

**JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

COMMITTEE MEMBERS: GAIL SCOTT, ADAM BOLS (Chair), ROBERT DEWOLFE, DONNA HAUGOM, SHERIFF PAUL MILBRATH, PAUL HABLE, CAPTAIN DUANE SCOTT, RYAN LESLIE, NYCOL HABERMAN, *CHIEF WES BENISCH , ANGELA SWINEHART, CHIEF KRAIG BIEFELD (Vice-Chair), *WARDEN Lt. JOHN SINCLAIR, TYLER KUBICEK, REP. CODY HORLACHER, MICHAEL CLISH, *SHANA BEAL

UW-Extension (Lower level of Workforce Development Center) Room 12
864 Collins Road, Jefferson WI 53549

Wednesday, February 20, 2019 at 1:00 p.m.

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with the Open Meetings Law
4. Review of 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. Discussion and approval of the August 22, 2018 Meeting Minutes – November Meeting was cancelled due to no quorum.
7. Communications
8. Discussion and possible approval of LEPC By- Laws
9. Discussion and possible approval of State Compliance Inspector
10. Spill Reports
11. Off-site Plans 2019
 - a. Regius Rubber LLC (#200172 Update) – Waterloo – Chlorine, max daily amount reported as 450 lbs – plan in progress/visit to be scheduled – update to be complete by end of September.
 - b. Sussek Machine Corporation (#199882 update) – Waterloo – Sulfuric Acid, max daily amount reported as 2,657 – plan in progress/visit to be scheduled – update to be complete by end of September.
 - c. Generac Power Systems Jefferson (# 200382 update) – Jefferson – Sulfuric Acid, max daily amount reported as 6,745 lbs – plan in progress/visit to be scheduled – waiting for phone call from facility.
 - d. United Cooperative (# 2113 Update) – Johnson Creek – Anhydrous Ammonia, max daily amount reported as 213,000 lbs – visit complete/plan in progress.
 - e. Crystal Farms (# 34661 Update) – Lake Mills – Sulfuric Acid, max daily amount reported as 8,000 lbs – plan in progress/visit to be scheduled – waiting for phone call from the facility.
 - f. Lake Mills Wastewater Treatment Plant (# 76023 Update) – Lake Mills – Chlorine, max daily amount reported as 1,500 lbs – Sulfuric Dioxide, max daily amount reported as 900 lbs – plan in progress/visit scheduled 02/14/19.
 - g. Diversey (# 11736 Update) – Watertown – Ammonia, max daily amount reported as 1,319 lbs. – Sulfuric Acid, max daily amount reported as 4,586 lbs. – Hydrofluoric Acid, max daily amount reported as 360 lbs. - plan in progress/visit to be scheduled – update to be complete by the end of September.
 - h. Insight FS (#45335 Updated) – Whitewater – Anhydrous Ammonia, max daily amount reported as 234,270 lbs. – plan in progress/visit scheduled – update to be complete by the end of September.
 - i. Concord Generating Station (# 125898 Update) – Watertown – Sulfuric Acid, max daily amount reported as 7,700 lbs. – plan in progress/visit to be scheduled – update to be complete by the end of September.

- j. Insight FS (# 5892 Update) – Jefferson – Paraquat Dichloride, max daily amount reported as 18.4 lbs. – plan in progress/visit scheduled 02/13/19.

12. Agency Updates

- a. American Red Cross
- b. Salvation Army
- c. South Central WI Healthcare Emergency Readiness Coalition (SCWIHERC)

13. Correspondence

14. Set Time/Date Next Meeting Tentative – May 15, 2019 at 1:00 p.m., UW-Extension Room 12 or other location to be determined at a later date.

15. Adjourn

*Pending County Board Approval on March 12, 2019

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 this meeting should contact the County Administrator 24 hours prior to the meeting at (920) 674-7101 so appropriate arrangements can be made

**JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

UW-Extension (Lower level of Workforce Development Center) Room 12
864 Collins Road, Jefferson WI 53549

Wednesday, August 22, 2018 at 1:00 p.m.

