

**JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

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

WEDNESDAY, AUGUST 20, 2014 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. Citizen Comments
6. Motion for Approval of Minutes
 - a. February 19, 2014
 - b. May 21, 2014
7. Communications
8. Election for Vice-Chair Position
9. Hazardous Materials Spills/Billings
10. Exercise/Training Reports
11. Hazmat Reimbursement Charges
12. Update on Commercial Pool & Spa
13. Level IV Hazmat Team
14. Plan of Work
 - a. Approve notice for Jefferson County LEPC Compliance Inspector
 - b. Approval of the Committee By Laws
 - c. Approval of the Committee's Membership List
 - d. Approval of the Hazmat Materials Response Expenditures
 - e. Off-Sites FY 2014
15. Industry Reports
 - a. American Red Cross
 - b. Salvation Army
 - c. Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5 Update
 - d. Jefferson County Public Health
16. Correspondence
17. Set Time/Date Next Meeting Tentative – November 19, 2014
18. Adjourn

Committee may discuss and/or take action on any item specifically listed on the agenda.

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.

JEFFERSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

February 19, 2014 at 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 Donna Haugom. Paul Hable called and is on his way.
- 2) **Roll Call** – Asst. Chief Kraig Biefeld, Marytha Blanchard, Kim Buchholz, Robert DeWolfe, Donna Haugom, Ryan Leslie, Chief Ray Madison, Captain Duane Scott, Dan Sage, Gail Scott, Robert Stray, Administrator Ben Wehmeier. Paul Hable joined the meeting at 1:05 p.m.
- 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 19, 2013 Meeting Minutes**

Motion made by Gail Scott, seconded by Bob Stray, to approve the November 19, 2013 minutes as written. Unanimously approved.

- 7) **Communications** - None
- 8) **Kim Buchholz – Removal on the Membership Roster**
Haugom stated that Kim has accepted another position within the County. Therefore, she needs to be removed from the membership roster as well as a new secretary needs to be identified. Wehmeier suggested that utilizing Tammie Jaeger to take the minutes during the interim may be an option. Haugom will make the formal request to the County board to update the membership listing.
- 9) **Hazardous Materials Spills/Billings**
Haugom reported to the committee that she has processed one bill for the City of Fort Atkinson in the amount of \$3,000 for spiller Advanced Disposal. Payment has been made.

Haugom indicated that on Monday there was a United Coop LP truck that flipped. There was no spill associated with the accident.

Haugom stated that our office has been working on the propane shortage. Individuals contacting our office have been referred to Energy Assistance. The office is also contacting both United Coop and Frontier FS weekly for updated information on the shortage.

A question was asked about what is defined as a hazmat spill. Haugom stated that it is anything outside its original container.

10) Exercise/Training Reports

- a) Tyson Hazmat Tabletop: Haugom stated that a tabletop exercise was held for Tyson in Johnson Creek at Comfort Suites. The situation presented was an anhydrous ammonia release within the Tyson facility. The exercise was to test Tyson's internal procedures and response plan. A lot was learned through the exercise. Overall, it went very well and was well attended. Haugom received the after action report this morning but has not had a chance to review it. Tyson was happy with the exercise and want to hold a functional exercise next year.
- b) Creation of Generic Incident Action Plans Prior to Disasters: Haugom has been working with the SE Region Emergency Managers to develop generic Incident Action Plans that would assist during the first and possible second operational periods of an emergency situation. Haugom distributed a sample of a plan for a flooding incident.

11) Hazardous Materials Ordinance

Haugom stated that committee members received a copy of the draft ordinance as part of their agenda packet. Phil Ristow, Corporation Council, needs to add language to clarify the language in section five. It is on the agenda for Law Enforcement/Emergency Management committee on Friday, February 28. The ordinance will then be forwarded to the County Board on March 11.

Motion was made by Chief Ray Madison, seconded by Gail Scott, to approve and pass on to the Law Enforcement/Emergency Management committee the Hazardous Materials Ordinance with the clarifying language added by Corporation Council. Discussion occurred.

