

**JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

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

WEDNESDAY, FEBRUARY 18, 2015 at 1:00 p.m.

MEETING MINUTES

- 1) **Call to Order** – The meeting was called to order at 1:05 pm.
- 2) **Roll Call – Members Present:** Kraig Biefeld, Paul Hable, Donna Haugom, Ryan Leslie, Gail Scott, Jeff Larkin, Angela Swinehart, Nycol Haberman, Capt. Duane Scott and Stephanie Gander **Others Present:** Richard Kassner, Ben Schliesman, Barbara Provenzano, Myra Uttech, Kendra Sorge and Patricia Erb
- 3) **Certifications of Compliance with the Open Meetings Law** – In compliance.
- 4) **Review of the Agenda** – The agenda was reviewed; no changes made.
- 5) **Citizen Comments** – There were no citizen comments.
- 6) **Motion and Approval of Minutes for November 19, 2014 Meeting Minutes.** Hable motioned to approve, seconded by Haugom. Motion carried.
- 7) **Communications** – Haugom stated that we received correspondence from the state indicating that Jefferson County needs to make adjustments to their LEPC by laws. It is required that the LEPC by laws include a distribution list of the County Emergency Plan and Jefferson County's LEPC by laws currently do not. Haugom has received information from Milwaukee County on the verbiage they plan to use to update their LEPC by laws. This verbiage has been approved by Schliesman and is what Haugom intends to use to update Jefferson County LEPC by laws. Haugom will make the revisions and send out to the LEPC committee members for review and approval at the next meeting.
- 8) **Public/Private Partnerships** – Haugom introduced Ben Schliesman to the committee as the Wisconsin Emergency Management Southeast Regional Director. Haugom asked Schliesman to attend the meeting and give a presentation to the committee on public/private partnerships – a handout of the slides was provided to all in attendance. Schliesman advised that public/private partnerships are the public and private sectors working together on emergency response and preparedness to create community resiliency. The Jefferson County Office of Emergency Management is in the beginning stages of creating public/private partnerships for the county; tentatively by municipality. Haugom advised that she would like

the municipalities to be in direct contact with the businesses within their area to make sure that their plans work together. The first meeting (to be scheduled at a later date) will be inviting municipal EM Directors to discuss public/private partnerships. Further discussion was had regarding possible training and/or educational presentations that could be included in the public/private partnership meetings.

9) Comprehensive Emergency Management Plan (CEMP) – Haugom advised that she wanted to make the committee aware of the county's CEMP and what the purpose of the plan is. The executive summary was sent out as supplement information with the agenda. The summary gives a brief overview of the plan including definitions of the Emergency Support Functions (ESF's) and how they work during a disaster/emergency. Jefferson County and the Southeast Region are also working on Recovery Support Functions and that information will be made available to the committee as soon as completed. Haugom advised that if anyone would like to see the entire plan that it can be provided to them.

10) Hazardous Materials Spills/Billings – Haugom advised that there has been one spill – WE Energies 50 gallons of hydraulic oil/petroleum. WE advised that release was caused by a seal fail in a service bay that does maintenance. The spill was self-reported and WE completed remediation.

11) Exercise/Training Reports – Haugom advised that there will be a tabletop exercise 05/28/15 in conjunction with Dodge County and the City of Watertown. It will be an Amtrak train derailment. There will be mass casualties and a large focus will be placed on first responders and how they would respond to that type of situation. The Red Cross and Salvation Army have been included. There will be a functional exercise in September on the same issue. Haugom will mail out invitations to those that should be present for the exercise.

March 10th thru March 12th is the 2015 Wisconsin Governor's Conference on Emergency Management & Homeland Security. Haugom, Haberman and Biefeld will be attending. Haugom advised that the state will pay for 1 LEPC member to attend the conference (registration to conference and 2 nights in hotel if you live more than 50 miles from the conference/parking if you drive to conference) – two training sessions would need to be attended. The conference is being held at the Hilton in Milwaukee. If anyone is interested in attending they should contact Haugom as soon as possible.

