

**WAUKESHA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
March 18, 2020**

In Attendance: Jim Batzko, Brad Bowen, Brian Engelking, Bridget Gnad, Ben Jones, Allen LaConte, Matt Redmann, Anna Ruzinski, Kathy Schwei, Joyce Thome, Sarah Ward

Absent: Al Davies, Tony Feck, Steve Howard, Sherri Stigler, Rich Warnecke

Guests: Charlie Myers, Eric Olander, Kim Piskacek

1. Call to Order

Matt Redmann called the meeting to order at 2:32pm

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

As it was a conference call meeting, no meeting location specific instructions were given.

3. Approval of Minutes of December 11, 2019 Meeting

The minutes of the December 11, 2019 meeting were approved. **Motion by Anna Ruzinski, second by Al LaConte to approve the minutes. All members present voting AYE, motion carried.**

4. Public Comment

None.

5. Invoice Review – Discussion and Action

None.

6. Off-site Plan Acceptance – Discussion and Action

Schwei summarized the off-site response plans for each of the facilities below. **Motion by Rich Warnecke, second by Brad Bowen to accept the plans listed below as presented. All members present voting AYE, motion carried.**

- a. AT&T Big Bend PF1606, 29630, Big Bend, Update
- b. AT&T Brookfield Lakes PF0161, 29666, Brookfield, Update
- c. AT&T Fairway PF0106, Brookfield, 13112, Update
- d. AT&T Menomonee Falls Marcy PG0116, 21688, Update

7. LEPC Administrative Requirements



Each year, the LEPC must accept a countywide hazardous materials response plan, approve bylaws, authorize a compliance inspector as part of the Plan of Work requirements with Wisconsin Emergency Management, and review the LEPC membership list.

- a. Accept Countywide Comprehensive Emergency Response Plan
Motion by Anna Ruzinski, second by Brian Engelking to accept the CERP as presented. All members present voting AYE, motion carried.
- b. Approve LEPC Bylaws
Motion by Anna Ruzinski, second by Brian Engelking to approve the LEPC Bylaws as presented. All members present voting AYE, motion carried.
- c. Authorize Compliance Inspector
With no Waukesha County Emergency Management staff having the requisite training to be a Compliance Inspector, that responsibility lies with Wisconsin Emergency Management.
Motion by Anna Ruzinski, second by Brian Engelking to authorize Wisconsin Emergency Management as the Waukesha County Compliance Inspector. All members present voting AYE, motion carried.
- d. Review LEPC Membership List
Members present reviewed the list and made no changes.

8. Incident Review

Schwei recapped the 41 hazardous materials incidents reported since the last LEPC meeting on December 11, 2019. Most were natural gas odors or petroleum products spills. See attachment. She agreed to send further details about some of the incidents.

9. OEM Report

Schwei reported on the following Emergency Management activities:

Activities

- Participated in recurring meetings – SE Region EM, BioWatch Advisory Committee, COAD, Waukesha County Healthcare Preparedness Coalition, Western Lakes Healthcare Coalition, SE Incident Management Team, Police and Fire Chiefs Meetings
- Attended Democratic National Convention work group meetings; Prepared briefing for County Exec
- Developing custom SharePoint product for EOC procurement and resource tracking
- Working with work group to update Hospital-EOC Liaison Position guides
- Presentations for Seniors Breakfasts for ProHealthcare in Waukesha and Oconomowoc in December
- Continuing Business Continuity planning for County Departments
- Established a Crisis Track Users Group; Conference Call with Colorado County
- Participating in County Mentorship Program with Gail Goodchild
- Refining protocols for 911 response to calls from Waukesha County Airport
- Videotaped an EOC presentation for Wisconsin Emergency Management
- Participated in spring flood outlook webinars from National Weather Service

