

Jefferson County
Law Enforcement/Emergency Management Committee
Courthouse, Room 112 / 320 S Main Street / Jefferson WI 53549

Friday, April 26, 2013 @ 8:30 A.M.

Committee Members: Paul Babcock, George Jaeckel,
Dwayne Morris, Ed Morse, Pam Rogers

1. CALL TO ORDER
2. ROLL CALL (ESTABLISH A QUORUM)
3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW
4. REVIEW THE AGENDA
5. COMMUNICATIONS
6. CITIZEN COMMENTS
7. APPROVAL OF MINUTES FROM THE MARCH 22, 2013 MEETING
8. FLOODING UPDATE
9. JEFFERSON COUNTY HAZARDS MATERIALS/STRATEGIC PLAN
10. PLAN OF WORK
11. CONTINUITY OF OPERATIONS PLAN
12. SIMCOM EXERCISE 2013
13. TRAINING / EXERCISE
14. TIME & PLACE OF NEXT MEETING – MAY 24, 2013 AT 8:30 A.M.
15. ADJOURN

Agenda Item #7

COUNTY BOARD COMMITTEE MINUTES

COMMITTEE: LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE DATE: March 22, 2013
Meeting called to order by Paul Babcock at 8:30 a.m. Members of the committee present were: Paul Babcock, George Jaeckel, Pam Rogers, Ed Morse
Others present were: L. Statz, Daily Union reporter; John Molinaro, Terri Palm, Gary Petre, Pat Theder, Sheriff Milbrath, Captain Scott
Absent: Dwayne Morris

Compliance with open meetings law: Compliance was assured.

Approve agenda: The agenda was approved as presented.

Approval of minutes: A motion was made by Ed Morse, and seconded by Gerorge Jaeckel that the January 25 minutes be approved as printed. Motion carried.
A motion was also made by Pam Rogers and seconded by George Jaeckel to approve the February 22, 2013 minutes as presented. Motion carried.

Public Comment: None

Communications: None

Potential changes to the coroner's position: Coroner Patrick Theder presented an option – and his recommendation – to change the coroner's position from an elected position to a Medical Examiner's position which would be appointed by the county. He indicated that an elected coroner does not necessarily have to have any kind of medical background or training. He felt this would be a detriment to the county. Coroner Theder also presented some policy ideas for development that he recommended be adopted before a change is made. In addition, a new job description would need to be put together. John Molinaro asked about possibly of partnering with another county and Coroner Theder said there might be things that could be shared so it is something that should be explored (Brown, Oconto and Door Counties share a medical examiner). The ability to hire a part-time ME was also discussed. Coroner Theder said that some ME candidates would be ABMDI certified (American Board of Medicolegal Death Investigators) and like the death investigation part. He also added that he made a pretty good income last year for part time and there is still room in his budget to bring in more revenue. Costs of cremation permits could be higher as well as other avenues. He said that the county should make policy that the position be mandated to belong to professional organizations related to the position as well. Gary Petre asked if the first steps should be to put together a job description and talk with Corp Counsel about the statutory regulations. Coroner Theder said he had already talked with Corp Counsel and the statutes are silent about counties changing from a coroner's position to an ME position but there is an attorney general opinion from 1974 that states a county board can abolish the coroner position and institute an ME position before the end of the incumbent coroner's term. Corp Counsel suggested a resolution approved before June 1st (before nomination papers) of the election year with an effective date at the end of the incumbent coroner's term. The next coroner election will be in 2014 so within the next year the ME position should be explored, policy put in place, etc. Coroner Theder and Terri Palm should start the process of getting job descriptions and/or policies from counties that have

instituted an ME office already. Terri Palm also suggested that a decision be made before June 2014 so that wages can be adjusted for the next year.

Pam Rogers made a motion to authorize staff to go ahead with the process of changing the coroner's position/office to a medical examiner's position/office. She also thanked Coroner Theder for giving the committee (and board) so much time to accomplish the change. Ed Morse seconded the motion. Motion carried.

Discussion / recommendation to approve a proposal to appraise and negotiate the acquisition of 15 properties through flood mitigation: Donna Haugom is requesting a resolution to go to the county board regarding the acceptance of the flood mitigation grant and authorization for professional services to acquire 15 properties (20 structures). Because the consultant's fee is \$36,500.00, she went out for bid. She sent out 12 different requests for proposals and 5 were returned, two did not wish to participate and the three who did are listed on the resolution. Copies of the resolution were obtained and passed around to the members. They received a grant for \$1.6 million. Of that, the county will provide about \$210,000.00 which is available from the 2008 flooding so there is no fiscal impact. The county will have to increase the capital state aid that Donna will receive from the state and federal government in her budget. It requires 20 affirmative votes for passage (a budget amendment). GJ Miesbauer was the lowest bid from the proposals that Donna received. She said they have worked with GJ Miesbauer before and believe that he does quality work and also works well with the state. In answer to a question asked by Paul Babcock, Donna explained what the consultants do for the county through the process of acquiring properties. Donna makes a list of the properties and submits it to the state. The state does a benefit cost analysis and sends back a list of properties to be purchased. The consultant hires an appraiser for payment of the properties, works with the residents, takes care of the closings and submits all of the information to Donna of the closing documents. Of the properties, one is a rental property and the rest are seasonal.

Pam Rogers made a motion to approve the resolution and send it to the county board for approval. Ed Morse seconded. Motion carried.

Resolution regarding Jefferson County Law Enforcement Memorial Day for 2013: A copy of the resolution was passed around to the members with the date chosen as Thursday, May 16th. However, it was just found that there is a conflict with our kitchen supervisor providing the lunch and a location to have the program if it rains because there will be a big SIMCOMM exercise going on out at the fairgrounds on the 16th. There likely will be an update to this information.

Pam Rogers made a motion to forward the resolution to the County Board for approval. George Jaeckel seconded. Motion carried.

Update on annex building project: Gary Petre gave an update on the project. The Infrastructure Committee received a proposal from GMA Engineers to handle the construction plans and construction administration for the project in the amount of \$23,960.00. Because of the issue that occurred at the last county board meeting regarding proposals, the Infrastructure Committee directed the Central Services maintenance manager to put together an RFP and gather proposals for the project. He will be bringing them to the next meeting. John Molinaro added that the Administration and Rules or the Finance Committee is looking at reviewing the purchasing ordinance because it gets very confusing if departments have to put out RFP's and bring in the county board for every project that is already in the budget. The purchasing ordinance was also sent

to the department heads for their input. They are looking at putting in a threshold so that projects in a department's budget that are under this amount can be done without all the extra steps. Bottom line is, this project will have to wait just a little longer. John Molinaro also talked about quality over cost. The ability to provide the service to specifications should come first and the cost second.