Haugom and Haberman will also be attending some pre-conference training on Agro Terrorism and Principles of Planning and Implementation Recovery.

Haberman has been working on completing training requirements and will be attending the All Hazards Mitigation Planning Workshop in April. Haugom and Haberman also have E-sponder training scheduled in May.

Biefeld advised that he has three classes to complete before he can take his final exam for Wisconsin Certified Emergency Manager (WCEM).

12) Update on Commercial Pool & Spa – Haugom advised that Christine Hanson (Assistant Corporation Counsel) is still reviewing material and that this is still active.

13) Updated Off-site Plans (Nov 2014-Feb 2015) – Haugom advised what facility plans have been completed or are currently being updated (listed below). Haugom and Haberman initially conducted the off-site visits together but Haberman has started going on her own (starting with United Cooperative)

- Crystal Farms – Lake Mills – Sulfuric Acid (4,988 lbs.)
- City of Lake Mills Wastewater Treatment Plan – Chlorine (1,500 lbs) & Sulfur Dioxide (900 lbs)
- Frontier-Servco FS – Whitewater – Anhydrous Ammonia (222,000 lbs)
- Generac – Jefferson – Sulfuric Acid (4,715 lbs)
- Jones Dairy Farm – Anhydrous Ammonia (94,000 lbs) & Sulfuric Acid (4,266 lbs)
- Wisconsin Bell – Watertown – Sulfuric Acid (3,533 lbs)
- United Cooperative – Johnson Creek – Anhydrous Ammonia (213,000 lbs)

Hable asked that Haberman invite LEPC members to the off-site visits. Discussion was had regarding possibly conducting a LEPC meeting at an off-site visit. Haberman will work on scheduling that for a future meeting.

14) Industry Reports

a) American Red Cross – Gander (Red Cross Disaster Program Specialist) and two volunteers (Barbara Provenzano and Patricia Erb) were in attendance. Gander advised that the Red Cross is currently re-structuring the state of WI into 5 regions (similar to FEMA) and the re-structuring is going well.

Also at this time they are working on training with new volunteers as well as working hand in hand with other agencies such as the Salvation Army. Some of the Red Cross projects for 2015 are as follows:

- **Home Fire Fatality Reduction** – installing smoke detectors in areas of need
- **Pillowcase Project (funded by Disney)** – Kindergarten through 5th grade – teaching about preparedness and planning.

- **Casework** – providing money cards, hotel, food/clothing and other necessities to those in need as well as working on follow-up and providing other resources.
- b) **Salvation Army** – Swinehart advised that the Salvations Army’s main goal for Jefferson County is finding local volunteers and having them trained and ready to respond to an emergency/disaster. Volunteers are required to have 8 hours of training before they can respond.

The Salvation Army does have vouchers available for small scale disasters which could include additional lodging, other necessity items and re-furnishing as examples. They are currently working with those in need on rental and utility assistance. Their Kettle Campaign has been completed and it was a successful year.

- c) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5 Update** – Hable advised that WHEPP no longer exists and that it has merged Hospitals, Public Health, Emergency Management, RTAC, and EMS as a Healthcare Coalition.
- d) **Jefferson County Public Health** – Scott stated that she has been involved in Ebola and Measles projects/training with hospitals and EMS – focusing on response, proper training and education. Scott also advised that she will be working with Haugom on a Mass Care Plan. The Healthcare Coalition will have staff in place by June 1st. The coalition will have a part time medical director an RTAC person and a full-time coordinator. They will be forming a board that will consist of 2 representatives from each area. The coalition will become a 501C3 and we will be in the SC region.

15) **Correspondence** – No correspondence

16) **Next Meeting Date** - Wednesday, May 27, 2015 at 1:00 pm – Rm 12 UW-Extension

17) **Meeting Adjourned** – Motion made by Hable, Second by Haugom to adjourn at 2:15 pm