

JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

UW-Extension, Jefferson County Office

864 Collins Road Jefferson WI 53549

May 21, 2014 at 1 pm

MEETING MINUTES

1. **Call to Order** – The meeting was called to order at 1:15 pm.
2. **Roll Call** – Paul Hable, Donna Haugom, Jeff Larkin, Marytha Blanchard, Ryan Leslie, Gail Scott, Wehmeier and Nancy Mortensen. Not enough attendees to establish a quorum.
3. **Certifications of Compliance with the Open Meetings Law** – In compliance.
4. **Review of the Agenda** – Agenda was reviewed. Paul Hable requested that Nancy send out reminder notices closer to the meeting.
5. **Introduction of Nancy Mortensen** – Donna Haugom introduced Nancy Mortensen as the new EM Program Assistant. Everyone at the table introduced themselves.
6. **Citizens Comments** – No citizens were in attendance.
7. **Approval of Minutes** - February 19, 2014 meeting minutes could not be approved due to lack of quorum.
8. **Communications** - None
9. **Membership Listing** - The Membership Listing must be updated every year. Chief Ron Wegner will be taking over for Chief Ray Madison and Jeff Larkin will be taking over for Mark Schultz for the Environmental Health. This is the current listing of the LEPC members now and Donna will send it out to everyone before the next meeting and tell them that we will be approving the listing. Elections will also need to be done at the next meeting.
10. **By-Law Update** – Donna handed out the by-laws for everyone to look at. They will need to be approved at the next meeting. She mentioned that if anyone had changes to be made or comments to bring them to the August meeting.
11. **Procedures for Hazmat Response Expenditures** – Donna mentioned that this handout also needed to be approved at the August meeting. This is the Statute that identifies the procedures to be followed when we submit a hazmat reimbursement request to a responsible party.
12. **Hazardous Materials Spills/Billings** - Paul Hable requested Donna to discuss the status of existing billings and spills.

Donna started by going through the spill reports:

- a. A spill which involved 45 gallons of Mineral Oil behind the Johnson Creek Outlet Mall. WE Energies transformer failed which caused the mineral oil to spill into the soil and the excavation of 1-2 foot strip between the transformer and the soil for cleanup.
- b. Transformer Oil from WE Energy was spilled when someone hit a pole and knocked it over. Approximately 40 gallons was released. This occurred in the City of Fort Atkinson on Riverside Drive and State Hwy 106.
- c. A trailer broke off of a tractor in the City of Waterloo causing a 100 gallon release of manure.
- d. Diesel Petroleum spill, KLM Transport, Johnson Creek. Saddle tank ruptured due to the truck jack-knifing on an icy road.
- e. Hydraulic Oil spilled, Dave Schultz, City of Waterloo. The report states he is dumping 5 gallons a day due to a leak that has not been fixed. Clean up is unknown. Donna will follow up with the DNR.

13. Exercise/Training Reports -

- a. Tri-County Tabletop involving Jefferson, Walworth and Milwaukee counties. The purpose of the exercise was to stress the Resource capabilities of the State. Jefferson County worked with the Village of Johnson Creek by creating a simulated tornado affecting I-94 and the businesses North of I-94. An improvement identified for Johnson Creek was the need for additional communication equipment for the Village.
- b. A January Tabletop was conducted in cooperation with Tyson Foods identifying a scenario of a simulated release of Anhydrous Ammonia.

14. Ordinance -Copies of the approved ordinance were passed out along with the Citation ordinance.

15. Hazmat Form 1060 - Decision made to require this form is completed. Donna will bring it up at the Fire Chief's meeting to determine who completes the form.

16. Hazmat Reimbursement Charges – Assistant Chief, Kraig Biefeld will discuss at the next meeting.

17. Update on Commercial Pool & Spa – The last correspondence received from Commercial Pool & Spa stated the 1060 form was not completed. Ben Wehmeier and Phil Ristow have reviewed the information on file and believe that requesting a payment of \$2000 for reimbursable supplies would be the best option at this point.

18. Plan of Work – Off sites done the next half, April thru September.

- a. Reiss, Watertown
 - i. Toluene 2,4 Diisocyanate: 36,000 lbs.

- ii. Toluene 2,6 Diisocyanate: 11,530 lbs.
- b. Wisconsin Bell, Fort Atkinson
 - i. Sulfuric Acid: 3,600 lbs
- c. Wisconsin Bell, Jefferson
 - i. Sulfuric Acid: 2,400 lbs
- d. Spacesaver, Fort Atkinson
 - i. Sulfuric Acid: 4,743 lbs
- e. Sussek Machine Corp, Waterloo
 - i. Sulfuric Acid: 2,657
- f. Watertown Hops, Watertown
 - i. Anhydrous Ammonia, 1,800 lbs.
 - ii. Sulfuric Acid, 69,855 lbs.
 - (i) Bulk Tank – 1,800 lbs
 - (ii) Batteries – 240 lbs

19. Industries Reports

- a. *American Red Cross* –
 - i. New Staff member (Stephanie Gander) to be the contact person for Preparedness Response & Recovery in Jefferson Co, Dane Co and Rock Co. Eventually will be replacing Marytha on the LEPC Committee.
 - ii. Contacting Donors to get a Shelter Trailer to store in Jefferson County.
- b. *Salvation Army* – Not in Attendance.
- c. *WHEPP Region 5 Update* – Activity is ongoing to consolidate the response groups in the State including Wisconsin Hospital Emergency Preparedness Program and EMT Responders. The funding of the program has been cut about 35%.
- d. *Jefferson Co Public Health* – Conducted “Operation Mayhem” a mock ice storm in Jefferson Co. Building/roof collapse in long-term care facility with fatalities. Focus on Fatality Management with capacity of EMS and Mass Casualty transport. Health Department EOC opened.

20. Correspondence – None.

21. Set Time/Date Next Meeting – Wednesday, August 20, 2014 @ 1pm same location.

22. Adjourn – 1:59pm.

