

JEFFERSON COUNTY
LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE
COURTHOUSE, ROOM 112 / 311 S CENTER AVENUE/ JEFFERSON WI 53549
FRIDAY, APRIL 28, 2017 @ 8:30 A.M.

COMMITTEE MEMBERS: DWAYNE MORRIS (CHAIR), KIRK LUND, ED MORSE, MICHAEL WINEKE AND DICK SCHULTZ

1. CALL TO ORDER
2. ROLL CALL (ESTABLISH A QUORUM)
3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW
4. REVIEW THE AGENDA
5. PUBLIC COMMENT – MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE COMMITTEE ON SPECIFIC AGENDA ITEMS MUST REGISTER THEIR REQUEST AT THIS TIME.
6. APPROVAL OF MINUTES FROM THE MARCH 24, 2017 MEETING
7. REVIEW EMERGENCY MANAGEMENT BUDGET
8. DISCUSSION ON OFF-SITE PLANS 2017 PLAN OF WORK – 1ST HALF
 - a. LAKELAND COLD STORAGE (UPDATE) – LAKE MILLS – SULFURIC ACID, MAX DAILY AMOUNT REPORTED 4,998 LBS. – COMPLETE
 - b. WIS-PAK (UPDATE) – 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. – COMPLETE
 - c. GENERAC POWER SYSTEMS (UPDATE) – WHITEWATER – SULFURIC ACID(BATTERIES), MAX DAILY AMOUNT REPORTED 44,159 LBS. – SULFURIC ACID 30% (WASTEWATER TREATMENT), MAX DAILY AMOUNT REPORTED 31,311 LBS. – COMPLETE
 - d. WHITEWATER COGENERATION FACILITY (UPDATE) – WHITEWATER – SULFURIC ACID, MAX DAILY AMOUNT REPORTED 54,000 LBS. – COMPLETE
 - e. GENERAC (NEW) – COLLINS RD JEFFERSON – SULFURIC ACID, MAX DAILY AMOUNT REPORTED 4,856 LBS. – COMPLETE
 - f. SCHILLER GROUNDS CARE INC. (UPDATE) – JOHNSON CREEK – SULFURIC ACID, MAX DAILY AMOUNT REPORTED 4,375 LBS. – COMPLETE
9. DISCUSSION ON OFF-SITE PLANS 2017 PLAN OF WORK – 2ND HALF
 - a. JEFFERSON COUNTY-WIDE FARM PLAN
 - b. JONES DAIRY FARM (UPDATE) – FORT ATKINSON – ANHYDROUS AMMONIA, MAX DAILY AMOUNT REPORTED 94,500 LBS., SULFURIC ACID, MAX DAILY AMOUNT REPORTED 4,266 LBS.
 - c. LD FOODS (UPDATE) – JEFFERSON- ANHYDROUS AMMONIA, MAX DAILY AMOUNT REPORTED 1,538 LBS.
 - d. WAL-MART SUPERCENTER 3499 (UPDATE) – JEFFERSON – SULFURIC ACID, MAX DAILY AMOUNT APPROXIMATELY 1,600 LBS.
 - e. WATERTOWN WATER DEPARTMENT WEST STREET (UPDATE) – WATERTOWN – CHLORINE, MAX DAILY AMOUNT REPORTED 750 LBS.
 - f. WATERTOWN WATER DEPARTMENT FIRST STREET (UPDATE) – WATERTOWN – CHLORINE, MAX DAILY AMOUNT REPORTED 750 LBS.
 - g. TREK – WI DISTRIBUTION CENTER (NEW PLAN) – JOHNSON CREEK – SULFURIC ACID, MAX DAILY AMOUNT REPORTED 4,325 LBS.
 - h. FRONTIER COMMUNICATIONS (NEW PLAN) – LAKE MILLS – SULFURIC ACID, MAX DAILY AMOUNT REPORTED 1,226 LBS.
 - i. 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.