Grants – Status of ongoing or new grants: Sheriff Milbrath said that the only grant they are working on right now besides a couple small pipeline grants is another propane grant. He said that he and Randy Frohmader (Sheriff's Office mechanic) had gone up to the Wisconsin Propane Council's conference in Wausau and took one of the new Tahoes with a propane system. The Sheriff was a speaker at the conference. More and more people and agencies are looking at propane and other alternate fuels. Sheriff Milbrath also said that next year there will be a change in the engines (direct injection) that may not allow the vehicles to be dual fuel. They may have to be dedicated to either propane or gas. There is a new system available and the Sheriff's Office is waiting for information on cost, etc. on them and the ok on some grant funding.

Report from the Sheriff: The new squad vehicles have come in. The only problem found with the Tahoes was that they did not run well in snow due to the tires. A new aggressive tire is being put on them now. The tread design was just not suitable for the winter. Another issue that has come up is the lift in the garage. New seals were put on the lift last summer but it looks like they have gone out again. The lift is old and likely needs to be replaced. It is unsafe and is unable to be used at this time. Some vendors are coming out to look at it and some other options are being explored as well. Right now Randy is doing what he can with the lift down at the annex building but he can't work with the doors open on vehicles to run wiring using that lift. Gary Petre mentioned the highway shop project and putting in the extra bays for working on Sheriff's Office vehicles. The jail kitchen also recently passed its inspection with flying colors (perfect score)!

Review monthly bills and financial items: – A preliminary monthly recap report for January bills in the amount of \$170,301.27 was approved. A spreadsheet summarizing current bills was reviewed by the committee members.

Review monthly jail and patrol activity reports: Jail and patrol activity reports were reviewed.

Jail assessment fund items: General fund items for the month. Some repairs were done to the multiplexor for the jail cameras in the amount of \$189.00. A new system will need to be installed but the fix needed to be done until the new system is put in. New filters were also put in for the heating and air conditioning in the jail. Next meeting date is Friday, April 26, 2013 (Emergency Management).

A motion made by Pam Rogers to adjourn at 9:30 a.m. was seconded by George Jaeckel. Motion carried.

Motions Carried: ___5___ Lost: ___0___.

Agenda Item #9

JEFFERSON COUNTY HAZARDOUS MATERIALS/STRATEGIC PLAN



MARCH, 2013

PROMULGATION STATEMENT

A. Letter promulgation

1. This plan is adopted as the Jefferson County Hazardous Materials/Strategic Plan for incidents involving use, storage, manufacturing and transportation hazardous materials. The plan is designed to comply with all applicable federal and state regulations. It provides the policies and procedures to be followed in dealing with a hazardous materials incident.

This plan supersedes all other Jefferson County plans for response to a hazardous materials incident.

Adopted March, 2013

Gary R. Petre, Jefferson County Administrator

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INTRODUCTION

A. Purpose

1. Promulgation Statement for County-Wide Plan/Strategic Plan

The purpose this hazardous materials response plan is to develop policies and procedures for responding to hazardous materials incidents and/or accidents in compliance with the requirements the Emergency Planning and Community Right-to-Know Act (EPCRA) 1986 and Wisconsin State Statues 166.20. In order to protect the community from the harmful and possible life threatening affects a hazardous materials release.

2. This plan defines the roles, responsibilities and inter/intra-organizational relations government and private organizations in response to hazardous materials incidents.

B. List Local Emergency Planning Committee Members

Group One: Elected Official

Sheriff Paul Milbrath
Representative Andy Jorgensen

Group Two: Emergency Services

Gail Scott - Health
Bob DeWolfe – EMS
Donna Haugom – Emerg Mgmnt
Paul Hable - Hospital
Erin O'Brien/Marc Schultz - Sanitarian
Captain Duane Scott – Law Enforcement
Kim Buchholz – Emerg Mgmnt
Chief Ray Madison – Fire / Rescue

Group Three: Broadcast Media

None at this time

Group Four: Community Groups

None at this time

Group Five: Facilities

Ryan Leslie – Fort Transport

LEPC Chairperson:

Paul Hable

LEPC Vice-Chairperson:

Chief Ray Madison

Community Emergency Coordinator:

Donna Haugom

Coordinator Information:

Donna Haugom

C. Responsibilities

1. Local Emergency Planning Committee

- a. Review the hazardous materials plans off-site appendices in coordination with the Program Assistant. Annually review, update and ensure that exercises are conducted as required.
- b. Review the on-site emergency plans submitted by facilities.
- c. Publish an annual notice in the local newspaper that the hazardous materials emergency response plan off-site appendices, material safety data sheets and inventory forms have been submitted under Section 324 Title III.
- d. Provide information to the public as required in Section 324 Title III, consistent with Section 322, Trade Secrets.
- e. Review and maintain copies all EPCRA reports.
- f. Community Emergency Coordinator and/or the Emergency Management Director make the determinations along with the Facility Emergency Coordinators necessary to implement the hazardous materials plan.
- g. Upon receipt by the committee or the committee's designated community emergency coordinator a notification a release a hazardous substance, take all actions necessary to ensure the implementation the hazardous materials plan.
- h. Consult and coordinate with the County board, the County and local heads emergency management services, and the County emergency management committee in the execution the local emergency planning committee duties.

2. Emergency Management Groups

- a. Responsibilities and Coordination are covered in the Jefferson County Emergency Response Plan (ERP).

3. Fixed Facility

- a. Planning requirements: Any facility that produce, use or stores any the extremely hazardous substances in quantities equal to or greater than the threshold planning quantities are required to do emergency planning.
- b. An owner/operator a facility subject to the provisions EPCRA Sections 311/312 must comply under the requirements s.323.60 (5), Wis. Stats. [MSDS chemlist/Tier II filings].
- c. Reporting requirements: Employees and agents facilities are obligated to report any release or spill a hazardous chemical or an extremely hazardous substance under the Wisconsin Spill Law 144.76.

- d. Under 292.11, Wis Stats., formerly s. 144.76, Wis Stats., a person who possesses or controls a hazardous substance which discharged or who causes the discharge a hazardous substance shall take the actions necessary to restore the environment to the extent practicable and minimize the harmful effects from the discharge to the air, lands or waters this state.

