

**JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

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

Wednesday, August 16, 2017 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, Adam Bols, Nycol Haberman, Robert DeWolfe, Paul Hable, Donna Haugom, Jeff Larkin, Gail Scott
Others Present: Ian Lehrer (Nestle Purina)
***quorum was not established**
- 3) **Certifications of Compliance with the Open Meetings Law** – In compliance.
- 4) **Review of the Agenda** – The agenda was reviewed; no changes made.
- 5) **Public Comments** – There were no comments from the public.
- 6) **Discussion and Possible Approval for February 24, 2017 and May 17, 2017 Meeting Minutes** – As a quorum was not established the approval of the minutes will be moved to the next meeting.
- 7) **Communications** – None
- 8) **Discussion on Hazardous Materials Spills/Billing – from 05/17/17 to 08/15/17** – Haugom stated there were no spills reported.
- 9) **Updated Off-site Plans (05/17/17 to 08/15/17) – Haberman gave an update on the plans that are in the process of being updated.**

2017 Plan of Work – 2nd Half

- Jefferson County-Wide Farm Plan – plan update in process
- Jones Dairy Farm (Update) – Fort Atkinson – Anhydrous Ammonia, Max Daily Amount Reported 94,500 lbs., Sulfuric Acid, Max Daily Amount Reported 4,266 lbs. – visit complete – plan update in progress

- Keystone (Update) – Jefferson- Anhydrous Ammonia, Max Daily Amount Reported 1,538 lbs. – visit complete – plan update in progress
- Wal-Mart Supercenter 3499 (Update) – Jefferson – Sulfuric Acid, Max Daily Amount Approximately 1,600 lbs. – visit complete – plan update in progress
- Watertown Water Department West Street (Update) – Watertown – Chlorine, Max Daily Amount Reported 750 lbs. – visit complete – plan update in progress
- Watertown Water Department First Street (Update) – Watertown – Chlorine, Max Daily Amount Reported 750 lbs. – this site is currently under construction and has no EHS on site – state gave permission to move this to 2018
- Trek – WI Distribution Center (New Plan) – Johnson Creek – Sulfuric Acid, Max Daily Amount Reported 4,325 lbs. – visit complete – plan update in progress
- Frontier Communications (New Plan) – Lake Mills – Sulfuric Acid, Max Daily Amount Reported 1,226 lbs. – visit complete – waiting for information from facility to verify quantity of Sulfuric on site. They may be under the planning threshold.
- Frontier Communications (New Plan) – Waterloo – Sulfuric Acid, Max Daily Amount Reported 544 lbs. – if this amount is verified as accurate this will not be considered a planning facility – waiting on information from facility.

10) Industry Reports

- American Red Cross** – No representative present.
- Salvation Army** – No representative present.
- South Central Health Care Coalition** – Hable explained that the focus has now expanded to a whole community emergency response.

11) Correspondence – No correspondence

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

13) Meeting Adjourned – at 1:47 – motioned by Biefeld, second by Hable