



**Waukesha**  
**COUNTY**  
OFFICE OF  
EMERGENCY MANAGEMENT

**WAUKESHA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE  
MEETING MINUTES**

In Attendance: James Batzko, Brian Engelking, Tony Feck, Nancy Healy Haney, Steve Howard, Ben Jones, Steve Kay, Allen LaConte, Glenn Leidel, Matt Redmann, Anna Ruzinski, Kathy Schwei, Sherri Stigler, Sarah Ward, Rich Warnecke

Absent/Excused: Frank Riedijk

Guests: Bridget Gnadt, Gail Goodchild, Charlie Myers

1. Call to Order

The meeting was called to order by Matt Redmann at 1:38p.m.

2. Meeting Location Specific Instructions for Emergency Evacuation or Shelter in Place

Kathy Schwei delivered emergency instructions for this location at the Waukesha County Emergency Operations Center at 1621 Woodburn Road in Waukesha.

3. Approval of Minutes of July 27, 2017 Meeting

A correction was made to the minutes in Item 8. "Jim Haakenson" should be replaced with "Joe Hoffman". **Motion by Anna Ruzinski, second by Rich Warnecke to approve the minutes as corrected. All members present voting AYE, motion carried.**

4. Public Comment

None.

5. Invoice Review – Discussion and Action

None.

6. Election of Vice Chairperson

Since the current Vice Chairperson, Steve Kay, is retiring from GE Healthcare and resigning from the LEPC after today's meeting, a new Vice Chairperson is needed. Motion by Steve Howard, second by Anna Ruzinski, to elect Brian Engelking Vice Chairperson. **All members present voting AYE, motion carried.**

7. Off-Site Plan Acceptance – Discussion and Action

Kathy Schwei led LEPC members in a review of the following plans. **Motion by Steve Kay, second by Steve Howard to accept the plans listed below as presented, with the exception of Harley Davidson. All members present voting AYE, motion carried.**

**Motion by Anna Ruzinski, second by Rich Warnecke to accept the Harley Davidson plan as presented. All members present except Matt Redmann voting AYE, motion carried. Matt Redmann recused himself from the vote since he is an employee of Harley Davidson.**

- a. Home Depot #4921, 197546, Mukwonago, Update
- b. Home Depot #4940, 197535, Menomonee Falls, Update
- c. Home Depot #4918, 197549, Waukesha, Update
- d. Pump Station #1, San. District 4, 183137, Brookfield, Update
- e. Pump Station #3, San. District 4, 193648, Brookfield, Update
- f. Pump Station #5&6, San. District 4, 193647, Brookfield, Update
- g. Pump Station #10, 199794, Menomonee Falls, Update
- h. Ventura Foods, LLC, 28820, Waukesha, Update
- i. Waukesha CCC, 196359, Waukesha, Update
- j. WI-997 Time Warner Cable, 199183, Brookfield, Update
- k. Wingfoot Commercial #132, 193478, Butler, Update
- l. Navistar, Inc., 131172, Brookfield, Update
- m. Aptar, 10639, Mukwonago, Update
- n. Arctic Glacier, 197756, Menomonee Falls, Update
- o. Southern Graphic Systems, 196357, Waukesha, Update
- p. Harley Davidson, 1705, Menomonee Falls, Update
- q. Kohl's Corporate, 195916, Menomonee Falls, Update
- r. Kohl's Dept. Stores, CSOC, 200398, Menomonee Falls, Update
- s. Menomonee Falls Well #9, 180202, Menomonee Falls, Update
- t. Mondalez Global LLC, 195894, New Berlin, Update
- u. Veritiv-Milwaukee-U, 200953, New Berlin, New
- v. Veritiv-Pewaukee-X, 200973, Pewaukee, New
- w. Kohl's Innovation Center, 201133, Menomonee Falls, New
- x. Kohl's Dept. Stores, KCDC, 201116, Menomonee Falls, New
- y. Baird Display, 25488, Waukesha, Final

#### 8. Incident Review

Schwei recapped the 48 hazardous materials incidents reported since the last LEPC meeting on March 22. See Attachment. Most were natural gas odors or petroleum products spills.