Assistant Chief Kraig Biefeld suggested that the language in section two, four be changed to read "... property, unified command or the incident commander on the scene of an emergency..." Committee agreed with the change.

Chief Ray Madison amended the motion on the floor to incorporate the specified language in Section 2.4 as discussed.

Motion by Chief Ray Madison, seconded by Gail Scott, to approve and pass on the Hazardous Materials Ordinance to the Law Enforcement/Emergency Management Committee with the clarifying language added by Corporation Council and the language change discussed in section 2.4. Motion approved.

Haugom will make the changes and email out the final draft of the ordinance to the committee.

12) Hazmat Form 1060

Committee members received a copy of this form in their agenda packets. Haugom stated that this is the form that Commercial Pool and Spa is stating our Hazmat Team did not complete during the incident and therefore, they are not responsible to pay. Discussion occurred.

13) Hazmat Reimbursement Charges

The committee discussed the reimbursement charges that are charged by the County Hazmat Team. Haugom stated that she checked with Dodge County and distributed their information in the packet. Charges need to be a justifiable numbers. Asst. Chief Kraig Biefeld will bring back recommended charges for Jefferson County to the next meeting. Once the numbers are set, they will be reviewed and approved on an annual basis.

14) Update on Commercial Pool & Spa

Discussion occurred. Committee encouraged Haugom to continue to respond to their attorney's attempt to not pay for the spill. Wehmeier stated that he will discuss the situation with Phil Ristow and will determine the next steps to take on this issue.

15) Plan of Work

- a. Approve Notice for Jefferson County LEPC Compliance Inspector

Motion was made by Asst. Chief Kraig Biefeld, seconded by Gail Scott, to identify the State Inspector as Jefferson County's compliance inspector. Motion approved, unanimous.

- b. **FY 2014 – First Half due 3/31/14**

Haugom stated that the first half of the plan of work is due by March 31. All work requirements will be accomplished by that date.

- c. **Off Sites**

Buchholz reported that all six facility off-site visits for the first half of the plan of work have been completed. She is working to update the paperwork. The facilities that are being completed are: Americold (Jefferson); Ball Container Corporation (Fort Atkinson); Loeb-Lorman Metals, Inc. (Watertown); Wal-Mart (Watertown); Jefferson County Farm Plan. There will also be a new plan established for Schiller Grounds Care, Inc. located in Johnson Creek.

Buchholz stated that Haugom will be completing the facility off-site in the interim of her vacant position. There are six facilities to be updated in the second half: WI Bell, AT&T Wisconsin (Fort Atkinson); WI Bell, AT&T Wisconsin (Jefferson); Spacesaver Corporation (Fort Atkinson); Reiss Industries (Watertown); Watertown HOPS (Watertown). Susseck Machine Corporation is identified as the new plan to be developed.

16) Industry Reports

- a) **American Red Cross (ARC)** – Marytha stated that they held a statewide training conference on sheltering in January. Red Cross has merged with local municipal departments (Human Services and Health) to provide sheltering services for individuals with functional needs. They are also continuing to promote their Safe and Well program where individuals can register on-line to notify family members that they are safe and well during a disaster. Emergency Management will be distributing the informational cards at this year's county fair.

- b) **Salvation Army** – none

- c) **Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5** – Paul stated this program has been in existence for seven or eight years. The funding continues from the Federal level. The program is strong and active.

- d) **Public Health – Gail Scott**

Gail Scott stated that public health had a donation of N95 masks from Nestle Purina which she is working with Emergency Management to distribute to local responders. The Health Department is also working to establish the role of the health department into the county's mass casualty plan. They are continuing to do outreach through their Community Readiness & Preparedness Program. The current focus is on childcare centers. They are involved with planning two upcoming trainings; one will be held in Dodge County and one in Jefferson County. The conference will offer childcare providers information on communication, reunification, supplies, sheltering, active shooter and more to assist them in preparing their organization for a disaster.

17) Correspondence – None

18) Set Time and Date of Next Meeting – The next meeting will be on May 21, 2014 at 1 p.m. Buchholz mentioned that elections will be one agenda item. Ray Madison asked the committee to hear a presentation of PEAC.