HAZARD ANALYSIS

A. COUNTY PROFILE

Jefferson County encompasses 583 square miles in the SE region Wisconsin and consists 6 Cities, 4 Villages and 16 Towns. Jefferson County ranks as the 20th largest in the state identifying a population approximately 81,362 (2010 estimate) residents.

The Rock River, which travels north to south in the central to western half Jefferson County, serves as the main natural drainage system for the County. The major feeder streams are the Crawfish, Bark, Scuppernong and Oconomowoc Rivers and the Whitewater, Koshkonong and Deer Creeks. Lake Koshkonong is the largest lake and is located in the southwestern corner the County. Other smaller lakes are Rock Lake, Lake Ripley, Hahns Lake, Red Cedar Lake, Goose Lake, Golden Lake, Mill Pond, Green Isle Lake, Upper and Lower Spring Lake and Blue Spring Lake.

2011 Statement Assessment from the Department Revenue for Jefferson County

Land Use	Acres	% Total Acres
Residential	26,515	9.0%
Commercial	5,041	2.0%
Manufacturing	1,595	.5%
Agricultural	205,170	66.0%
Undeveloped	49,282	16.0%
Ag Forest	12,568	4.0%
Forest	5,451	2.0%
Other	3,973	.5%
Totals	310,135	100%

From the Jefferson County Workforce Profile for 2009, prominent industries within Jefferson County include:

- | | |
|--|---|
| 1) Education Services | 6) Fabricated Metal Product Manufacturing |
| 2) Food manufacturing | 7) Executive Legislative & General Gov't |
| 3) Food Services & Drinking Places | 8) Nursing & Residential Care Facilities |
| 4) Administrative & Support Services | 9) General Merchandise Stores |
| 5) Electrical Equipment & Appliance Mfg, | 10) Merchant Wholesalers Durable Goods |

The County contains approximately 24.56 miles "1" system, 177.73 miles the state trunk system, 258 miles the County trunk system, and 973.12 miles local roads (city, villages, & towns). This is approximately 1,409 miles road network.

Municipal airports that serve Jefferson County are located in Fort Atkinson with 1 runway which is lighted, Palmyra with 1 runway which is lighted and Watertown which has 2 runways that are lighted and equipped for instrument landing. Additional airstrips are located in Whitewater (Gutzmer Twin Oaks Airport) and McDermott Airpark – Ideal Helicopter Service in Sullivan.

The County is served by 2 hospitals located in Fort Atkinson and Watertown (which is located in Dodge County).

Note: Statistics used in this section were retrieved from the Jefferson County Land and Water Conservation Department, the Jefferson County Directory of Officials 2010-2011, and the Jefferson County Workforce Profile 2009.

B. REPORTING FACILITIES (Non Farm)

Please see the attached report. (Attachment I)

C. PLANNING FACILITIES (Non Farm)

Please see the attached report. (Attachment II)

D. IDENTIFICATION MAJOR TRANSPORTATION ROUTES

There are no local ordinances in Jefferson County mandating specific routes for vehicles carrying Extremely Hazardous Substances (EHS). Extremely Hazardous Substances may be transported over any local, state or federal highways providing weight limits are met. (Attachment III)

E. List most common Extremely Hazardous Substances at fixed facilities in the County: (Present at any one facility)

<u>CAS #</u>	<u>CHEMICAL NAME</u>	<u>MAXIMUM AMOUNT</u>
7664-41-7	Anhydrous Ammonia Frontier FS Cooperative - Jefferson	220,320 lbs.

Reference-site facility plan for more comprehensive EHS chemical/facility/response information and vulnerability zone maps.

F. List most common EHS and Tier II chemicals transported through the County.

1. There are approximately 22 different extremely hazardous substances located in fixed facilities throughout Jefferson County. These substances range in quantity from 10 lbs. to 220,320 lbs.

Please reference-site facility plans for more comprehensive EHS chemical/facility/response information and threat zone maps.

There are approximately 195 different reporting substances located in fixed facilities throughout Jefferson County. These substances range in quantity from 3 lbs. (phosmet) to 39,720,000 lbs. (ethanol).

It is assumed that exposure to all transported hazardous substances in Jefferson County will be the result road, rail and air transportation and pipeline delivery. Furthermore, it is assumed that the largest over-the-road container has the potential to carry a maximum 102,000 lbs. product and that the largest on-rail container (GATX class) has the potential to carry a maximum 196,000 lbs. product.

There are approximately 22 different extremely hazardous substances transported annually throughout Jefferson County, but the potential exists for the transport any extremely hazardous substance listed on the United States Environmental Protection Agency's List Lists or the Department Labor's Occupational Safety and Health Administration's Toxic and Hazardous Substances List. These substances are transported in containers that range from 10-ounce agricultural packages to 196,000 pounds rail car quantities. (Reference-site facility plans for information identifying major transportation routes and chemicals).

Information from the WI DNR Spill Reporting, Jefferson County averaged a total 21 spills per year between 2007 and 2009.

NOTIFICATION

- A. Methods for determining that a Release Has Occurred
 - 1. Jefferson County Emergency Dispatch Centers will receive initial notification that a release has occurred.
 - a. From the facility
 - b. First responder radio transmission or phone calls
 - c. Citizen report
- B. Incident Report Form
 - 1. The communications person receiving the notification a hazardous substance discharge (spill/release) will acquire as much information as possible, and will complete the "Substance Spill/Release Alert Form" with as much detail as is known at the time the report.
 - 2. The completed spill report form is to be a component and attached to this plan (Substance Release Notification Form). (Attachment IV)

- C. Alert, Warning, and Emergency Public Information
 - 1. Alert procedures are covered in the Jefferson County Emergency Response Plan (ERP), Concept of Operations. Emergency Public Information is covered in the Jefferson County ERP, Emergency Support Function 15.
- D. Communications
 - 1. Communication procedures are covered in the Jefferson County ERP, Emergency Support Function 2.
- E. Special Title III Notification Requirements for Facilities
 - 1. The Jefferson County LEPC must be notified any spills or releases subject to the notification requirements EPCRA (SARA) Section 304. Contact 920-674-7450.
 - 2. The Wisconsin Division Emergency Management WEM and the Department Natural Resources (DNR) must be notified a spill/release per the requirements s.s. 292.11 and 166.20(5) (a) 2, Wis. Stats. Contact 1-800-943-0003.
 - 3. The National Response Team under section 103(a) CERCLA and Section 304 EPCRA. Contact 1-800-424-8802.
 - 4. The owner or operator shall provide written follow-up emergency notice as soon as possible after a release that requires notice under Section 304(a).