MEETING MINUTES

- 1) **Call to Order** – The meeting was called to order at 1:03 p.m.
- 2) **Roll Call – Members Present:** Chief Kraig Biefeld (Chair), Nycol Haberman, Paul Hable, Sheriff Paul Milbrath, Gail Scott, Bob DeWolfe, Wes Benisch for Chief Vern Butzine, DNR – Lt. John Sinclair, Tyler Kubicek, Adam Bols (Vice Chair)
Others Present: Anita Martin (Public comment)
- 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** – Anita Martin asked for explanation as to when facilities are added as an EHS planning facility – Haberman explained the process.
- 6) **Discussion and Possible Approval for February 21, 2018 and May 16, 2018 Meeting Minutes** – Motion made to approve minutes by Hable, Second by DeWolfe – all ayes. Motion Carried.
- 7) **Communications** – None
- 8) **Election of Vice Chair** – Discussion was had that Adam Bols has served 2 years as Vice Chair and will move to Chair. Chief Kraig Biefeld volunteered for the Vice Chair position and no other nominations were made by the committee. Motion made by Benisch to elect Chief Kraig Biefeld as Vice Chair for Jefferson County LEPC Committee, Second by DeWolfe – all ayes. Motion Carried.
- 9) **Discussion and possible approval of Compliance Inspector** – Motion made by Milbrath to designate the State Compliance Inspector as the Compliance Inspector for Jefferson County, Second by G. Scott – all ayes. Motion Carried.
- 10) **Presentation by DNR – Lt. John Sinclair** – Lt. Sinclair provided information regarding spill requirements – reportable versus non-reportable. A spill is reportable if; there is an

impact to human health, impact to the environment, there is a fire, explosion or safety hazard, if the spill is not cleaned up or is on-going or if the spill meets reporting minimums. This information is outlined on the DNR website and there is also a 24/7 reporting hotline. When a spill is reported the DNR Local Spills Coordinator, as well as the warden for the area will be immediately notified. The spill situation is then triaged; sometimes over the phone, which may include an inspection of the location depending on the severity. The DNR creates an electronic entry in its SERTS system which tracks the spill and the situation. The SERTS entry is managed by the DNR. Jefferson County Emergency Management receives initial reports of the spills, however these reports do not contain complete information regarding the recovery process. Lt. Sinclair will do some follow up work to try and get the EM Office more complete information on the spills and what the recovery/solution/outcome of a spill was. Further discussion was had.

11) Updated Off-site Plans (05/16/2018 to 08/21/2018) - Haberman gave an update on plans that are being updated for the 2018 Plan of Work – 2nd half

2018 Plan of Work – 2nd Half

- Watertown Water Department – First Street (Update) – Watertown – Chlorine, Max Daily Amount Reported 750 lbs. – visit complete – plan update in progress
- Watertown Hops Co – Div of Millercoors LLC (Update) – Watertown – Anhydrous Ammonia, Max Daily Amount Reported 1,800 lbs. – Sulfuric Acid, Max Daily Amount Reported 64,207 lbs. – visit scheduled for 08/23/18
- AT&T – PV3106 (Update) – Fort Atkinson, Sulfuric Acid, Max Daily Amount Reported 1,596 lbs. – visit complete – plan update in progress
- Ball Container Corp (Update) – Fort Atkinson – Sulfuric Acid, Max Daily Amount Reported 92,693 lbs. – Hydrofluoric Acid, Max Daily Amount Reported 3,001 lbs. – visit complete – plan update in progress
- Spacesaver (Update) – Fort Atkinson – Sulfuric Acid, Max Daily Amount Reported 2,930 lbs. – visit complete – plan update in progress
- Epic Resins (New) – Palmyra – Phosphorus, Max Daily Amount Reported 1,323 lbs. – visit complete – plan update in progress
- BASO Gas Products, LLC (Final) – Watertown – Anhydrous Ammonia – received notice that all of the Ammonia has been removed – final submission sent to state on 07/19/18 and approved on 08/08/18

12) Industry Reports (recording of meeting was inaudible and skipping at times)

- a) **American Red Cross** – No representative present.
- b) **Salvation Army** – No representative present
- c) **South Central Wisconsin Healthcare Coalition** – Hable stated there is an exercise scheduled in the next couple of months – Cyber-Security pertaining to healthcare and patient information. G. Scott explained that Stop the Bleed training is being provided within the county; kits are going out to schools.