Exercises

- Participated on exercise design team for ESF 8 – Health and Medical Exercise on March 4
- Participating on exercise design team for BioWatch Exercise at end of April
- Coordinating with FBI for food safety exercise in April
- Participating in monthly Healthcare Emergency Readiness Coalition (HERC) exercise design team meetings

Trainings

- Attended Psychological First Aid training from Red Cross in January
- Attended Mass Casualty Incident training from Red Cross in February
- Attended Response to Biological Incidents Awareness Course in February
- Attended Intermediate Emergency Operations Center Operations Course in February
- Attended SE Wisconsin Regional Cyber Workshop in January
- Attended Community Economic Recovery Course in January
- Attended WI Healthcare Emergency Preparedness Conference in January
- Will attend Center for Domestic Preparedness Healthcare Leadership Course next week

10. Member Reports

Brad Bowen reported that Western Lakes Fire Department had started a Healthcare Coalition with healthcare providers in the jurisdictions served by WLFD.

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

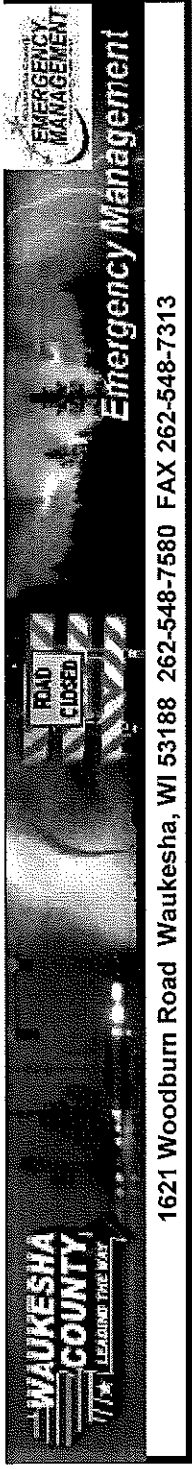
Schwei will send an announcement to LEPC in June about if it is possible to have a meeting on June 17.

12. Adjourn – Action

Meeting adjourned at 3:10pm. **Motion by Anna Ruzinski, second by Brian Engelking to adjourn. All members present voting AYE, motion carried.**

