

**JEFFERSON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

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

**WEDNESDAY, MAY 27, 2015 at 1:00 p.m.**

**MEETING MINUTES**

- 1) **Call to Order** – The meeting was called to order at 1:07 pm.
  
- 2) **Roll Call – Members Present:** Kraig Biefeld, Donna Haugom, Gail Scott, Ted Tuchalski, Nycol Haberman, Sheriff Paul Milbrath, Michael Koller, Pearl Wallace **Others Present:** Robert Stray  
  

**Robert Stray has informed the committee that the May meeting would be his last.  
Thank you Robert for your many contributions to the committee!**
  
- 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 February 18, 2015 Meeting Minutes** – not able to establish a quorum so approval of minutes will be moved to the next meeting.
  
- 7) **Communications** – None
  
- 8) **E-sponder Presentation** – The speaker was not at meeting so no presentation was given.
  
- 9) **Changes to By-laws** –Haugom stated there was one part of the by-laws that we had to change according to the state statutes for preparation and distribution of the LEPC Plans to identify how we were going to distribute them, where they were going to be kept and how we were going to review the County Wide Hazardous Material Response Plan. The eight counties of the southeast region met and decided on the following paragraph which has been approved by the state:

*XV) Preparation and Distribution of LEPC Plans*

*The development and review of the County Wide Hazardous Materials Response Plan and Site Specific Facility Off-Site Plans shall be in accordance with state planning guidance and Subchapter VI, Emergency Planning, 323.60, Wis. Stats., and the operational requirements of the LEPC. Distribution of the County Wide Hazardous Materials Response Plan and Site Specific Facility Off-Site Plans will be accomplished electronically and shall include the emergency response agencies for applicable local units of government. Copies of the most recent published plans will be available for public review at the Jefferson County Office of Emergency Management, 411 S Cetner Avenue, Jefferson WI 53549 during normal working hours.*

Approval by the committee for the amended by-laws will be moved to the next meeting because a quorum was not established.

**10) Hazardous Materials Spills/Billings** – Haugom advised that there has been one spill – Standard Process Inc – 1200 West Royal Lee Dr Palmyra, WI 53156. On 05/01/2015 they reported that the leak happened on 04/30/2015, that the source was evaporative condenser #1 and that the condenser was pumped down and isolated. They said that this was found during a routine inspection and that the amount of Ammonia lost was 2,000 lbs.

The initial verbal release was followed up with a formal written release on 05/05/2015 giving the following information:

Cause of release: corroded tubes on ammonia condenser (EC1, Asset #4536)

Duration of release: Estimated 36-48 hours

Chemical Involved: Anhydrous ammonia CAS #7464-41-7

Estimated quantity released: 2,000 lbs

Medium into which the release occurred: Condenser sump water, air, sanitary municipal sewer

Health risks: None – release was confined to roof top area and most was absorbed by the water in the condenser system.

On 05/06/2015 Haugom received a follow up e-mail stating that on 05/01/2015 leaks were discovered in at least two of the condenser tubes but there was no indication that the leak was significant. Standard Process erred on the side of caution and notified the National Response Center, The Wisconsin Emergency Response Board and the Jefferson County Emergency Planning Committee immediately. Based on the spot readings at that time the release was estimated to have been approximately 2,000 lbs over a 20 hour period. On 05/04/2015 Standard Process added 2,000 lbs of anhydrous ammonia back into the system. By the morning of 05/05/2015 the system had stabilized to a higher level than expected indicating

that the loss of ammonia was not as great as originally estimated. After further analysis it was determined that the actual amount released was approximately 1,000 lbs and that the release occurred over the entire month rather than the 20 hour period originally projected. The release appeared to occur at a steady rate of approximately 40 lbs per day, which is below the 100 lbs per day reportable quantity.

Haugom stated that they called the day after it happened and followed it up with a written report which was everything they were supposed to do.

**11) Update on Commercial Pool & Spa** – Haugom stated that Corporation Counsel sent a letter to Commercial Pool & Spa on 04/24/2015 outlining the previous resolution offers that have been made. This letter was to renew the most recent offer of \$2,555.61 and asked for payment to be submitted by 06/01/2015. The letter states that if a response is not received by that date that a suit will commence to recover the full amount of costs of the spill response.

Biefeld gave a brief summary of the history of the Commercial Pool & Spa incident and further discussion was had.

**12) Updated Off-site Plans (Feb 2015-May 2015)** – Haberman gave a brief update on the status of each facility plan listed below (2015 2<sup>nd</sup> half plan of work).

- United Cooperative – Johnson Creek Anhydrous Ammonia (213,000 lbs) – site visit has been completed and Haberman has updated the plan. The rough draft has been sent to United Cooperative for their review.
- BASO Gas Products – Watertown – Anhydrous Ammonia (4,377 lbs.) – still waiting to schedule the site visit
- Whitewater Wastewater Treatment – Whitewater – EHS has been removed, final transmittal has been prepared and sent to the state
- MCC – Wisconsin LLC – Watertown – have received verbal notification that plant is closed and EHS has been removed. Still waiting on formal notification in writing/on letterhead and then will prepare a final transmittal
- Concord Generating Station – Watertown – Sulfuric Acid (300,900 lbs) – site visit has been completed and Haberman has updated the plan. The rough draft has been sent to Concord Generating Station for their review.
- Diversey – Watertown – Ammonia (8,880 lbs), Hydrofluoric Acid (516 lbs) and Sulfuric Acid (80,380 lbs) – site visit was scheduled for 05/22/2015 but Diversey asked to re-schedule sometime in the month of June.

### **13) Industry Reports**

- a) **American Red Cross** – no representative present at meeting
- b) **Salvation Army** – no representative present at meeting

- c) **Southern Region Health Care Coalition** – Biefeld stated there was a board meeting on May 5<sup>th</sup> to discuss what quorums are and what the meetings will be like. This does not go into effect until July 1, 2015. The next business meeting will be June 5, 2015.

**14) Correspondence** – No correspondence

**15) Next Meeting Date** - Wednesday, August 19, 2015 at 1:00 pm – Lake Mills Fire Department – 120 Veterans Lane, Lake Mills

**16) Meeting Adjourned** – Biefeld adjourned at 1:27