13) Correspondence – No correspondence

14) Next Meeting Date - November 21, 2018 at 1:00 pm – Rm 12 UW-Extension or another location to be named at a later date. Possible change of date due to the holidays.

15) Meeting Adjourned – Motion was made by Benisch to adjourn at 1:31, second by DeWolfe – all ayes. Motion Carried.

JEFFERSON COUNTY, WISCONSIN
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
BY-LAWS

I) INTRODUCTION:

Federal Legislation enacted the Superfund Amendments and Reauthorization Act, Title III (SARA Title III) which is also known as the "Emergency Planning and Community Right to Know Act". SARA Title III required states to adopt local emergency planning districts and create a State Emergency Response Commission. Wisconsin legislation created the Wisconsin State Emergency Response Board (SERB). The SERB established local emergency planning districts which coincide with county jurisdictional boundaries on July 17, 1987. The LEPC was confirmed by the SERB on August 13, 1987. Counties were required to create a Local Emergency Planning Committee (LEPC) in accordance with SARA Title III to oversee the hazardous materials planning and community right to know functions. These rules of operation are promulgated under the directive of SARA, Title 3 Section 301 (c).

II) AUTHORITY:

LEPC authority derives from the Federal SARA Title III legislation and Wisconsin Statutes treat any local emergency planning committee appointed by a County Board as a department of state government and any member of such a committee as a department of state employee.

III) ORGANIZATION:

A) GENERAL: The Emergency Management/Law Enforcement Committee (LE/EM), appointed by the Jefferson County Board of Supervisors, shall be considered the governing committee for the operation of the Jefferson County Local Emergency Planning Committee (LEPC). The Jefferson County LEPC shall consist of:

- State and Local Elected Officials
- Emergency Response Organizations
- Media
- Community Groups
- Representatives of facilities concerned with hazardous chemicals

The State Emergency Response Board (SERB) directed that the Jefferson County Emergency Management Director will be a standing member of the LEPC. Additional standing appoints shall include the Jefferson County Health Department Director, the Jefferson County Sheriff, and the Jefferson County Emergency Management Program Assistant. Appointments to the LEPC shall be made by the Jefferson County Board of Supervisors upon recommendation from the LEPC Coordinator of Information to the Jefferson County Board Chairperson. Unless otherwise noted, individuals appointed to the LEPC may serve for an indefinite term.

If a member of the LEPC consecutively misses three quarters of the LEPC meetings in a twelve month period, that member's seat on the LEPC may be declared vacant by the LEPC Chairperson. Positions vacated in this manner will be filled as described above.

C:\Users\tammiej\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OVGCZVER\LEPC SUPPLEMENT 02-20-19 - BY LAWS.doc

B) LEPC OFFICERS:

1) CHAIRPERSON:

Subject to the requirements of Title III, Section 301 (c), the committee will elect a chairperson for a term of two years. The chairperson will preside over meetings of the LEPC. The chairperson must be a member of the LEPC.

2) VICE CHAIRPERSON:

In order to assure the continuity of the operation in the absence of the chairperson, the committee has established the post of vice chairperson. In the absence of the chairperson, the vice chairperson shall preside over meetings of the LEPC. The vice chairperson shall be elected for a term of two years and must be a member of the LEPC.

Upon completion of a two year term as vice chairperson, this person will assume a consecutive two year term as chairperson.

3) COORDINATOR OF INFORMATION:

Subject to the requirements of Title III, Section 301 (c), the Committee designates the Jefferson County Emergency Management Director as the Coordinator of Information. The Coordinator of Information will undertake those duties and responsibilities as outlined under Title III, Section 301 (c), and those other responsibilities and duties assigned by the LEPC. The LEPC may also designate a Deputy Coordinator of Information to serve in the absence of the primary designee.