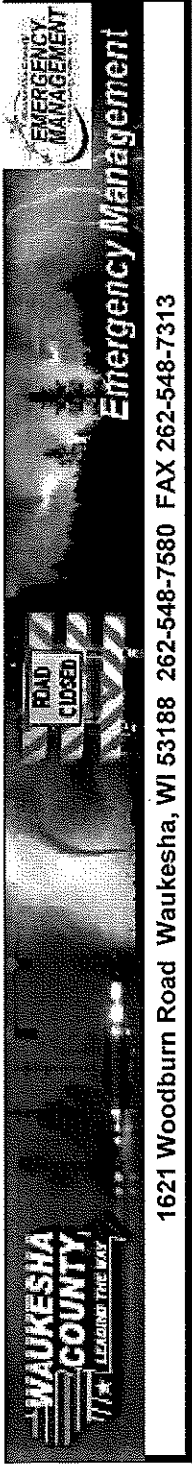
LEPC Mission Statement

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	Public	Damage Reporte
2128	01/03/2020	Hazardous Materials Incident	Diesel Fuel	Sussex - Village		50 Gallons	N	N	No
2141	01/29/2020	Hazardous Materials Incident	Diesel Fuel	Butler - Village			N	N	No
2150	02/13/2020	Hazardous Materials Incident	Diesel Fuel	Brookfield - City		150 Gallons	N	N	Yes
2155	02/25/2020	Hazardous Materials Incident	Diesel Fuel	Menomonee Falls -		50 Gallons	N	N	No
2159	03/05/2020	Hazardous Materials Incident	Diesel Fuel	New Berlin - City		3 Gallons	N	N	No
2119	12/12/2019	Hazardous Materials Incident	Explosive	Waukesha - City			N	N	No
2130	01/06/2020	Hazardous Materials Incident	Explosive	Waukesha - City			Y	Y	No
2120	12/15/2019	Hazardous Materials Incident	Gasoline	Brookfield - City			N	N	No
2137	01/24/2020	Hazardous Materials Incident	Gasoline	Brookfield - City			N	N	No
2146	02/06/2020	Hazardous Materials Incident	Gasoline	Brookfield - City			N	N	No
2117	12/11/2019	Hazardous Materials Incident	Mercury	Hartland - Village			N	N	No
2158	03/04/2020	Hazardous Materials Incident	Mercury	Menomonee Falls -		80 mL	N	N	No
2118	12/12/2019	Hazardous Materials Incident	Natural Gas	Menomonee Falls -			Y	N	No
2123	12/17/2019	Hazardous Materials Incident	Natural Gas	Brookfield - City			N	N	No
2124	12/17/2019	Hazardous Materials Incident	Natural Gas	Eagle - Town			N	N	No
2126	12/19/2019	Hazardous Materials Incident	Natural Gas	Dousman - Village			N	N	No
2129	01/03/2020	Hazardous Materials Incident	Natural Gas	Oconomowoc - City			N	N	No
2131	01/06/2020	Hazardous Materials Incident	Natural Gas	New Berlin - City			Y	N	No
2132	01/07/2020	Hazardous Materials Incident	Natural Gas	Menomonee Falls -			Y	N	No
2133	01/09/2020	Hazardous Materials Incident	Natural Gas	Waukesha - Town			Y	N	No
2136	01/24/2020	Hazardous Materials Incident	Natural Gas	Oconomowoc Lake -			Y	N	No
2138	01/24/2020	Hazardous Materials Incident	Natural Gas	Oconomowoc - City			Y	N	No
2139	01/25/2020	Hazardous Materials Incident	Natural Gas	Pewaukee - City			N	N	No
2142	01/29/2020	Hazardous Materials Incident	Natural Gas	Waukesha - Town			N	N	No
2143	01/31/2020	Hazardous Materials Incident	Natural Gas	Brookfield - City			N	N	No



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	Public	Damage Reported
2144	01/31/2020	Hazardous Materials Incident	Natural Gas	Brookfield - City			N	N	No
2145	02/03/2020	Hazardous Materials Incident	Natural Gas	Wales - Village			Y	N	No
2147	02/06/2020	Hazardous Materials Incident	Natural Gas	Oconomowoc - City			Y	N	No
2148	02/09/2020	Hazardous Materials Incident	Natural Gas	Menomonee Falls -			Y	N	No
2149	02/12/2020	Hazardous Materials Incident	Natural Gas	Delafield - Town			Y	N	Yes
2152	02/17/2020	Hazardous Materials Incident	Natural Gas	Delafield - City			N	N	No
2153	02/21/2020	Hazardous Materials Incident	Natural Gas	Menomonee Falls -			Y	N	No
2156	02/26/2020	Hazardous Materials Incident	Natural Gas	Waukesha - City			N	N	No
2157	03/02/2020	Hazardous Materials Incident	Natural Gas	Hartland - Village			N	N	No
2160	03/05/2020	Hazardous Materials Incident	Natural Gas	Menomonee Falls -			Y	N	No
2125	12/19/2019	Hazardous Materials Incident	Oil - Mineral	Pewaukee - City		100 Gallons	N	N	No
2122	12/16/2019	Hazardous Materials Incident	Other Chemicals	Menomonee Falls -			N	N	No
2127	12/28/2019	Hazardous Materials Incident	Other Chemicals	New Berlin - City					No
2151	02/17/2020	Hazardous Materials Incident	Other Chemicals	Brookfield - City			N	N	Yes
2135	01/21/2020	Hazardous Materials Incident	Salt	Genesee - Town			N	N	Yes
2140	01/25/2020	Hazardous Materials Incident	Unfounded	Oconomowoc - Town			N	N	No