EVACUATION/SHELTER PROCEDURES

- A. Evacuation is covered in the Jefferson County ERP, Emergency Support Function
 - 1. Mass Housing is covered in the Jefferson County ERP, Emergency Support Function 6.

RESOURCE MANAGEMENT

Resource management is covered in the Jefferson County ERP, Emergency Support Function 7. Resource lists are an attachment the Jefferson County ERP; therefore those below are only those resources specific to a hazardous materials incident.

A. Resource List

1. Jefferson County has established a Local Response Hazmat Team. Call out the team would be through 9-1-1. For Level A response, Milwaukee Level A (414-286-8943) covers Jefferson County North Interstate 94 and Racine Level A (262-635-7914) covers Jefferson County South Interstate 94 – Level A assistance is requested through the State Duty Officer. The Enbridge Pipeline emergency 24-hour number is 800-858-5253.
2. State Wisconsin Resources
 - a. State Wisconsin (Duty officer) emergency 24-hour phone line for coordinated state support is 800-943-0003.
 - b. Division Emergency Management Mobile Command Center may be requested for major hazardous materials spills through the County Emergency Management Office (920-674-7450) or by contacting the SE Region Director (608-516-0316) or through the 24-hour duty officer at (800-943-0003).
3. Federal Assistance
 - a. National Response Center (800-424-8802)
 - b. Agency for Toxic Substances and Disease Registry (404-452-4100)
 - c. Nuclear Regulatory Commission (301-951-0550)
 - d. U.S. Department Energy Radiological Assistance (202-586-8100)
 - e. CHEMTREC (800-424-9300)

RESPONSE PROCEDURES

- A. Direction and Control
 1. Direction and control procedures are covered in the Jefferson County Comprehensive Emergency Management Plan, Concept of Operations.
- B. Emergency Action Checklists
 1. Emergency Action Checklists are in the Jefferson County ERP for each Emergency Management Group.
- C. Individual Agency Plans (IAPs)
 1. IAPs which address specific elements such as chain command, support systems, containment and decontamination procedures, SOPs, etc., should exist for each those agencies. If these IAPs do not exist, they should be developed. The individual agency should be encouraged to develop IAPs so they can interact with each other.

CLEANUP, DOCUMENTATION AND INVESTIGATIVE FOLLOW UP

- A. Department Natural Resources (DNR's) Responsibility under the Wisconsin Spill Law s. 292.11, Wis. Stats.
 - 1. Responsibility is based on Administrative Code NR 706 for follow-up on reported releases or spills.
 - 2. DNR field staff may respond through DNR regional offices. DNR region personnel perform a variety of duties:
 - a. Investigate spills.
 - b. Ensure that the responsible party restores the damaged environment to its original state.
 - c. Oversee proper disposal.
 - d. Select and supervise contractors for emergency investigation and clean up.
 - e. Provide data to process enforcement actions and reimbursement billings.
 - f. Maintain spill response equipment.
 - 3. In most instances, the responsible party and local authorities handle a spill quickly and competently. In these cases, the DNR investigates the incident and ensures that clean up is accomplished. When the Department becomes involved in spill cleanup, DNR field staff acts as project managers, reviewing investigation results and selecting clean-up measures.

TRAINING

- A. Training
 - 1. Training procedures are covered in the Jefferson County ERP.
 - 2. The State Wisconsin Department Military Affairs, Division Emergency Management offers variety training. Available courses are listed on the Wisconsin Emergency Management website at <http://emergencymanagement.wi.gov/>. Click on Exercise and Training on the right hand side the page then go to Training Courses & Schedules.
 - 3. The Office of Justice Assistance, through Homeland Security offers specific training in NIMS, ICS, and WMD. This information can be found in Homeland Security Information Bulletins 5-2 and 6-2.

For additional training information, contact the Jefferson County Emergency Management Office at 920-674-7450.

B. Local Training Efforts

(EPCRA – Emergency Planning and Community Right to Know Act)

Management Recovery Operations – City Watertown	3/26/08
Severe Weather Spotter Training	4/16/08
Pandemic Flu Planning –Private/Public Schools	4/30/08
EPCRA Presentation/Hazardous Materials Mgmt Class UW Whitewater	11/4/08
Incident Command System (ICS) 300 Training - City Watertown	Sept/Oct 2008
ICS 400 Training - City Watertown	December-08
ACU 2000 Communication Training – Jefferson County	February-09
Presentation-Public Risk Management Association (PRIMA) 2008 Flooding	3/17/09
EPCRA Presentation/Safety Studies Class UW Whitewater (12/2/08- 4/23/09)	√
EPCRA Presentations - UW Whitewater (11/4/08-12/2/08)	√
ICS/Emergency Operations Center Interface Course – City Watertown	5/8/09
Basic/Advanced Public Information Officer Course – UW Whitewater	9/24-25/09
First Responder Hazmat Awareness – Lake Mills Fire Department	9/17 & 24/09
First Responder Hazmat Operations – Lake Mills Fire Department	9/26-27/09
Principles Environmental Safety Class – UW Whitewater – CAMEO/MARPLOT/ALOHA (Computer/mapping programs to model releases)	11/18/09
Hazmat Operations Level Course – Helenville Fire Department	1/28 & 2/6-7/10
Principles Environmental Safety Class – UW Whitewater – CAMEO/MARPLOT/ALOHA (Computer/mapping programs to model releases)	2/24/10
Advanced Severe Weather Spotter Training – Jefferson County Fair Park	3/24/10
EOC Operations Course – UW Whitewater	4/7/10
Senior Officials Workshop	4/21/10
Special Needs Summit	6/9/11
Shelter Management	11/15/11
Basic E-Sponder Training	12/6/11
Severe Weather Spotter Training	3/12/12
Debris Management Training	6/26-28/12
Basic E-Sponder – Fire Chief’s Meeting	9/19/12
CAMEO/MARPLOT/ALOHA Training	2/19-21/13
Severe Weather Spotter Training	3/12/13

A. Exercises

1. Exercises will be scheduled and conducted annually per EPCRA requirements. The county emergency management director will coordinate the schedule exercises.
2. Record exercises held:

