

**JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
UW-Extension
864 Collins Road
Jefferson WI 53549**

**THURSDAY, February 16, 2012
Meeting at 1 p.m.**

- 1) **Call to Order** - The meeting was called to order at 1:03 p.m. by Donna Haugom.
- 2) **Roll Call** – Erin O’Brien, Kim Buchholz, Bob DeWolfe, Donna Haugom, Richard Kassner, Ryan Leslie, Chief Ray Madison, Sheriff Paul Milbrath, Captain Duane Scott, Gail Scott, Robert Stray, Warden Dave Walz, Stephanie Schwind, Asst. Chief Kraig Biefeld
- 3) **Certification of Compliance with the Open Meetings Law** – In compliance
- 4) **Review of the Agenda** - Agenda was reviewed and approved as written.
- 5) **Citizen Comments** - There were no citizen comments.
- 6) **Approval of Minutes of November 22, 2011 Meeting Minutes**
Motion was made by Gail Scott, seconded by Milbrath, to approve minutes from the November 22, 2011 meeting as printed. Motion unanimously approved.
- 7) **Communications** - none
- 8) **Electronic Tier II – WHOPRS (Wisconsin Hazmat Off-Site Planning Reports System)**
Haugom reported that the planning aspect of the WHOPRS system will continue to be done by paper copy for this year due to the “bugs” within the system. Feedback received from facilities regarding the electronic Tier II reporting has been positive. There are only a few facilities that filed via paper copies. All facilities will be required to file electronically next year. The annual Tier II reports are due to the state on March 1. Facilities are required to report all Extremely Hazardous Substances at or above the TPQ (Threshold Planning Quantity) as well as any chemical over 10,000 lbs.
- 9) **Off-Site Review**
Buchholz gave an overview of the current off-site facility plans that are being updated. They include: Loeb-Lorman Metals Inc. in Fort Atkinson, On-Cor Frozen Food LLC (Redi-Serve), Valero Renewable Fuels Company LLC, Frontier FS Cooperative in Jefferson and We Energies-Concord Generating Station. Buchholz is also working to obtain the required annual information for the 10 Concentrated Animal Feeding Operations within the county and update the countywide farm plan.
- 10) **Hazardous Materials Spills – Billing**
Haugom reported that payment from Commercial Pool & Spa is still pending. Haugom will follow-up with Randi Milsap, General Council for Wisconsin Emergency Management, on the status of the case.

Haugom reported that there was a 35-gallon fuel spill due to a rollover accident in Lake Mills. Sunset Caridge of Illinois was charged. The bill for \$930 was sent on February 10, 2012 and we are awaiting payment.

11) SIMCOM 2012

Haugom reported that the annual SIMCOM 2012 exercise will be hosted by Jefferson County on May 31, 2012 at the Jefferson County Fairgrounds. This is a simulated communication exercise between trailers and vehicles from various departments. It is expected to bring 25-30 different resources from local, state and possibly out-of-state and about 100-150 people. The Incident Management Team from the Southeast Region will be assisting with the exercise.

12) EPCRA Computer & Hazmat Equipment Grant

Haugom reported that the EPCRA Computer & Hazmat Equipment Grant was submitted on January 27 to the state. The grant is for roughly \$10,000; \$4,000 for hazmat equipment and \$6,000 of computer equipment. The hazmat equipment being purchased is: Kappler Level A suits, decon bracelets and a steel deck wagon. The computer equipment included in the grant includes: a laptop and docking station for Buchholz, a laptop for the health department and a laptop for Watertown Fire Department.

13) 2012 Plan of Work

a) Emergency Response Plan

Haugom informed the committee that the federal government has gone to an emergency response plan with supporting emergency support functions that aligned lead and supporting agencies around key functions necessary to respond to an event. The state chose to follow suit and align their plan with the federal plan. Therefore, the counties in the SE Region have chosen to make the change also, anticipating that the state will identify this as a plan of work requirement in the future.

b) Emergency Support Functions

Haugom reported that she is updating the Annexes to Emergency Support Functions. There are 24 Emergency Support Functions to be completed by September. These are intended to be clearer and more task oriented. As they are updated, Haugom is sending it out for review to the primary responsible party.

14) Industry Reports

a) American Red Cross (ARC) – no one present to report

b) Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5 – no one present to report

c) Public Health – Gail Scott

Scott stated that her department is working on Special Population planning within the county. A workshop was held for Group Homes, Nursing Homes and Long-Term Care Facilities. Scott thanked Haugom for her assistance with the program. Scott felt the facilities were engaged and the planning is moving in the right direction. Information was shared on sheltering in place, transportation, having an alternate facility and supplies – how to have needed supplies on hand. The Health Department is also doing a Hazard Vulnerability Assessment. This is for any type of hazard. Each hazard and impact is rated. A plan is developed on how to respond to each hazard.

15) Advanced Severe Weather Spotter Training Class

Buchholz reported that the Jefferson County Office of Emergency Management is hosting an Advanced Severe Weather Spotter Training Class on March 12 at 6:30 p.m. at the Jefferson County Fairgrounds. Rusty Kapella from the National Weather Service will be conducting the training.

16) Correspondence – Dave Walz announced that this would be his last meeting with the group. He has accepted another position within the DNR and will be relocating in mid-March. Haugom and the committee thanked Dave for his work and wished him well in his new position.

17) Set Time and Date of Next Meeting – The next meeting will be held on May 16, 2012 at 1 p.m.

18) Adjournment – Motion made by Gail Scott, seconded by Sheriff Milbrath, to adjourn at 1:53 p.m.