Paul Hable thanked Kim Buchholz for her work during her time with the committee and wished her well in her new position.

19) Adjournment –Meeting adjourned at 2:14 p.m.

JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE

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

May 21, 2014 at 1 pm

MEETING MINUTES

1. **Call to Order** – The meeting was called to order at 1:15 pm.
2. **Roll Call** – Paul Hable, Donna Haugom, Jeff Larkin, Marytha Blanchard, Ryan Leslie, Gail Scott, Wehmeier and Nancy Mortensen. Not enough attendees to establish a quorum.
3. **Certifications of Compliance with the Open Meetings Law** – In compliance.
4. **Review of the Agenda** – Agenda was reviewed. Paul Hable requested that Nancy send out reminder notices closer to the meeting.
5. **Introduction of Nancy Mortensen** – Donna Haugom introduced Nancy Mortensen as the new EM Program Assistant. Everyone at the table introduced themselves.
6. **Citizens Comments** – No citizens were in attendance.
7. **Approval of Minutes** - February 19, 2014 meeting minutes could not be approved due to lack of quorum.
8. **Communications** - None
9. **Membership Listing** - The Membership Listing must be updated every year. Chief Ron Wegner will be taking over for Chief Ray Madison and Jeff Larkin will be taking over for Mark Schultz for the Environmental Health. This is the current listing of the LEPC members now and Donna will send it out to everyone before the next meeting and tell them that we will be approving the listing. Elections will also need to be done at the next meeting.
10. **By-Law Update** – Donna handed out the by-laws for everyone to look at. They will need to be approved at the next meeting. She mentioned that if anyone had changes to be made or comments to bring them to the August meeting.
11. **Procedures for Hazmat Response Expenditures** – Donna mentioned that this handout also needed to be approved at the August meeting. This is the Statute that identifies the procedures to be followed when we submit a hazmat reimbursement request to a responsible party.
12. **Hazardous Materials Spills/Billings** - Paul Hable requested Donna to discuss the status of existing billings and spills.

Donna started by going through the spill reports:

- a. A spill which involved 45 gallons of Mineral Oil behind the Johnson Creek Outlet Mall. WE Energies transformer failed which caused the mineral oil to spill into the soil and the excavation of 1-2 foot strip between the transformer and the soil for cleanup.
- b. Transformer Oil from WE Energy was spilled when someone hit a pole and knocked it over. Approximately 40 gallons was released. This occurred in the City of Fort Atkinson on Riverside Drive and State Hwy 106.
- c. A trailer broke off of a tractor in the City of Waterloo causing a 100 gallon release of manure.
- d. Diesel Petroleum spill, KLM Transport, Johnson Creek. Saddle tank ruptured due to the truck jack-knifing on an icy road.
- e. Hydraulic Oil spilled, Dave Schultz, City of Waterloo. The report states he is dumping 5 gallons a day due to a leak that has not been fixed. Clean up is unknown. Donna will follow up with the DNR.

13. Exercise/Training Reports -

- a. Tri-County Tabletop involving Jefferson, Walworth and Milwaukee counties. The purpose of the exercise was to stress the Resource capabilities of the State. Jefferson County worked with the Village of Johnson Creek by creating a simulated tornado affecting I-94 and the businesses North of I-94. An improvement identified for Johnson Creek was the need for additional communication equipment for the Village.
- b. A January Tabletop was conducted in cooperation with Tyson Foods identifying a scenario of a simulated release of Anhydrous Ammonia.

14. Ordinance -Copies of the approved ordinance were passed out along with the Citation ordinance.

15. Hazmat Form 1060 - Decision made to require this form is completed. Donna will bring it up at the Fire Chief's meeting to determine who completes the form.

16. Hazmat Reimbursement Charges – Assistant Chief, Craig Biefeld will discuss at the next meeting.

17. Update on Commercial Pool & Spa – The last correspondence received from Commercial Pool & Spa stated the 1060 form was not completed. Ben Wehmeier and Phil Ristow have reviewed the information on file and believe that requesting a payment of \$2000 for reimbursable supplies would be the best option at this point.

