

JEFFERSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

February 27, 2013
1 p.m.

UW-Extension, Jefferson County Office
864 Collins Road
Jefferson WI 53549

MEETING MINUTES

- 1) **Call to Order** - The meeting was called to order at 1:07 p.m. by Chief Madison.
- 2) **Roll Call** – Asst. Chief Kraig Biefeld, Marytha Blanchard, Kim Buchholz, Paul Hable, Donna Haugom, Ryan Leslie, Chief Ray Madison, Sheriff Paul Milbrath, Gail Scott, Robert Stray, Marc Shultz. Introductions were made.
- 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 28, 2012 Meeting Minutes**
Motion was made by Gail Scott, seconded by Stray, to approve minutes from the November 28, 2012 meeting as printed. Motion unanimously approved.
- 7) **Communications**
Haugom handed out copies of the Jefferson County Emergency Plan for members' information. This plan was passed by the County Board.
- 8) **Hazardous Materials Spills/Billings**
 - a) New Events/Incidents since Last Meeting - None
 - b) **Update on Commercial Pool & Spa and Sunset Carthage**
Haugom reviewed the committee on what has happened to date. Discussion occurred. Ristow has been busy with the fuel spill that occurred at the Highway Shop. Donna will contact the responding agencies under the FEMA rates and will resubmit requests with those figures. The issue we are having is that the incidents are so old. Haugom will try to coordinate the FEMA rates and with Ristow to negotiate a settlement. Responders need to determine the hours and rates that were spent on the response and have an answer for how the numbers were determined.

Discussion also occurred regarding the County establishing a policy to deal with non-payment by spillers. Haugom will research what other counties do as well as Veolia and the City of Fort Atkinson. It was decided that this group does not need to approve the ordinance prior to County Board.
 - c) **Update on Payments Received** - none

9) Exercise/Training Reports

- a) FORT WATER UTILITY TABLE TOP EXERCISE 12/8/12
- b) MASS CLINIC FUNCTIONAL EXERCISE 12/19/12
- c) JEFFERSON HOSTED CAMEO/MARPLOT/ALOHA CLASS 2/19-21/13
- d) SEVERE WEATHER SPOTTER TRAINING CLASSES 3/12/13

10) WE Volunteer Update

The WE Volunteer project has been completed. Our information was given to Human Resources. We will continue to work with volunteers for Emergency Management but not for the County as a whole. We have received an inquiry from a UW-Whitewater student who would be interested in volunteering with our department this summer.

11) Voluntary Organizations Active in Disaster (VOAD) Conference 3/4-5/13

The Jefferson County VOAD has not been very active since the 2008 flooding. Haugom will be attending a VOAD conference in March. The conference is a faith-based summit that will provide networking opportunities to assist during disaster response and recovery.

12) Wisconsin Emergency Management Governor's Conference 3/6-9/13

Both Haugom and Buchholz will be attending the Governor's Conference which will be held at Chula Vista Resort in Wisconsin Dells.

13) Industry Reports

- a) **American Red Cross (ARC)** – none
- b) **Salvation Army** – none
- c) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5** – Hable reported that the funding is still in existence and they are continuing with the established preparedness activities.
- d) **Public Health – Gail Scott**
Scott stated that her department will be participating in an exercise at the Alliant Energy Center on June 7. Her staff is continuing to update/take emergency preparedness training. Scott is working to complete a Continuity of Operations Plan for the Health Department. Her department is also working on updating all of their emergency response plans.

14) Correspondence – Haugom shared a guidebook with Chief Madison and asked him to evaluate the usability of the resource. Haugom will try to get more if possible.

15) Set Time and Date of Next Meeting – The next meeting will be on May 10, 2013 at 1 p.m.

16) Adjournment – Motion made by Sheriff, seconded by Blanchard, to adjourn at 2:20 p.m.