TABLE TOP	FUNCTIONAL	FULL SCALE	LOCATION	DATE
	X		Spacesaver Corp Fort Atkinson	9/19/94
		X	Doskocil Foods Jefferson	9/14/95
	X		June Flooding Jefferson County	6/17/96
		Actual Event	Fort Atkinson WWTP – Chlorine Release	1996
X			Courthouse Jefferson County	8/27/97
	X		Doskocil Foods Jefferson	10/8/98
	X		Standard Process Palmyra	10/6/99
X			Jones Dairy Farm Fort Atkinson	9/10/00
X			Fire Department Fort Atkinson	2/13/02
X			Fort Atkinson Memorial Health Services	11/5/02
X			Fort Atkinson Police Dept.	2/20/03
		X	City Fort Atkinson	9/19/03
X			City Jefferson	3/22/04
X			Jefferson County Public Hlth/HRSA	9/28/04
		Actual Event	Jones Dairy Farm Ammonia Release	10/6/04
X			Town Koshkonong – Enbrige Pipeline	12/14/04
X			City Watertown Communications Exercise	5/19/05
		Actual Event	Watertown Tire Fire	7/19/05
		Actual Event	Reiss Industries Chemical Release	8/2/05

TABLE TOP	FUNCTIONAL	FULL SCALE	LOCATION	DATE
		X	Level B / Milwaukee Fire / Johnson Creek Coop	9/24/05
X			Johnsonville Sausage – Animal Disease Outbreak	9/28/05
X			Fort Waste Water Utility – DNR	11/8/05
		Actual Event	Cargo Plane Crash	2/5/06
	X		IPS – Public Hlth Jefferson/Dodge/ City Watertown	5/11/06
X			Pandemic Influenza – Public Health	5/18/06
X			Watertown Waste Water Utility – DNR	7/26/06
X			Bethesda –f Site Evacuation	9/18/06
X			EOC Training Exercise – UW Extension	7/25/07
X			Community Containment Pandemic – Public Health Milford Hills	10/16/07
X			City Lake Mills – Tornado	1/16/08
		Actual Event	Blizzard – Jefferson County	2/5-6/08
X			Jefferson County Countryside Home –f-site Evacuation	2/19/08
	X		Jefferson County Emergency Operations Center	5/7/08
	X		EOC – Ice Storm	5/21/08

TABLE TOP	FUNCTIONAL	FULL SCALE	LOCATION	DATE
		Actual Event	2008 500 Year Flood Disaster	6/5/08-7/25/08
///	X		ARES/RACES Jefferson	10/4/08
X			SE Region Tornado Recovery	4/20/09
	X		UW Whitewater/City Whitewater	8/5/09
	X		UW Whitewater/City Whitewater	6/15/10
X			Long Term Power Outage – Waukesha	7/14/10
X			Bethesda Lutheran Home	8/25/10
	X		Simulated Emergency Test ARES/RACES	9/2/10
X			Vigilant Guard – City Watertown	9/8/10
		Actual Event	Blodgett Fire	10/20/10
	X		Statewide Communications Exercise	4/14/11
		X	Vigilant Guard – Town Aztalan	5/14/11
	X		American Radio Relay League ARES/RACES	6/25/11
	X		UW Whitewater/City Whitewater	6/23/11
X			Bethesda Lutheran Home	1/26/12
X			SIMCOM 2012	5/2/12
	X		SIMCOM 2012	5/31/12
	X		ARES/RACES Field Day	6/23-24/12
	X		UW Whitewater	7/12/12
	X		ARES/RACES Simulated Emergency Test	10/6/12

TABLE TOP	FUNCTIONAL	FULL SCALE	LOCATION	DATE
X			Fort Water Utility	12/18/12
X			Mass Clinic Dispensing	12/19/12

DISTRIBUTION RECORD

- A. Jefferson County Administrator
- B. Local Emergency Planning Committee (LEPC) Chairperson
- C. Jefferson County Sheriff's Department
- D. Wisconsin Emergency Management
- E. Jefferson County Fire Chief's Association
- F. Jefferson County LE/EM Committee
- G. Jefferson County Local Hazmat Response Team
- H. Jefferson County Board Supervisors Chairperson

RECORD CHANGES

Original plan completed February 17, 1989.

August 1, 1990	March 31, 1997	March 31, 2004	March 24, 2011
September 1, 1991	June 9, 1998	March 29, 2005	March 6, 2012
September 1, 1992	February 11, 1999	March 27, 2006	March 26, 2013
November 1, 1993	March 31, 2000	March 30, 2007	
September 26, 1994	March 31, 2001	March 31, 2008	
September 26, 1995	February 11, 2002	March 31, 2009	
September 19, 1996	March 28, 2003	March 26, 2010	

ATTACHMENTS

- I Jefferson County Reporting Facilities Pages 13-14
- II Jefferson County Planning Facilities Pages 15-16
- III Jefferson County Map Page 17
- IV Hazardous Spill Release Reporting Pages 18-20
- V Identification a Local Hazmat Response Team
 - Resolution No. 2007-95
 - Agreement for Local Hazardous Materials Response Team
 - Village Johnson Creek
 - City Lake Mills
 - City Fort Atkinson
 - Jefferson County Local Hazmat Response Team – Informational Booklet