#### 9. OEM Report

Schwei reported on the following activities:

##### Activities

- Assisted Burlington for 3 days as part of the IMT after their flooding on July 13
- IMT Communications Group Meetings and Board Meeting

- Acted as Fiscal Agent for IMT to receive \$32,220 grant from HERC for laptops, scanners, and Rapid Tag printers
- Building Expansion Weekly Meetings – Occupancy in Offices around last week of October
- National Nights Out in Brookfield and Waukesha in August
- Deploy Pole Camera to Village of Pewaukee and City of Waukesha for multiple events in June and July
- Worked with WCTC Intern to create new COAD website
- Closing out Plan of Work Activities and Paperwork
- Will conduct interviews next week for the Shared Position with Dispatch, to start in January
- National Preparedness Month activities – encouraging employees to build a kit, press releases, internal notifications on county's intranet

### Exercises

- Participated in DOC TTX on 09/06/17 – how tornado scenario can impact those on probation and parole
- Continuing Planning for Delafield/University Lake School FSX on 10/28/17
- Starting New Exercise Cycle for HERC – expect to participate in a spring TTX and a June TTX
- Just starting to work with a group of people for TTX at Roundy's

### Trainings

- Provided 7 sessions of WebEOC Training in September, Plan two sessions in October, Six in November and scheduling some in January of 2018
- Will attend SWHSP BEOC Workshop on October 20; will have WebEOC component to it, working with BEOC Liaisons to share information to private sector partners
- Will attend WEMA Conference at Heidel House in Green Bay October 11

#### 10. Member Reports

Schwei presented a plaque to Steve Kay in recognition of his many years of service on the LEPC and wished him the very best in his retirement. Steve Kay stated he would continue to be involved in preparedness efforts, particularly the Tosa Area Preparedness Partners and the Southeast WI Homeland Security Public Private Partnership.

#### 11. Schedule Next Meeting Date/Time – Discussion and Action

The next meeting will be Wednesday, December 13, 2017, at 1:30pm in the Waukesha County EOC at 1621 Woodburn Road, Waukesha.

#### 12. Adjourn – Action

**Motion by Anna Ruzinski to adjourn the meeting at 2:40, second by Sherri Stigler. All members present voting AYE, motion carried.**

**LEPC Mission Statement**

*The Waukesha County Local Emergency Planning Committee promotes emergency planning, preparedness, and public awareness to protect Waukesha County's communities and its citizens from the impact of releases of hazardous chemical substances and other disasters.*