10. DISCUSSION ON FEBRUARY 2017 - APRIL 2017 ACTIVITIES

- a. PLAN OF WORK
- b. SOUTH CENTRAL HEALTHCARE COALITION MEMBERS MEETINGS – REGION 7
- c. WISCONSIN VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER COMMITTEE
- d. POLICE CHIEFS & SHERIFF ASSOCIATION MEETINGS
- e. EMS ASSOCIATION MEETINGS
- f. FIRE CHIEF'S ASSOCIATION MEETINGS
- g. EMERGENCY MANAGEMENT PRESENTATION TO JEFFERSON KIWANIS
- h. EMERGENCY MANAGEMENT PRESENTATION TO NURSING STUDENTS
- i. PUBLIC/PRIVATE PARTNERSHIPS
- j. FAMILY ASSISTANCE CENTER PLANS
- k. DEBRIS MANAGEMENT PLANS
- l. SE REGION WI EMERGENCY MANAGEMENT MONTHLY MEETINGS
- m. SE REGION COLLABORATION MEETINGS – EOC POSITION TEMPLATES
- n. LOCAL EMERGENCY PLANNING COMMITTEE MEETINGS
- o. COURTHOUSE SECURITY AND FACILITIES COMMITTEE MEETINGS
- p. WISCONSIN EMERGENCY MANAGEMENT GOVERNOR'S CONFERENCE
- q. SE REGIONAL STATEWIDE COMMUNICATION INTEROPERABILITY PLANS (SCIP) COUNCIL MEETINGS
- r. DEPARTMENT HEAD MEETINGS
- s. MEETING – TOWN OF JEFFERSON CHAIR – EMERGENCY MANAGEMENT
- t. MORNING MAGAZINE WFAW – TORNADO & SEVERE WEATHER AWARENESS WEEK
- u. SEVERE WEATHER SPOTTER TRAINING CLASS
- v. LUNCH & LEARN – JEFFERSON COUNTY HUMAN SERVICES – EMERGENCY MANAGEMENT/PREPAREDNESS
- w. CHILDREN'S SHARE AND CARE FAIR – FAMILY PREPAREDNESS
- x. SOUTH CENTRAL HEALTHCARE COALITION TABLE TOP EXERCISE
- y. TRAININGS/ WORKSHOPS/ WEBINARS
- z. DAILY OPERATIONS

15. CORRESPONDENCE

16. DATE AND TIME OF NEXT MEETING – FRIDAY, MAY 26, 2017 AT 8:30 A.M.

17. ADJOURN

A QUORUM OF ANY JEFFERSON COUNTY COMMITTEE, BOARD, COMMISSION OR OTHER BODY, INCLUDING THE JEFFERSON COUNTY BOARD OF SUPERVISORS, MAY BE PRESENT AT THIS MEETING

INDIVIDUALS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE COUNTY ADMINISTRATOR AT 920-674-7101 24 HOURS PRIOR TO THE MEETING SO APPROPRIATE ARRANGEMENTS CAN BE MADE.

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| PLAN OF WORK REQUIREMENTS | | | |
| I. PLANNING | | | |
| Section A - County/Tribal Emergency Operations Plan (EOP) (Annexes format) Tribe only develop/update applicable annexes. | Period Scheduled | Date Sent to Regional Office | Comments |
| Update of Basic Plan | N/A | | |
| Update of Annex A (Direction and Control) | N/A | | |
| Update of Annex B (Warning & Communications) | N/A | | |
| Update of Annex C (Resource Management) | N/A | | |
| Update of Annex D (Law Enforcement) | N/A | | |
| Update of Annex E (Evacuation and Sheltering) | N/A | | |
| Update of Annex F (Human Services) | N/A | | |
| Update of Annex G (Public Works and Engineering) | N/A | | |
| Update of Annex H (Health and Medical) | N/A | | |
| Update of Annex I (Radiological) | N/A | | |
| Update of Annex J (Public Information) | N/A | | |
| Update of Annex K (Fire and Rescue) | N/A | | |
| Update of Annex L (Damage Assessment) | N/A | | |
| Update of Table of Contents | N/A | | |
| Update of Acronyms | N/A | | |
| Update of Legal Basis | N/A | | |
| Update of Phone List | N/A | | |
| Crosswalk to CPG 101 V. 2 | N/A | | |
| Planning Narrative | N/A | | |
| Section A - County/Tribal Emergency Response Plan (ERP) (Emergency Support Function [ESF] format) Tribe only develop/update applicable ESF's. | Period Scheduled | Date Sent to Regional Office | Comments |
| Update Basic Plan | 1 | 3/28/17 | Posted to E-Sponder |
| Update ESF 1 (Transportation) | 1 | 12/29/16 | Posted to E-Sponder |
| Update ESF 2 (Communications) | 1 | 1/10/17 | Posted to E-Sponder |
| Update ESF 3 (Public Works & Engineering) | 1 | 1/12/17 | Posted to E-Sponder |
| Update ESF 4 (Firefighting) | 1 | 1/18/17 | Posted to E-Sponder |
| Update ESF 5 (Emergency Management) | 1 | 2/14/17 | Posted to E-Sponder |
| Update ESF 6 (Human Services) | 1 | 3/2/17 | Posted to E-Sponder |
| Update ESF 7 (Resource Support) | 1 | 3/2/17 | Posted to E-Sponder |
| Update ESF 8 (Public Health) | 1 | 3/17/17 | Posted to E-Sponder |
| Update ESF 9 (Urban Search & Rescue) | 1 | 3/17/17 | Posted to E-Sponder |
| Update ESF 10 (HAZMAT) | 1 | 3/17/17 | Posted to E-Sponder |
| Update ESF 11 (Agriculture) | 1 | 3/17/17 | Posted to E-Sponder |
| Update ESF 12 (Energy) | 2 | | |
| Update ESF 13 (Public Safety) | 2 | | |
| Update ESF 14 (Long Term Recovery) | 2 | | |
| Update ESF 15 (External Affairs) | 2 | | |
| Update ESF 16 (Hospitals) | 2 | | |
| Update ESF 17 (Animal) | 2 | | |
| Update ESF 18 (Fatality Management) | 2 | | |
| Update Radiological Incident Annex | 2 | | |
| Update of Table of Contents | 2 | | |
| Update of Acronyms | 2 | | |
| Update of Legal Basis | 2 | | |
| Update of Phone List | 2 | | |
| Crosswalk to CPG 101 V. 2 | 1 & 2 | 3/20/17 | No changes made to affect crosswalk |
| Planning Narrative | 1 & 2 | 3/28/17 | 1st Half FFY 17/E-mailed to SE Region |