18. Plan of Work – Off sites done the next half, April thru September.

- a. Reiss, Watertown
 - i. Toluene 2,4 Diisocyanate: 36,000 lbs.

- ii. Toluene 2,6 Diisocyanate: 11,530 lbs.
- b. Wisconsin Bell, Fort Atkinson
 - i. Sulfuric Acid: 3,600 lbs
- c. Wisconsin Bell, Jefferson
 - i. Sulfuric Acid: 2,400 lbs
- d. Spacesaver, Fort Atkinson
 - i. Sulfuric Acid: 4,743 lbs
- e. Sussek Machine Corp, Waterloo
 - i. Sulfuric Acid: 2,657
- f. Watertown Hops, Watertown
 - i. Anhydrous Ammonia, 1,800 lbs.
 - ii. Sulfuric Acid, 69,855 lbs.
 - (i) Bulk Tank – 1,800 lbs
 - (ii) Batteries – 240 lbs

19. Industries Reports

- a. *American Red Cross* –
 - i. New Staff member (Stephanie Gander) to be the contact person for Preparedness Response & Recovery in Jefferson Co, Dane Co and Rock Co. Eventually will be replacing Marytha on the LEPC Committee.
 - ii. Contacting Donors to get a Shelter Trailer to store in Jefferson County.
- b. *Salvation Army* – Not in Attendance.
- c. *WHEPP Region 5 Update* – Activity is ongoing to consolidate the response groups in the State including Wisconsin Hospital Emergency Preparedness Program and EMT Responders. The funding of the program has been cut about 35%.
- d. *Jefferson Co Public Health* – Conducted “Operation Mayhem” a mock ice storm in Jefferson Co. Building/roof collapse in long-term care facility with fatalities. Focus on Fatality Management with capacity of EMS and Mass Casualty transport. Health Department EOC opened.

20. **Correspondence** – None.

21. **Set Time/Date Next Meeting** – Wednesday, August 20, 2014 @ 1pm same location.

22. **Adjourn** – 1:59pm.

Donna:

If the next LEPC meeting is August 20th, I will not be able to make that since I will be at Emergency Planning and Special Needs Populations training class during that time.

I wanted to give you an update on reimbursement project that I have.

I looked at the Appendix A for the Jefferson County Haz Mat Team.

Vehicles and Apparatus

Looking at the costs in the appendix, I would suggest that the rates of the vehicles on scene increase to match what other departments have been using.

Recommendations:

	Current	Recommended
Command Post	100/hr	200/hr
Command car	85/hr	150/hr
Ambulance	100/hr	175/hr
Fire Engine	225/hr	300/hr
Fire Tender	175/hr	250/hr
Fire Truck Aerial	275/hr	400/hr
Squad/Heavy Rescue	225/hr	225/hr
Specialty Equipment (cranes, excavator)		actual cost
HazMat Trailer		150/hr
Brush Truck		150/hr

The reason for the increase in the rates will be to reflect what other departments charge for vehicle use. These rates are sometimes determined through taking the total cost of the vehicle over its lifetime. New fire engines can cost over \$500,000 to purchase and ladder trucks can cost over 1,000,000.

Equipment and Materials

When it comes to equipment, most charge for the actual cost of the disposable equipment or for any actual cost of replacement due to damage. I would suggest removing the cost of using self contained breathing apparatus (SCBA) and monitoring/ detecting equipment. This cost would be absorbed with the use of the vehicle cost, and it would cut down on questions are to the actual time of use of this equipment. Dispatch would have the actual times of the vehicles

from when they responded to when they returned to make record keeping easier.

I would recommend making the change to equipment and materials as actual cost of equipment and materials used.

Personnel Charges

I think some of the personnel costs are too high. If someone gets injured while working as a firefighter, workers comp locates the nearest full time department to get the hourly cost of the firefighter. I would also recommend using that same cost. I will use the City of Watertown's hourly cost. You can decide if we would use regular hourly pay or regular hourly pay with benefits. I would recommend rounding the regular hourly figures to the nearest dollar value.