ATTACHMENT I
REPORTING FACILITIES
REPORTING FACILITIES IN JEFFERSON COUNTY

FACILITY_MUNICIPALITY	FACILITY_NAME	FACILITY_STREET
WATERTOWN, TOWN JOHNSON CREEK, VILLAGE WATERTOWN, CITY	360 NETWORKS (USA) INC. AMPLIFICATION FACILITY ALTA GENETICS USA	430 MILFORD STREET N8350 HIGH ROAD
WATERTOWN, CITY WATERLOO, CITY	AVON HI-LIFE, INC. BALL PLASTIC CONTAINER CORP BETHESDA LUTHERAN COMMUNITIES, INC.	110 LINCOLN STREET 401 DAYTON STREET 700 HOFFMANN DRIVE HIGHWAY 19 WEST
JEFFERSON, CITY FARMINGTON, TOWN WATERTOWN, CITY WATERTOWN, CITY PALMYRA, TOWN LAKE MILLS, CITY LAKE MILLS, CITY WATERTOWN, CITY	BRIESS MALT&INGREDIENTS CO BRIGGS & STRATTON POWER PRODUCTS GROUP, LLC DEER TRACK PARK LANDFILL EATON ELECTRICAL INC EMILS PIZZA INC. EPIC RESINS DIV FIBERDOME, INC. - PLANT #1 FIBERDOME, INC. - PLANT #2 FISHER BARTON BLADES FISHER BARTON SPECIALTY PRODUCTS, INC.	900 NORTH PARKWAY N6756 WALDMAN LANE 901 SOUTH 12TH STREET 1020 SOUTH 12TH STREET 600 INDUSTRIAL BLVD 202 SANDY BEACH ROAD 865 STONY ROAD 201 FREDERICK STREET
WATERTOWN, CITY	FORT ATKINSON BIOXIDE FEED BUILDING	1040 SOUTH 12TH STREET S SIDE BLACKHAWK DR, .07 Miles W JEFFERSON
FORT ATKINSON, CITY	FORT ATKINSON DEPARTMENT PUBLIC WORKS	700 JAMES PLACE 611 EAST SHERMAN AVENUE
FORT ATKINSON, CITY	FORT MEMORIAL HOSPITAL FORT TRANSPORTATION & SERVICE COMPANY	1600 JANESVILLE AVENUE 612 EAST LAKE STREET
FORT ATKINSON, CITY	HAMLIN INC. HAUSZ BROTHERS, INCORPORATED HERR WELL DRILLING, INCORPORATED	W5677 COUNTY M W295 HERR ROAD
SULLIVAN, TOWN IXONIA, TOWN IXONIA, TOWN	IXONIA GATE STATION IXONIA, TOWN J.G. VAN HOLTEN & SON, INCORPORATION	N89 HIGHVIEW N8320 NORTH STREET 703 WEST MADISON STREET
WATERLOO, CITY JEFFERSON, CITY	JEFFERSON CO HIGHWAY DEPT JEFFERSON COUNTY HIGHWAY DEPARTMENT - CONCORD	141 WEST WOOLCOCK ST. N6496 COUNTY SHOP ROAD
SULLIVAN, TOWN		

IXONIA, TOWN	JEFFERSON COUNTY HIGHWAY DEPARTMENT - IXONIA	MARIETTA STREET
LAKE MILLS, TOWN	JEFFERSON COUNTY HIGHWAY DEPARTMENT - LAKE MILLS	N7008 ROCK LAKE ROAD
JEFFERSON, CITY	JEFFERSON COUNTY HIGHWAY DEPARTMENT - MIX PLANT	STRASBURG LANE
WATERLOO, CITY	JEFFERSON COUNTY HIGHWAY DEPARTMENT - WATERLOO JEFFERSON PUBLIC WORKS FACILITY	PIERCE STREET
JEFFERSON, CITY	JOHNSONVILLE SAUSAGE, LLC	1122 TENSFELDT AVENUE
WATERTOWN, CITY	K & S TOOL, DIE & MFG, INC	104 EAST DIVISION STREET
IXONIA, TOWN	LAKE MILLS BLACKTOP, INC	N8145 MAPLE STREET
OAKLAND, TOWN	LAKE MILLS PUBLIC WORKS	W8215 U.S. HIGHWAY 18
LAKE MILLS, CITY	LAKE MILLS WASTEWATER TREATMENT PLANT	307 NORTH CP AVENUE
LAKE MILLS, CITY	Lakeland Cold Storage	308 NORTH CP AVENUE
LAKE MILLS, CITY	LUTHER PREPARATORY SCHOOL	1028 MULBERRY ST.
WATERTOWN, CITY	LYCON - WATERTOWN	1300 WESTERN AVENUE
WATERTOWN, CITY	MAJOR TRANSPORT, INC.	415 DAYTON STREET
COLD SPRING, TOWN		W3411 STATE ROAD 59
		750 SOUTH MONROE STREET
WATERLOO, CITY	MCKAY NURSERY INC.	W6335 HIGHWAY Q & A
MILFORD, TOWN	MILFORD TOWN HALL/GARAGE	150 RIVERVIEW DRIVE
JEFFERSON, CITY	NESTLE' PURINA	W1125 HIGHWAY 106
PALMYRA, TOWN	PALMYRA AIRPORT	102 EAST MAIN STREET
PALMYRA, VILLAGE	PALMYRA CITGO	1520 SOUTH INDUSTRIAL
JEFFERSON, CITY	PETERS BROS. INC.	
JOHNSON CREEK, VILLAGE	PINE CONE TRAVEL PLAZA	685 WEST LINMAR LANE
FORT ATKINSON, CITY	QUINLAN HOLDINGS, INC.	333 PORTLAND ROAD
IXONIA, TOWN	ROCKVALE GATE STATION	1621 ROCKVALE RD
	RYDER TRANSPORTATION SERVICES #1369	
FORT ATKINSON, CITY	SCHILLER GROUNDS CARE, INC.	201 GRELL LANE
FORT ATKINSON, CITY	SULLIVAN, TOWN	ONE BOB-CAT LANE
SULLIVAN, TOWN	TREK BICYCLE CORPORATION	N3832 WEST STREET
WATERLOO, CITY	VEOLIA ENVIRONMENTAL SVS	801 WEST MADISON ST
FORT ATKINSON, CITY	W. D. HOARD PRINTING	1215 KLEMENT STREET
FORT ATKINSON, CITY	WATERLOO WASTEWATER TREATMENT PLANT	520 EDWARD STREET
	WATERTOWN MUNICIPAL AIRPORT	401 HENDRICKS STREET
WATERLOO, CITY	WATERTOWN SERVICE CENTER	1741 RIVER DRIVE
WATERTOWN, CITY	WATERTOWN STREET DEPT	315 WILLIAM STREET
WATERTOWN, CITY		811 SOUTH 1ST STREET

