

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

**THURSDAY, August 18, 2011  
Meeting at 1 p.m.**

- 1) **Call to Order** - The meeting was called to order at 1:05 p.m. by Donna Haugom.
- 2) **Roll Call** – Kim Buchholz, Bob DeWolfe, Donna Haugom, Ryan Leslie, Chief Ray Madison, Sheriff Paul Milbrath, Captain Duane Scott, Gail Scott, Bob Stray.
- 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 April 21, 2011 Meeting Minutes**  
Motion was made by Gail Scott, seconded by Milbrath, to approve minutes from the April 21, 2011 meeting as printed. Motion unanimously approved.
- 7) **Election of Vice Chair**  
Chief Tim Whitham, Vice Chair of the committee has moved to Kentucky. The practice has been that the President of the Fire Chief’s Association serves as the Vice President of the LEPC. The current president is Chief Ray Madison. Motion made by Sheriff Milbrath to nominate Chief Ray Madison for the position of Vice Chair and close nominations. Motion unanimously approved. Chief Madison will serve as the Vice Chair for the committee.
- 8) **Update By-Laws**  
In order to change the by-laws, the committee must have 2/3rds of the committee present to vote. Tim Anderson was on the phone for this agenda item. Haugom reviewed and handed out the proposed changes with the committee. Proposed changes include: Page 1, under 3A, delete Jefferson County Zoning and Planning Director; delete Membership workgroup and substitute coordinator of information; delete “may serve a maximum of two (2 year) terms or 4 years, substitute with shall serve for an indefinite term. Page 3, V, delete January, April, July and October; change to February May, August and November. Discussion occurred. Decision was made to not specify months but rather state quarterly meetings. Change will state, The LEPC has established quarterly meeting dates to be held on the third Wednesday beginning at 1 p.m. No further discussion or questions. Motion made by Gail Scott, seconded by Bob DeWolfe, to approve by-laws as discussed. Motion unanimously approved.
- 9) **Update Membership**  
Haugom distributed the current membership list with changes made. Motion made by Sheriff Milbrath, seconded by Chief Madison to approve the membership as listed. Motion unanimously approved.  
  
Tim Anderson by phone no longer in attendance after this agenda item.
- 10) **Off-Site Review**  
Buchholz gave an overview of the current off-site facility plans that are being updated. They include: BASO Gas Products in Watertown, United Cooperative in Johnson Creek, US Chemical Corporation in Watertown, Lake Mills Water Pollution Control Facility in Lake Mills, Whitewater Wastewater Treatment Plant in Whitewater, We Energies/Concord Generating Station in Watertown and UTI/US

Chemical Distribution Center in Watertown. The last two listed are currently reporting facilities whose chemicals now exceed the planning threshold so new plans are being developed for these two facilities.

**11) Hazardous Materials Spills – Billing**

**a) Commercial Pool and Spa**

After receiving no response from Commercial Pool & Spa, Haugom submitted information to Randi Wind Milsap, General Council for Wisconsin Emergency Management, on March 7, 2011 requesting her assistance to obtain reimbursement.

Ms. Milsap indicated there may be two responsible parties, Commercial Pool & Spa and Milport, the company who supplied the chemicals to Commercial Pool & Spa. Haugom sent the information to Milport on April 20, 2011 outlining the situation and requesting reimbursement. Mr. Denman from Milport indicated the product was provided to Commercial Pool & Spa three weeks prior to the release and did not believe they could be held responsible for product that was in the possession of the customer for three weeks. This information was provided to Ms. Milsap on June 2<sup>nd</sup>.

Contact was made with Ms. Milsap on Wednesday, August 17<sup>th</sup> – Ms. Milsap indicated it is still an open case as she has not had time to follow up.

**b) Klemm Tank Lines**

Haugom reported that Chief Ron Wegner and Klemm Tank Lines agreed to reduce the bill from \$41,494.67 to \$30,789.67. Klemm Tank Lines has paid. Klemm Tank Lines has also agreed to conduct ethanol training with local fire personnel.

**12) Update Procedures for Review of Hazmat Response Expenditures**

Haugom distributed copies of 1989 Wisconsin Act 256. Motion made by Gail Scott, seconded by Chief Madison, to approve the committee follow the procedures as outlined in 1989 Wisconsin Act 256 for how hazmat response expenditures are reviewed. Motion unanimously approved.

**13) Health Department Preparedness – Gail Scott**

Scott reviewed with the committee the Health Department's preparedness grant and the related activities. Scott asked committee members to contact her with any additional questions or comments.

**14) Vigilant Guard Full Scale Exercise**

Haugom stated that the full scale exercise was held on May 14, 2011. The exercise went better than expected and lessons were learned. She distributed the after action report/improvement plan. See attached "Fire Service After Action Report/Improvement Plan for further details."

Haugom encouraged members of the committee to become ICS certified. Many of the classes can be taken on-line.

**15) Industry Reports**

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

**b) Health Consortium Update – no longer in existence. Remove from future agendas.**

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

**16) Correspondence – none**

**17) Set Time and Date of Next Meeting – The next meeting will be held on November 16, 2011 at 1 p.m.**

**18) Adjournment – Motion made by DeWolfe, seconded by Captain Scott, to adjourn at 1:50 p.m.**