Personnel Charges

	Current	Regular
Regular with benefits		
Support 22.81/hr	35.00/hr	19.60/hr
Operations Personnel 28.52/hr	45.00/hr	24.50/hr
Command Personnel 39.25/hr	55.00/hr	33.73/hr

I believe this will allow the LEPC to be able where the costs for providing Haz Mat service me be better explained.

Let me know if you have any questions

Thanks

[Kraig-Biefeld-Sign]

JEFFERSON COUNTY AREA FIRE DEPARTMENTS HAZMAT TEAM

Appendix A

Hazardous Materials Emergency Response

Expenditure Recovery Fee Schedule

The following schedule represents the recoverable expenses for hazardous materials response, spill containment and on-scene emergency management activities.

Vehicles and Apparatus

Command and support Vehicles

Mobile Command Post	100.00/hr.
Fire Department Command Car	85.00/hr.

Operations Vehicles

Ambulance	100.00/hr.
Fire Engine	225.00/hr.
Fire Tender	175.00/hr.
Fire Truck Aerial	275.00/hr.
Squad / Rescue	225.00/hr.
Specialty Equipment (crane, excavator)	<i>Actual Cost</i>

Equipment and Materials

Self Contained breathing Apparatus	100.00/use
Personal Protective Equipment	<i>replacement value or cleaning charge</i>
Containment and Spill Control Equipment	<i>replacement value</i>
Monitoring and Detection Equipment	100.00/use
Miscellaneous Incidentals	<i>Actual Cost</i>

Personnel Charges

Support Personnel	35.00/hr
Operations Personnel	45.00/hr
Command Personnel	55.00/hr.
Specialty Technician (chemist, industry specialist)	<i>Actual Cost</i>

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.

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.

DMA form 23 (Apr. 01) Wis. Stats. 166.20-21, 59.54(8) 4, 893.82 and 895.46 Wisconsin Emergency Management (WEM)/SERC 2400 Wright Street, PO Box 7865 Madison WI 53707-7865 608-242-3231.1.1		LOCAL EMERGENCY PLANNING COMMITTEE APPOINTMENT LIST		(1) LEPC Name and Mailing Address Jefferson County LEPC 411 Center Avenue Jefferson WI 53549 920-674-7450		
(2) NAME	(a) Group	(3) REPRESENTING (b) Organization	(4) MAILING ADDRESS	(5) TELEPHONE	(6) EFFECTIVE DATE OF COUNTY BOARD APPOINTMENT	(7) LEPC POSITION
Please Print or Type						
Gail Scott	2	Jefferson County Health Department	1541 Annex Road Jefferson WI 53549	920-674-7228	1/15/1991	Health Services
Adam Bols	5	Frontier FS Cooperative	222 E Puerner Street Jefferson WI 53549	920-674-7000 x141	6/14/2011	EHS Facility
Robert De Wolfe	2	City of Jefferson EMS Jefferson County	121 W Racine Street Jefferson WI 53549	920-674-2751	9/10/1991	EMS
Donna Haugom	2	Emergency Management Jefferson County Sheriff's Office	411 S Center Avenue Jefferson WI 53549	920-674-7450	7/11/1995	Emergency Management
Sheriff Paul Milbrath	1	Office	411 S Center Avenue Jefferson WI 53549	920-674-7310	2/11/2003	Local Elected Official
Paul Hable	2	Fort HealthCare	611 E Sherman Avenue Fort Atkinson WI 53538	920-568-5259	1/11/2005	Hospital
Jeff Larkin	2	Jefferson County Environmental Health Consortium-Supervisor	515 S First Street Watertown WI 53094 State Capitol/Rm 412 N PO Box 8952	920-262-8094	6/10/2014	Local Environmental Organization
Andy Jorgensen Captain	1	37th Assembly District Representative	Madison WI 53708	608-266-3790	10/13/2009	State Elected Official
Duane Scott	2	Jefferson County Sheriff's Office	411 S Center Avenue Jefferson WI 53549	920-674-7355	10/13/2009	Law Enforcement
Samantha Schwark	2	Jefferson County Emergency Management	411 S Center Avenue Jefferson WI 53549	920-674-8674	8/18/2014	Emergency Management
Chief Vern Butzine	2	Jefferson County Fire Chief's Association	900 Industrial Lane Waterloo WI 53591 1600 Janesville Ave	920-253-0074	6/10/2014	Fire Fighting
Ryan Leslie	2	Fort Transportation	Fort Atkinson WI 53538	920-563-0800	10/13/2009	Transportation
Angela Swinehart	4	Salvation Army	11833 W Cathedral Avenue Wauwatosa WI 53226	920-980-7938	5/1/2012	Community Group
Marytha Blanchard	4	Badger Chapter ARC	4860 Sheboygan Avenue Madison WI 53705	608-232-5824	3/12/2013	Community Group
Kraig Biefeld	2	Watertown Fire/EMS Dept.	106 Jones Street Watertown WI 53094	920-261-8812 x338	5/1/2012	Fire/EMS
Ryan Ellifson	2	Wisconsin DNR	Fitchburg Service Center	608-275-3266	5/13/2014	DNR