1621 Woodburn Road Waukesha, WI 53188 262-548-7580 FAX 262-548-7313

Rpt No	Rpt Date	Nature	Primary Hazard	Jurisdiction	Incident Type	Amount	Evacuations Facility	Evacuations Public	Damage Reported
1299	07/13/2017	Hazardous Materials Incident	Diesel Fuel	New Berlin - City		10	Gallons		
1325	08/08/2017	Hazardous Materials Incident	Diesel Fuel	Waukesha - City		5	Gallons		
1333	08/15/2017	Hazardous Materials Incident	Diesel Fuel	Summit - Village		15	Gallons		
1348	09/07/2017	Hazardous Materials Incident	Diesel Fuel	Brookfield - City		100	Gallons		
1337	08/16/2017	Hazardous Materials Incident	Explosive	Oconomowoc - City					
1315	07/26/2017	Hazardous Materials Incident	Fertilizers or Herbicides	Eagle - Village		980	Gallons		
1302	07/18/2017	Hazardous Materials Incident	Gasoline	New Berlin - City			Unknown		
1334	08/16/2017	Hazardous Materials Incident	Gasoline	New Berlin - City					
1353	09/09/2017	Hazardous Materials Incident	Gasoline	Pewaukee - Village					
1358	08/23/2017	Hazardous Materials Incident	Gasoline	Menomonee Falls -					
1300	07/14/2017	Hazardous Materials Incident	Natural Gas	Dousman - Village					
1305	07/21/2017	Hazardous Materials Incident	Natural Gas	Brookfield - City					
1310	07/24/2017	Hazardous Materials Incident	Natural Gas	New Berlin - City					
1311	07/20/2017	Hazardous Materials Incident	Natural Gas	Eagle - Village					No
1317	07/28/2017	Hazardous Materials Incident	Natural Gas	Pewaukee - Village					
1318	07/30/2017	Hazardous Materials Incident	Natural Gas	Vernon - Town					
1323	08/04/2017	Hazardous Materials Incident	Natural Gas	New Berlin - City					
1324	08/04/2017	Hazardous Materials Incident	Natural Gas	Wales - Village					
1326	08/08/2017	Hazardous Materials Incident	Natural Gas	Brookfield - City					
1328	08/10/2017	Hazardous Materials Incident	Natural Gas	Hartland - Village					
1329	08/10/2017	Hazardous Materials Incident	Natural Gas	Brookfield - Town					
1332	08/15/2017	Hazardous Materials Incident	Natural Gas	Merton - Town					
1335	08/16/2017	Hazardous Materials Incident	Natural Gas	Sussex - Village					
1336	08/16/2017	Hazardous Materials Incident	Natural Gas	Brookfield - City					
1339	08/21/2017	Hazardous Materials Incident	Natural Gas	Menomonee Falls -					



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Rpt No	Rpt Date	Nature	Primary Hazard	Jurisdiction	Incident Type	Amount	Evacuations Facility	Evacuations Public	Damage Reported
1340	08/22/2017	Hazardous Materials Incident	Natural Gas	Menomonee Falls -			Y		
1342	08/24/2017	Hazardous Materials Incident	Natural Gas	Menomonee Falls -					
1344	08/25/2017	Hazardous Materials Incident	Natural Gas	Menomonee Falls -					
1346	08/26/2017	Hazardous Materials Incident	Natural Gas	Menomonee Falls -					
1347	08/29/2017	Hazardous Materials Incident	Natural Gas	Menomonee Falls -					
1349	09/05/2017	Hazardous Materials Incident	Natural Gas	Delafield - Town					
1350	09/06/2017	Hazardous Materials Incident	Natural Gas	Brookfield - City			Y		
1351	09/06/2017	Hazardous Materials Incident	Natural Gas	Pewaukee - Village					
1352	09/08/2017	Hazardous Materials Incident	Natural Gas	Menomonee Falls -					
1355	09/15/2017	Hazardous Materials Incident	Natural Gas	Pewaukee - Village					
1356	09/19/2017	Hazardous Materials Incident	Natural Gas	Menomonee Falls -					
1357	09/20/2017	Hazardous Materials Incident	Natural Gas	New Berlin - City					
1359	09/26/2017	Hazardous Materials Incident	Natural Gas	Brookfield - Town					
1341	08/23/2017	Hazardous Materials Incident	Oil - Mineral	Pewaukee - City	5	Gallons			
1307	07/24/2017	Hazardous Materials Incident	Other Chemicals	New Berlin - City	150	Gallons			
1314	07/24/2017	Hazardous Materials Incident	Other Chemicals	New Berlin - City	150	Gallons			
1331	08/14/2017	Hazardous Materials Incident	Other Chemicals	Sussex - Village			Y	Y	
1338	08/18/2017	Hazardous Materials Incident	Other Chemicals	New Berlin - City	100	Gallons			
1312	07/20/2017	Hazardous Materials Incident	Unknown Substance	Waukesha - City					
1320	07/31/2017	Hazardous Materials Incident	Unknown Substance	Menomonee Falls -					
1321	08/01/2017	Hazardous Materials Incident	Unknown Substance	Menomonee Falls -					
1327	08/09/2017	Hazardous Materials Incident	Unknown Substance	Wales - Village					
1345	08/26/2017	Hazardous Materials Incident	Unknown Substance	New Berlin - City					