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| <i>Any other Emergency Support Functions (ESFs) - Insert as needed.</i> | | | |
| | | | |
| Section B - County/Tribal Hazard Analysis <i>Required if the County/Tribe does not have a current All-Hazard Mitigation Plan</i> | Period Scheduled | Date Sent to Regional Office | Comments |
| County/Tribal Hazard Analysis | 2 | | |
| | | | |
| Section C - EPCRA (COUNTY ONLY) Complete, sign and submit the Strategic Plan Transmittal and LEPC Administrative Review to regional office. Required to apply for Computer/ Hazmat Grant. | Period Scheduled | Date Sent to Regional Office | Comments |
| Complete and submit the EPCRA Countywide Strategic Plan to include the following plan elements: | | | |
| <i>Promulgation statement</i> | 1 | 1/17/17 | E-Mail |
| <i>Hazard Analysis:</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Updated list of planning and Tier II facilities</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Identification of major transportation routes</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>List of most common EHS at fixed facilities</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Hazmat Response Capability:</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Identification of emergency response team</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Updated resource list</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Emergency response team procedures</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Process for maintaining or increasing hazmat emergency response capability:</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Hazmat training program</i> | 1 | 1/17/17 | Posted to E-Sponder |
| <i>Local training efforts listed</i> | 1 | 1/17/17 | Posted to E-Sponder |
| | | | |
| Local Emergency Planning Committee (LEPC) Administrative Requirements: | | | |
| <i>LEPC membership roster (meet requirements as listed in Grant Announcement)</i> | 1 | 3/20/17 | E-Mailed to SE Region |
| <i>LEPC established rules or by-laws addressing committee functions:</i> | | | |
| <i>Compliance Inspector</i> | 1 | 2/24/17 | LEPC appointed State Inspector |
| <i>Public notification of committee activities</i> | | | |
| <i>Public meetings</i> | | | |
| <i>Public comments</i> | | | |
| <i>Distribution of the emergency plan</i> | | | |
| <i>Procedures for receiving and processing public requests</i> | | | |
| <i>Publish Annual EPCRA Public Notice</i> | 1 | 1/25/17 | Ran in Daily Jefferson County Union 1/11/17 |
| | | | |
| | Number of Plans | | Comments |
| First-Half Update of Off-Site Plans: Facility Name and Facility ID#. <i>Insert lines as needed.</i> | Period Scheduled | Date Sent to Regional Office | |
| Lakeland Cold Storage ID#199449 | 1 | 3/2/17 | Posted to Esponder |
| WIS-PAK of Watertown ID#12924 | 1 | 3/17/17 | Posted to Esponder |
| Generac Power Systems, Inc. ID#196372 | 1 | 3/28/17 | Posted to Esponder |
| Whitewater CoGeneration Facility ID#165276 | 1 | 3/29/17 | Posted to Esponder |
| Schiller Grounds Care Inc. ID#22735 | 1 | 3/28/17 | Posted to Esponder |
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| Second-Half Update of Off-Site Plans: Facility Name and Facility ID#. Insert lines as needed. | Period Scheduled | Date Sent to Regional Office | Comments |
| Jefferson County-wide Farm Plan | 2 | | |
| Jones Dairy Farm ID#6030 | 2 | | |
| LD Foods ID#11140 | 2 | | |
| Walmart Supercenter 3499 ID#198419 | 2 | | |
| Watertown Water Department West Street ID#37730 | 2 | | |
| Watertown Water Department First Street ID#77118 | 2 | | |
| | | | |
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| | | | |
| First-Half Development of New Off-Site Plan(s) Insert lines as needed. | Period Scheduled | Date Sent to Regional Office | Comments |
| Generac Power Systems, Inc. ID#200898 | 1 | 3/17/17 | Posted to Esponder |
| | | | |
| | | | |
| Second-Half Development of New Off-Site Plan(s) Insert lines as needed | Period Scheduled | Date Sent to Regional Office | Comments |
| Trek - WI Distribution Center JC ID#200996 | 2 | | |
| Frontier Communications - Lake Mills ID#39788 | 2 | | |
| Fronier Communications - Waterloo ID#22278 | 2 | | |
| | | | |
| II. TRAINING | | | |
| Section A - Minimum Required Training (See Information and Guidance Memo 8-10-11) Click on this cell for a schedule of course offerings or visit <u>https://www.trainingwisconsin.org</u> List Course number and name. Insert lines as needed. | Period Scheduled | Date Sent to Regional Office | Comments |
| | | | |
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| Other Training Venue: | | | |
| Local Training | | | |
| | | | |
| Emergency Management Institute (EMI) / Independent Study (IS) Click here for a list of course offerings. Indicate which course(s) you plan to complete. | | | |
| | | | |
| State-Sponsored Training and Courses Click here for a schedule of course offerings. Indicate which course(s) you plan to attend. | | | |
| Local Volunteer Donations Management | 1 | 10/11/16 | WEMA Conference - Donna Haugom |
| | | | |
| Section B - Conferences | Period Scheduled | Date Sent to Regional Office | Comments |
| Attend WEMA Conference- October | 1 | | Donna Haugom Attended |
| Attend All County and Tribal Directors Meeting- October | 1 | | Donna Haugom Attended |
| Attend HS & EM (Governor's) Conference- March | 1 | | Nicol Haberman Attended - Donna Haugom Family Emergency - Excused |