JEFFERSON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
PROCEDURES FOR REVIEW OF HAZMAT RESPONSE EXPENDITURES

323.71 Local agency response and reimbursement.

(1) A person who possesses or controls a hazardous substance that is released or who causes the release of a hazardous substance shall take the actions necessary to protect public health and safety and prevent damage to property.

(2) If action required under sub. (1) is not being adequately taken or the identity of the person responsible for an emergency involving a release or potential release of a hazardous substance is unknown and the emergency involving a release or potential release threatens public health or safety or damage to property, a local agency may take any emergency action that is consistent with the contingency plan for the undertaking of emergency actions in response to the release or potential release of hazardous substances established by the department of natural resources under s. 292.11 (5) and that it considers appropriate under the circumstances.

(3) The division shall reimburse a local emergency response team for costs incurred by the team in responding to an emergency involving a hazardous substance release, or potential release, if the team followed the procedures in the rules promulgated under s. 323.70 (7) (c) to determine if an emergency requiring the team's response existed. Reimbursement under this subsection is limited to the amount appropriated under s. 20.465 (3) (dr). Reimbursement is available under s. 20.465 (3) (dr) only if the local emergency response team has made a good faith effort to identify the person responsible under sub. (4) and that person cannot be identified, or, if that person is identified, the team has received reimbursement from that person to the extent that the person is financially able or has determined that the person does not have adequate money or other resources to reimburse the local emergency response team.

(4) (a) Except as provided in par. (b), a person shall reimburse a local agency as provided in sub. (5) for actual, reasonable, and necessary expenses incurred in responding to an emergency involving the release or potential release of a hazardous substance if any of the following conditions applies:

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1. The person possessed or controlled a hazardous substance involved in the emergency.
2. The person caused the emergency.

(b) A local emergency response team may receive reimbursement under par. (a) only if the team followed the procedures established under s. 323.70 (7) (c) to determine if an emergency requiring the team's response existed.

(5) (a) The county board may designate a county employee or body as the reviewing entity under this subsection. If the county board does not make a designation, the local emergency planning committee is the reviewing entity.

(am) A local agency seeking reimbursement under sub. (4) shall submit a claim stating its expenses to the reviewing entity for the county in which the emergency occurred.

(b) The reviewing entity shall review claims submitted under par. (am) and determine the amount of reasonable and necessary expenses incurred. The reviewing entity shall provide a person who is liable for reimbursement under sub. (4) with a notice of the amount of expenses it has determined to be reasonable and necessary that arose from the emergency involving the release or potential release of a hazardous substance and that were incurred by all local agencies from which the reviewing entity receives a claim.

(c) If a person receiving a notice under par. (b) objects to the amount of expenses in the notice, the person may ask the reviewing entity to review its determination. The reviewing entity may modify the determination and shall notify the person of the result of its review.

(d) A person liable for reimbursement under sub. (4) shall pay the reimbursement directly to each local agency.

(6) A county may enact an ordinance in conformity with this section that governs the administration of claims under sub. (5).

History: 1989 a. 256; 1995 a. 13, 227, 247; 1997 a. 27; 2001 a. 16; 2009 a. 42 ss. 222, 225 to 231; Stats. 2009 s. 323.71.