns.

**15) Industry Reports**

- a) **American Red Cross** – No representatives were in attendance.
- b) **Salvation Army** – Angela Swinehart gave an update of the current volunteer situation and stated that they have training all year round.
- c) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5 Update** – Hable advised that WHEPP is in the process of merging with Public Health Emergency Management, RTAC, and EMS. The state is in the process of trying to combine the regions to increase coordination. WHEPP as it exists now will be going away and there will be a cooperative organization that will represent all 5 organizations. This year there was still funding for WHEPP for the hospitals for emergency response projects. Most of the funds are delegated to re-stocking/re-supplying. Each hospital in the state received \$6500. Fort Health care is using the funding for Ebola projects.
- d) **Jefferson County Public Health** – Scott stated that she has been involved in Ebola projects/training with hospitals and EMS. She will be attending the Jefferson EMS training meeting to discuss Ebola/Influenza. Scott is a member of the state wide steering committee to help organize the new coalitions. There will be 7 regions and Jefferson County will be in the South Central.

**16) Correspondence** – No correspondence

**17) Next Meeting Date** - Wednesday, February 18, 2015.

**18) Meeting Adjourned** – 1:30 pm