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| Attend Wisconsin Training and Exercise Planning Workshop (TEPW) - Spring | 1 | | Scheduled for April 6th |
| III. EXERCISING | | | |
| <i>Indicate which exercise meets EPCRA Exercise requirement (TT & FE or TT & FS in 4-yr cycle 2016-2020) in the comments section.</i> | Period Scheduled | Date Sent to Regional Office | Comments |
| Plan/Conduct Tabletop Exercise | | | |
| Plan/Conduct Functional Exercise | | | |
| Plan/Conduct Full Scale Exercise | 1 | | 10/22/16 Mass Fatality/Dodge-Jefferson-City of Watertown (EMPG) |
| Participate in three (3) EMPG Exercises | 1 & 2 | | 10/22/16 - 5/4/17 - 9/12/17 |
| IV. OUTREACH | | | |
| Section A - Tornado and Severe Weather Awareness Campaign <i>Indicate three (3) or more activities comprising the campaign:</i> | Period Scheduled | Date Sent to Regional Office | Comments |
| Severe Weather Spotter Training | 2 | | 11-Apr-17 |
| Distribute Drill Schedule | 1 | 2/2/2017 & 3/22/17 | Schools/Municipalities/County Employees/Media/Chambers |
| Press Release Best Available Shelter Suggestions | 2 | | |
| | | | |
| Section B - EPCRA Outreach Campaign (County Only) <i>Indicate three (3) or more activities comprising the campaign:</i> | Period Scheduled | Date Sent to Regional Office | Comments |
| Clean Sweep Campaigns (Notices) | 1 & 2 | | Newspaper |
| Clean Sweep Events | 1 & 2 | | April 7-8, 2017/September 22-23 2017 |
| Clean Sweep Public Education | 1 & 2 | | Community Events/Flyers |
| | | | |
| Section C - Additional Outreach Campaign <i>Indicate three (3) or more activities comprising the campaign:</i> | Period Scheduled | Date Sent to Regional Office | Comments |
| Letter to Editor - Family Preparedness | 1 | | Sent to Daily Jefferson County Union 1/24/17 |
| Family Preparedness/EPCRA Information - County Fair | 2 | | |
| Family Preparedness mailed to Libraries | 2 | | |
| | | | |
| | | | |
| V. DISASTER | | | |
| Section A - Disaster Activities | Period Scheduled | Date Sent to Regional Office | Comments |
| Submit situation reports, damage assessment reports and UDSR | | | As Required |
| Perform tasks associated with administration of the Wisconsin Disaster Fund | | | As Required |
| Perform task associated with administration of the Public Assistance (PA) Program | | | As Required |
| Perform task associated with administration of the Hazard Mitigation Program | | | When Possible |
| VI. MEETINGS | | | |
| Section A - Meetings | Period Scheduled | Date Sent to Regional Office | Comments |
| Attend Scheduled Regional Meetings | 1 & 2 | | |
| Report to Oversight Committee Meetings | 1 & 2 | | |
| | | | |