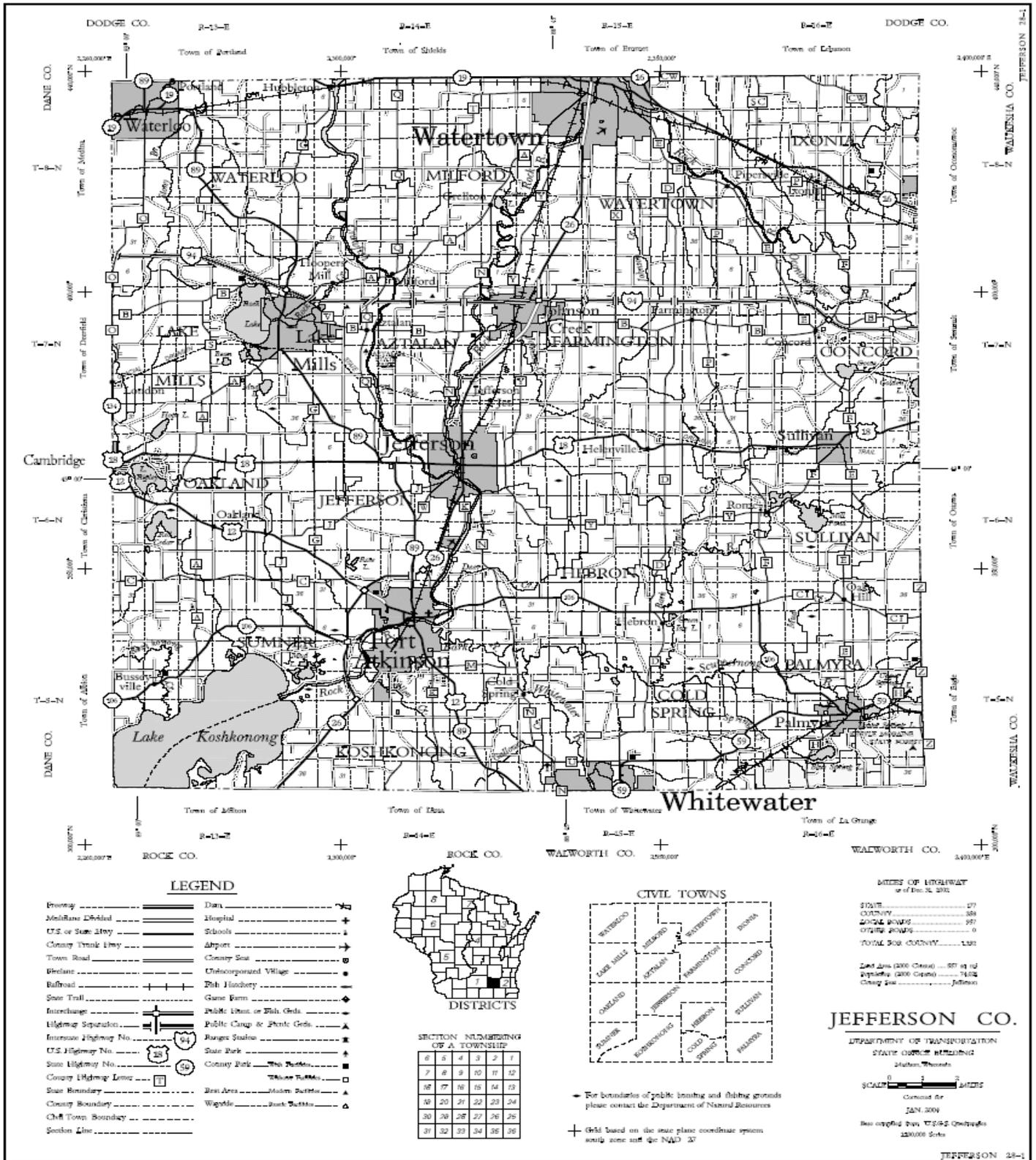
WATERTOWN, CITY	WATERTOWN WASTEWATER TREATMENT PLANT	800 HOFFMANN DRIVE
WATERTOWN, CITY FARMINGTON, TOWN	WATERTOWN WATER DEPARTMENT WEIS EXCAVATING, INC. WERNER BROS., INCORPORATED	870 WEST STREET N6131 CTH 'Y'
FORT ATKINSON, CITY		N8121 INDUSTRIAL DRIVE 1141 SOUTH TENTH STREET
WATERTOWN, CITY	WESTERN INDUSTRIES, INC WISCONSIN BELL, INC. D/B/A	
WATERTOWN, CITY WATERTOWN, CITY	SBC WISCONSIN Wisconsin Investcast	115 FOURTH STREET 661 SOUTH 12TH STREET

ATTACHMENT II
 PLANNING FACILITIES
JEFFERSON COUNTY PLANNING FACILITIES

FACILITY_MUNICIPALITY	FACILITY_NAME	FACILITY_STREET
AZTALAN, TOWN	VALERO RENEWABLE FUELS COMPANY, LLC	N5355 JUNCTION ROAD
FORT ATKINSON, CITY	BALL CONTAINER CORP.	105 EAST BLACKHAWK DRIVE
FORT ATKINSON, CITY	JONES DAIRY FARM	800 JONES AVENUE
FORT ATKINSON, CITY	LOEB-LORMAN METALS INC	115 LORMAN STREET
FORT ATKINSON, CITY	McCain Foods USA, Inc. NASCO INT'L, INC. - DIVISION	801 ROCKWELL AVE
FORT ATKINSON, CITY	ARISTOTLE CORP	901 JANESVILLE AVENUE
FORT ATKINSON, CITY	ON-COR FROZEN FOODS, LLC	1200 INDUSTRIAL DRIVE
FORT ATKINSON, CITY	SPACESAVER CORPORATION WISCONSIN BELL, INC. D/B/A SBC	1700 JANESVILLE AVENUE
FORT ATKINSON, CITY	WISCONSIN	201 EAST MILWAUKEE STREET
JEFFERSON, CITY	AMERICOLD	230 COLLINS ROAD
JEFFERSON, CITY	Frontier FS a Division GROWMARK	222 EAST PUERNER STREET
JEFFERSON, CITY	L. D. FOODS	1015 INDUSTRIAL AVE
JEFFERSON, CITY	NESTLE' PURINA	150 RIVERVIEW DRIVE
JEFFERSON, CITY	TYSON PREPARED FOODS, INC.	ONE ROCK RIVER ROAD
JEFFERSON, CITY	WAL-MART SUPERCENTER #3499 WISCONSIN BELL, INC. D/B/A SBC	1520 STATE HWY 26
JEFFERSON, CITY	WISCONSIN	212 SOUTH CENTER STREET
JOHNSON CREEK, VILLAGE	UNITED COOPERATIVE Crystal Farms Refrigerated Distribution Company	800 N WATERTOWN ST.
LAKE MILLS, CITY	LAKE MILLS WASTEWATER TREATMENT PLANT	450 N CP AVENUE
LAKE MILLS, CITY	Lakeland Cold Storage	308 NORTH CP AVENUE
LAKE MILLS, CITY	FRONTIER FS COOPERATIVE	1028 MULBERRY ST.
PALMYRA, VILLAGE	STANDARD PROCESS, INC.	212 THIRD STREET
PALMYRA, VILLAGE	BASO GAS PRODUCTS LLC	1200 WEST ROYAL LEE DRIVE
WATERTOWN, CITY	CONCORD GENERATING STATION Diversey, a Division Sealed Air (Watertown Facility)	1007 SOUTH 12TH STREET
WATERTOWN, CITY	EATON ELECTRICAL INC	N8914 COUNTY HIGHWAY E
WATERTOWN, CITY	LOEB-LORMAN METALS, INC.	316 HART STREET
WATERTOWN, CITY	REISS INDUSTRIES, LLC	901 SOUTH 12TH STREET
		1111 SOUTH 10TH STREET
		319 HART STREET

