

JEFFERSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

February 19, 2014 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 1:07 p.m. by Donna Haugom. Paul Hable called and is on his way.
- 2) **Roll Call** – Asst. Chief Kraig Biefeld, Marytha Blanchard, Kim Buchholz, Robert DeWolfe, Donna Haugom, Ryan Leslie, Chief Ray Madison, Captain Duane Scott, Dan Sage, Gail Scott, Robert Stray, Administrator Ben Wehmeier. Paul Hable joined the meeting at 1:05 p.m.
- 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 November 19, 2013 Meeting Minutes**

Motion made by Gail Scott, seconded by Bob Stray, to approve the November 19, 2013 minutes as written. Unanimously approved.

- 7) **Communications** - None
- 8) **Kim Buchholz – Removal on the Membership Roster**
Haugom stated that Kim has accepted another position within the County. Therefore, she needs to be removed from the membership roster as well as a new secretary needs to be identified. Wehmeier suggested that utilizing Tammie Jaeger to take the minutes during the interim may be an option. Haugom will make the formal request to the County board to update the membership listing.
- 9) **Hazardous Materials Spills/Billings**
Haugom reported to the committee that she has processed one bill for the City of Fort Atkinson in the amount of \$3,000 for spiller Advanced Disposal. Payment has been made.

Haugom indicated that on Monday there was a United Coop LP truck that flipped. There was no spill associated with the accident.

Haugom stated that our office has been working on the propane shortage. Individuals contacting our office have been referred to Energy Assistance. The office is also contacting both United Coop and Frontier FS weekly for updated information on the shortage.

A question was asked about what is defined as a hazmat spill. Haugom stated that it is anything outside its original container.

10) Exercise/Training Reports

- a) Tyson Hazmat Tabletop: Haugom stated that a tabletop exercise was held for Tyson in Johnson Creek at Comfort Suites. The situation presented was an anhydrous ammonia release within the Tyson facility. The exercise was to test Tyson's internal procedures and response plan. A lot was learned through the exercise. Overall, it went very well and was well attended. Haugom received the after action report this morning but has not had a chance to review it. Tyson was happy with the exercise and want to hold a functional exercise next year.
- b) Creation of Generic Incident Action Plans Prior to Disasters: Haugom has been working with the SE Region Emergency Managers to develop generic Incident Action Plans that would assist during the first and possible second operational periods of an emergency situation. Haugom distributed a sample of a plan for a flooding incident.

11) Hazardous Materials Ordinance

Haugom stated that committee members received a copy of the draft ordinance as part of their agenda packet. Phil Ristow, Corporation Council, needs to add language to clarify the language in section five. It is on the agenda for Law Enforcement/Emergency Management committee on Friday, February 28. The ordinance will then be forwarded to the County Board on March 11.

Motion was made by Chief Ray Madison, seconded by Gail Scott, to approve and pass on to the Law Enforcement/Emergency Management committee the Hazardous Materials Ordinance with the clarifying language added by Corporation Council. Discussion occurred.

Assistant Chief Kraig Biefeld suggested that the language in section two, four be changed to read "... property, unified command or the incident commander on the scene of an emergency..." Committee agreed with the change.

Chief Ray Madison amended the motion on the floor to incorporate the specified language in Section 2.4 as discussed.

Motion by Chief Ray Madison, seconded by Gail Scott, to approve and pass on the Hazardous Materials Ordinance to the Law Enforcement/Emergency Management Committee with the clarifying language added by Corporation Council and the language change discussed in section 2.4. Motion approved.

Haugom will make the changes and email out the final draft of the ordinance to the committee.

12) Hazmat Form 1060

Committee members received a copy of this form in their agenda packets. Haugom stated that this is the form that Commercial Pool and Spa is stating our Hazmat Team did not complete during the incident and therefore, they are not responsible to pay. Discussion occurred.

13) Hazmat Reimbursement Charges

The committee discussed the reimbursement charges that are charged by the County Hazmat Team. Haugom stated that she checked with Dodge County and distributed their information in the packet. Charges need to be a justifiable numbers. Asst. Chief Kraig Biefeld will bring back recommended charges for Jefferson County to the next meeting. Once the numbers are set, they will be reviewed and approved on an annual basis.

14) Update on Commercial Pool & Spa

Discussion occurred. Committee encouraged Haugom to continue to respond to their attorney's attempt to not pay for the spill. Wehmeier stated that he will discuss the situation with Phil Ristow and will determine the next steps to take on this issue.

15) Plan of Work

- a. Approve Notice for Jefferson County LEPC Compliance Inspector

Motion was made by Asst. Chief Kraig Biefeld, seconded by Gail Scott, to identify the State Inspector as Jefferson County's compliance inspector. Motion approved, unanimous.

- b. **FY 2014 – First Half due 3/31/14**

Haugom stated that the first half of the plan of work is due by March 31. All work requirements will be accomplished by that date.

- c. **Off Sites**

Buchholz reported that all six facility off-site visits for the first half of the plan of work have been completed. She is working to update the paperwork. The facilities that are being completed are: Americold (Jefferson); Ball Container Corporation (Fort Atkinson); Loeb-Lorman Metals, Inc. (Watertown); Wal-Mart (Watertown); Jefferson County Farm Plan. There will also be a new plan established for Schiller Grounds Care, Inc. located in Johnson Creek.

Buchholz stated that Haugom will be completing the facility off-site in the interim of her vacant position. There are six facilities to be updated in the second half: WI Bell, AT&T Wisconsin (Fort Atkinson); WI Bell, AT&T Wisconsin (Jefferson); Spacesaver Corporation (Fort Atkinson); Reiss Industries (Watertown); Watertown HOPS (Watertown). Susseck Machine Corporation is identified as the new plan to be developed.

16) Industry Reports

- a) **American Red Cross (ARC)** – Marytha stated that they held a statewide training conference on sheltering in January. Red Cross has merged with local municipal departments (Human Services and Health) to provide sheltering services for individuals with functional needs. They are also continuing to promote their Safe and Well program where individuals can register on-line to notify family members that they are safe and well during a disaster. Emergency Management will be distributing the informational cards at this year's county fair.

- b) **Salvation Army** – none

- c) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5** – Paul stated this program has been in existence for seven or eight years. The funding continues from the Federal level. The program is strong and active.

- d) **Public Health – Gail Scott**

Gail Scott stated that public health had a donation of N95 masks from Nestle Purina which she is working with Emergency Management to distribute to local responders. The Health Department is also working to establish the role of the health department into the county's mass casualty plan. They are continuing to do outreach through their Community Readiness & Preparedness Program. The current focus is on childcare centers. They are involved with planning two upcoming trainings; one will be held in Dodge County and one in Jefferson County. The conference will offer childcare providers information on communication, reunification, supplies, sheltering, active shooter and more to assist them in preparing their organization for a disaster.

17) Correspondence – None

18) Set Time and Date of Next Meeting – The next meeting will be on May 21, 2014 at 1 p.m.
Buchholz mentioned that elections will be one agenda item. Ray Madison asked the committee to hear a presentation of PEAC.

Paul Hable thanked Kim Buchholz for her work during her time with the committee and wished her well in her new position.

19) Adjournment –Meeting adjourned at 2:14 p.m.