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| PROGRAM INITIATIVES | | | |
| VII. LOCAL PARTNERSHIPS | | | |
| Section A -Local Initiatives | Period Scheduled | Date Sent to Regional Office | Comments |
| <i>Insert Local Initiatives (Example: Public/ Private Partnership, COOP Workgroup, IMT, Local Healthcare Coalition,)</i> | | | |
| South Central Health Care Coalition | 1 & 2 | | |
| Public/Private Partnerships | 1 & 2 | | |
| Continuity of Operations Planning - Business/County | 1 & 2 | | |
| | | | |
| Section B - Meetings | Period Scheduled | Date Sent to Regional Office | Comments |
| VOAD Board Meetings | | | |
| Jefferson County Chief's and Sheriff Association Meetings | | | |
| Jefferson County Fire Chief's Association Meetings | | | |
| Law Enforcement/Emergency Management Meetings | | | |
| Jefferson County EMS Association Meetings | | | |
| Local Emergency Planning Committee Meetings | | | |
| Courthouse Security and Facility Meetings | | | |
| SC Healthcare Coalition Meetings | | | |
| County Board Meetings | | | |
| Quarterly County Administrator Meetings | | | |
| Department Head Meetings | | | |
| SE Region Coalition Meetings | | | |
| Wisconsin Hazard Mitigation Team Meetings | | | |
| | | | |
| Section C - Municipal and Other Plans | Period Scheduled | Date Sent to Regional Office | Comments |
| <i>Indicate Plan Name:</i> | | | |
| Develop Municipal Plan for: | | | |
| Update Municipal Plan for: | | | |
| Dam(s) Safety Plan for: | | | |
| County/ Tribe All- Hazard Mitigation Plan | 1 & 2 | | Expires 2018 |
| Attend Hazard Mitigation Planning Workshop | | | |
| Cyber Plan | | | |
| Debris Management Plan | | | |
| Mass Fatality Plan | | | |
| Mass Casualty Plan | | | |
| Evacuation Plan | | | |
| Biological and Communicable Disease Plan | | | |
| | | | |
| | | | |
| Section D - Regional Planning | Period Scheduled | Date Sent to Regional Office | Comments |
| Continue Interoperability Emergency Communications Planning | 1 & 2 | | SE Region SCIP Implementation Council Meetings |
| | | | |
| | | | |
| Section E - Information Requests | Period Scheduled | Date Sent to Regional Office | Comments |
| Complete CI/KR | | | As Required |
| Complete Special Events | | | As Required |
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| | Period Scheduled | Date Sent to Regional Office | Comments |
| Section F - Esponder | | | |
| Review/ Update NIMS Equipment Resource List on Esponder | 2 | | |
| Register Staff/ Responders on Esponder | N/A | | DH & NH Completed |
| VIII. OTHER GRANT OPPORTUNITIES/ REPORTING | | | |
| | Period Scheduled | Date Sent to Regional Office | Comments |
| Section A - Other Grant Opportunities/ Reporting | | | |
| Pre-Disaster Mitigation Grant Application | | | |
| Pre-Disaster Mitigation Grant Quarterly Report | | | |
| Flood Mitigation Assistance Grant Application | | | |
| Flood Mitigation Assistance Grant Quarterly Report | 1 & 2 | | |
| Hazard Mitigation Grant Program (HMGP) Application | | | |
| Hazard Mitigation Grant Program (HMGP) Quarterly Report | 1 & 2 | | |
| Hazardous Materials Emergency Planning (HMEP) Grant | 2 | | |
| EPCRA Computer/ Hazmat Grant | 2 | | |
| Homeland Security Exercise Application | | | |
| Homeland Security Exercise Quarterly Report | | | |
| IX. RADIOLOGICAL | | | |
| | Period Scheduled | Date Sent to Regional Office | Comments |
| Section A - Radiological Emergency Preparedness (Selected Counties) | | | |
| NOT APPLICABLE | | | |
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