4) COMMUNITY EMERGENCY COORDINATOR:

Subject to the requirements of Title III, Section 301 (c), the Committee designates the Jefferson County Emergency Management Director as the Community Emergency Coordinator. The Community Coordinator will undertake those duties as assigned by the plan created under Title III, Section 303 and other responsibilities and duties as assigned by the Committee. The LEPC may also designate Deputy Community Emergency Coordinators as required.

5) SECRETARY:

In order to assure that the proper minutes of all meetings are kept, the Chairperson or the Head of any committee or subcommittee shall designate a Secretary to keep minutes of the business conducted. Such minutes shall be delivered to the Chairperson of the LEPC as soon as possible after a meeting and shall be kept on file in the Jefferson County Office of Emergency Management. Copies of LEPC Minutes shall be distributed to the Southeast Region Office of the Wisconsin Division of Emergency Management.

IV) MEETING LOCATION:

The LEPC has established a normal meeting location of the Workforce Development Building, 864 Collins Road, Jefferson WI 53549.

Meetings of the Jefferson County LEPC shall be held in Jefferson County. Alternate locations may be identified, subject to public notice of the meeting as required by law.

V) MEETING TIMES AND DATES:

The LEPC has established quarterly meeting dates on the third Wednesday beginning at 1:00 P.M. Special meetings may be called by the Chairperson as described below for emergency situations or if written notice is received from at least two members of the LEPC requesting the special meeting and stating the items that are to be covered at the special meeting.

VI) EMERGENCY MEETINGS:

During emergency conditions, when a release of a substance covered by the notification requirements of Title III, Section 304, has occurred, or is imminent, the Chairperson may call an emergency meeting of the LEPC as soon as possible with the provision that all reasonable attempts have been made to notify the public of the meeting through local media. The conduct of the meeting will be limited to those items required by the emergency conditions present.

VII) AGENDA:

The agenda will be compiled and mailed to committee members, local media representatives and all others that have requested copies, at least 24 hours prior to the time and date of the meeting. Agenda items may not be added on the floor of the meeting.

VIII) PUBLIC OPPORTUNITY:

The LEPC will provide in every agenda a period of time not to exceed 30 minutes to receive public comments and input. Time for public comments will be allotted on a first come, first served basis.

IX) QUORUM:

A quorum will consist of a simple majority of the members of the LEPC as approved by SERB. Members unable to attend a meeting may send a designee who will have a proxy vote to vote as directed by the member of the committee they are representing.

X) VOTING:

A majority vote of members present where a quorum exists will be needed for passage of any motion. Members unable to attend a meeting may send a designee who will have a proxy vote to vote as directed by the member of the committee they are representing.

XI) DISTRIBUTION OF MEETING MINUTES:

Minutes of all meetings of the LEPC and subcommittees will be distributed to all committee members and all that have requested same including the SE Region Office of the Wisconsin Division of Emergency Management. A current mailing list shall be maintained by the Jefferson County Office of Emergency Management.

XII) MEETING CONDUCT:

All meetings of the Jefferson County Local Emergency Planning Committee shall be conducted according to Robert's Rules of Order.

XIII) CHANGES TO BYLAWS:

Any change to the bylaws shall require a two-thirds majority of the full LEPC membership. Changes shall be presented during a regular meeting of the LEPC and ratified at a subsequent meeting.

XIV) PUBLIC INFORMATION REQUESTS:

Pursuant to Section 312(e3) of the Superfund Amendments and Reauthorization Act of 1986 Title III (SARA) all requests for public information shall be in writing and shall be made with respect to a specific facility. Public records of the LEPC shall be maintained in the Emergency Management office and available to the public for inspection during normal working hours. LEPC records may not be removed from the Emergency Management office except by Emergency Management personnel for purposes of photo copying or other bonafide governmental function.

Photocopies of LEPC records are available at the current rates for duplication services as set by the Jefferson County Board of Supervisors. Computer database searches and report generation services are available on a limited basis, but subject to the charges for time and materials to produce the reports. Charges incurred under this policy for photocopies or time and materials must be paid at the time services are rendered.

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 Center Avenue, Jefferson WI 53549 during normal working hours.