

**JEFFERSON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

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

**Friday, February 24, 2017 at 1:00 p.m.**

**MEETING MINUTES**

- 1) **Call to Order** – The meeting was called to order at 1:04 pm.
- 2) **Roll Call – Members Present:** Kraig Biefeld, Adam Bols, Nycol Haberman, Paul Hable, Donna Haugom (called in via telephone), Jeff Larkin, Ryan Leslie, Captain Duane Scott, Amy Fairfield (for Gail Scott), Chief Vern Butzine (called in via telephone)
- 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 for November 2, 2016 Meeting Minutes** – Hable motioned to approve, second by Captain Scott – all ayes
- 7) **Communications** – None
- 8) **Discussion on Compliance Inspector Designation** – Biefeld explained that we vote on this every year but we always refer back to having the State of Wisconsin as our Compliance Inspector – Hable motioned to approve, second by Chief Butzine – all ayes
- 9) **Discussion on Hazardous Materials Spills/Billing – from 11/02/16 to 02/14/17** – Haugom stated there were no spills or billings to report.
- 10) **Discussion on implementation of Integrated Public Alert & Warning System(IPAWS)** – Haugom explained that IPAWS is in place. The county has been working with AlertSense and is in the process of creating a protocol for use of the system. There are 4 people trained in sending out messages (2 Dispatchers, Todd Lindert – Communications Supervisor and Donna Haugom – EM Director). The messages can be created through dispatch, on a computer or using a phone. When one of the authorized users creates a message it will be

sent to FEMA first for approval and once FEMA approves the message is sent out via cell towers.

**11) Discussion on Emergency Management LEAN Project** – Haberman explained that she and Haugom attended LEAN training provided by the county. This training is to be used to take current procedures and make them more efficient. Initially EM started the training as observers and then decided to use the off-site plan process as a project to be worked on. That project is in process and is currently being worked on to eventually reach the end goal of creating the plan same day as the facility visit.

**12) Updated Off-site Plans (11/02/16 to 02/14/17)** – **Haberman explained that she is currently working completed the plan updates for the 2017 Plan of Work 1<sup>st</sup> half. The agenda provided information on the facilities that are currently being updated.**

First Half Plan of Work 2017

**Lakeland Cold Storage** – Lake Mills – Sulfuric Acid, Max Daily Amount Reported 4,998 lbs. – Visit complete and plan update is being worked on

**Wis-Pak** – Watertown – Anhydrous Ammonia, Max Daily Amount Reported 7,584 lbs – Sulfuric Acid (Batteries), Max Daily Amount Reported 19,200 lbs. – Sulfuric Acid 93% (Wastewater Treatment), Max Daily Amount Reported 23,000 lbs. – Visit complete and plan update is being worked on

**Generac Power Systems** – Whitewater – Sulfuric Acid(Batteries), Max Daily Amount Reported 44,159 lbs. – Sulfuric Acid 30% (Wastewater Treatment), Max Daily Amount Reported 31,311 lbs. – Visit complete and plan update is being worked on

**Whitewater Cogeneration Facility** – Whitewater – Sulfuric Acid, Max Daily Amount Reported 54,000 lbs. – Visit complete and plan update is being worked on

**Generac** – Collins Rd Jefferson – Sulfuric Acid, Max Daily Amount Reported 4,856 lbs. – Visit complete and plan update is being worked on

**Schiller Grounds Care Inc.** – Johnson Creek – Sulfuric Acid, Max Daily Amount Reported 4,375 lbs. – Visit scheduled for 2/14/17

Haberman stated she has also been working on a mailing for the upcoming farm plan update which is scheduled for the 2017 2<sup>nd</sup> half. The form is being mailed to request information be returned regarding the chemicals that are being stored on farms within the county. Due to the volume of farms on the list it was necessary to complete some prep-work during the 1<sup>st</sup> half.

### **13) Industry Reports**

a) **American Red Cross** – No representative present.

b) **Salvation Army** – No representative present.

- c) **South Central Health Care Coalition** – Hable explained that the focus is primarily going to be for educational activity. There is a strong effort to bring in more participants from other agencies that might have an impact. Biefeld stated that on April 6, 2017 there will be a tabletop exercise on hospital evacuation. On June 2, 2017 it is planned to have a multi-disciplinary full day event.

**14) Correspondence** – No correspondence

**15) Next Meeting Date** - May 17, 2017 at 1:00 pm – Rm 12 UW-Extension

**16) Meeting Adjourned** – Biefeld adjourned at 1:29 – motioned by Captain Scott, second by Hable