WATERTOWN, CITY	UTI/US CHEMICAL DISTRIBUTION CENTER	1009 SOUTH 12TH STREET
WATERTOWN, CITY	WAL-MART STORE #1776	107 AIRPORT RD
WATERTOWN, CITY	WATERTOWN HOPS CO-DIV	
WATERTOWN, CITY	MILLERCOORS LLC	1224 AMERICAN WAY
WATERTOWN, CITY	WATERTOWN WATER DEPARTMENT	870 WEST STREET
WATERTOWN, CITY	WATERTOWN WATER DEPARTMENT	806 SOUTH FIRST STREET
WATERTOWN, CITY	WISCONSIN BELL, INC. D/B/A SBC	
WATERTOWN, CITY	WISCONSIN	115 FOURTH STREET
WATERTOWN, CITY	WIS-PAK WATERTOWN	860 WEST STREET
WHITEWATER, CITY	Frontier FS a Division GROWMARK	W3364 STH 59
WHITEWATER, CITY	GENERAC POWER SYSTEMS - WHITEWATER	757 N NEWCOMB RD
WHITEWATER, CITY	UNIVERSITY WISCONSIN-WHITEWATER	800 WEST MAIN STREET
WHITEWATER, CITY	WHITEWATER COGENERATION FACILITY	111 COUNTY HIGHWAY U
WHITEWATER, CITY	WHITEWATER WASTEWATER TREATMENT	109 COUNTY HIGHWAY U

ATTACHMENT III JEFFERSON COUNTY MAP



ATTACHMENT IV

HAZARDOUS MATERIAL SPILL RELEASE REPORTING

A common problem found in many hazardous substance releases or spills is the failure the owner/operator to report the release to the proper agencies. This is often due to confusion about who needs to be contacted in what circumstance. Whatever the case may be, failure to report in a timely manner may not only hamper proper response activities, it may also result in fines levied against the responsible party. In order to avoid either this, an owner/operator a hazardous substance should be familiar with the notification requirements and make them known to employees through plans or procedures.

Under Section 304 the Emergency Planning and Community Right-to-Know Act (EPCRA), the Local Emergency Planning Committee (LEPC), Wisconsin Emergency Management Agency/State Emergency Response Board (WEM/SERB) and the National Response Center (NRC) must be notified any release that exceeds the reportable quantity a chemical that is on the extremely hazardous substance list or is covered by the Comprehensive Environmental Response Compensation and Liability Act 1980 (CERCLA).

PLEASE KEEP IN MIND THAT THE FIRST PEOPLE YOU SHOULD NOTIFY ARE THE EMERGENCY RESPONDERS.

If you have a spill or release subject to Section 304 notification, you will need to contact the following:

1. Jefferson County Local Emergency Planning Committee (LEPC), 920-674-7450, or Jefferson County Sheriff's Department - Dispatch, 920-674-7310.
2. Wisconsin Emergency Management Agency/State Emergency Response Board (WEM/SERB), 800-943-0003.
3. The National Response Center 1-800-424-8802 under Section 103 (a) CERCLA.

A release, which results in exposure to persons solely within a site or sites on which the facility is located, does not have to be reported under Section 304. This type of release, however, is subject to Wisconsin Spill Law, Wis. Statute 292.11, formerly Wis. Statute 144.76. Also, if there are injuries it is advisable to follow the Section 304 notifications.

THE WISCONSIN SPILL LAW REQUIRES THAT ALL SPILLS OR RELEASES BE REPORTED TO THE DEPARTMENT NATURAL RESOURCES (DNR).

To contact the DNR, call the Wisconsin Department Emergency Management (DEM) at 800-943-0003. The DEM will notify the DNR and other state agencies and also help you to determine if the release is subject to EPCRA Section 304 reporting.

When making your initial notification, be prepared to provide the following information:

1. Name and address facility reporting.
2. Name person reporting.
3. The chemical name or identity any substance involved in the release.
4. In what form was the substance released? Gas, solid, liquid or powder?
5. An indication whether the substance is on the Section 302 EPCRA list Extremely Hazardous Substances.
6. An estimate the quantity any such substance that was released.
7. The time and duration the release.
8. The medium or media into which the release occurred.
9. Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals.
10. Proper precautions to take as a result the release, including evacuation. (This information should be included in the off-site emergency plan being developed by the LEPC).
11. The name and telephone number the person or persons to be contacted for further information.

As soon as possible after a release, you must provide a written follow-up report the release to the Jefferson County LEPC and the WEM/SERB.

Jefferson County LEPC
411 S Center Avenue
Jefferson WI 53549

State Wisconsin Emergency Management Agency/
State Emergency Response Board - WEM/SERB
P.O. Box 7865
Madison WI 53707-7865

This report should describe the incident and include additional information with respect to:

1. Actions taken to respond to and contain the release.
2. Any known or anticipated acute or chronic health risk associated with the release.
3. Advice regarding medical attention necessary to exposed individuals, where appropriate.

Making the proper notification in the event a release or spill helps to initiate a quick and adequate response and also ensure compliance with notification requirements.

REMEMBER, BEFORE YOU WORRY ABOUT REPORTING REQUIREMENTS, CONTACT FIRST RESPONDERS FOR HELP.

ATTACHMENT V

IDENTIFICATION A COUNTY LOCAL HAZMAT RESPONSE TEAM – This information is available at the Jefferson County Office of Emergency Management, 411 S Center Avenue, Jefferson WI 53549.

Resolution No. 2007-95 Authorize Intergovernmental Agreement for a Local Hazardous Material Response Team

Agreements for the Local Hazardous Materials Response Team
Village Johnson Creek
City Lake Mills
City Fort Atkinson
Helenville

Expenditure Recovery Fee Schedule

Team Roster

Informational Booklet