



**WAUKESHA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE  
MEETING MINUTES  
November 30, 2016 1:30 p.m.**

In Attendance: Tony Feck, Steve Howard, Ben Jones, Steve Kay, Glenn Leidel, Matt Redmann, Kathy Schwei, Sherri Stigler, Sarah Ward, and Rich Warnecke

Absent/Excused: Jim Batzko, Brian Engelking, Nancy Healy Haney, Allen LaConte, Frank Riedijk, and Anna Ruzinski

Guests: Gail Goodchild, Bridget Gnadt, and Charlie Myers

1. Call to Order

The meeting was called to order by Matt Redmann at 1:37 p.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 September 28, 2016 Meeting

The minutes of the September 28 meeting were approved. **Motion by Glenn Leidel, second by Sherri Stigler to approve the minutes. All members present voting AYE, motion carried.**

4. Public Comment

None.

5. Invoice Review -- Discussion and Action

Discussion occurred regarding the invoice sent by Waukesha County Emergency Management on behalf of the LEPC to Red Arrow Trucking for a release of diesel on 7/25/16 in the City of Waukesha. The truck's saddle tank was punctured in an accident, and diesel leaked from it as the driver continued to drive in the area between Frame Park and 1610 Lincoln Ave. Chief Steve Howard summarized the actions that the City of Waukesha Hazmat Team took after being notified of the spill and how the costs of the response were determined. Kathy Schwei summarized her conversation with the owner of Red Arrow Trucking and his request to have the invoice reviewed by the LEPC. Committee members agreed that the charges from the Hazmat Team were actual, reasonable, and necessary. **Motion by Glenn Leidel, second by Tony Feck to give Kathy Schwei the authority to**



**respond to the owner of Red Arrow Trucking on behalf of the LEPC that the charges from the City of Waukesha Hazmat Team were upheld as actual, reasonable, and necessary and that the obligation to pay the invoice remained. All members present voting AYE, motion carried.**

6. 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 Ben Jones to accept the plans listed below. All members present voting AYE, motion carried.**

- a. AT&T, 12948, Oconomowoc, Update
- b. AT&T, 13071, Waukesha, Update
- c. AT&T, 13083, Muskego Update
- d. AT&T, 13112, Brookfield, Update
- e. AT&T, 13136, Hartland Update
- f. AT&T, 13564, Menomonee Falls, Update
- g. AT&T, 21688, Menomonee Falls, Update

7. Incident Review

Schwei recapped the 33 hazardous materials incidents reported since the last LEPC meeting on September 28. See Attachment. Most were natural gas odors or petroleum products spills.

8. OEM Report

Schwei reported on the following activities:

Activities

- Emergency Management staff were involved in search for missing autistic boy in Waukesha on October 2-3 as part of SE Incident Management Team and Emergency Management
- Incident Management Team Board Meetings on September 29 and December 2
- Several pole cam deployments for recent political candidate visits
- Ongoing Volunteer Reception Center Planning
- Employee Emergency Preparedness Planning – complete form and receive small reward, weather radio
- Schwei and EM Planner Gail Goodchild made a winter vehicle preparedness video for website and social media
- Reviewed Emergency Response and Contingency Plans for Eaton facilities
- Citizens and Organizations Active in Disasters Board Meeting
- Ongoing work on County's Business Continuity Plan
- Preliminary Planning for Integrated Emergency Management Course at Emergency Management Institute in Emmitsburg, MD on June 26-29, 2017
- Ongoing work on WICAMS system – new agencies entering data into system and took pictures of Suburban Critical Incident Team at a field training and showed them how WICAMS/Salamander system can be used at an incident for personnel accountability

- EM Coordinator position was posted in November; interviews were conducted yesterday; hopeful to have someone in place soon

Exercises

- Flight for Life Exercise on November 16
- Exercise Design Team Meetings for City of Delafield/University Lake School
- Healthcare Emergency Readiness Coalition Exercise in June of 2017

Trainings

WEMA Conference in Green Bay

9. Member Reports

Chief Steve Howard reported that Assistant Chief Jim Haakenson is now in charge of the Hazmat Team. All members present congratulated Steve on his promotion to Chief of the City of Waukesha Fire Department.

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

**The next meeting will be Wednesday, March 22, 2017 at 1:30pm in the Waukesha County EOC at 1621 Woodburn Road, Waukesha.**

11. Adjourn – Action

**Motion by Steve Kay to adjourn the meeting at 2:38 p.m, second by Steve Howard. 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.*

*MS*

*3/22/2017*

*Kathy Schwei, Coord*

*3/22/17*

Rpt No	Rpt Date	Nature	Primary Hazard	Jurisdiction	Incident Type
1050	09/28/2016	Hazardous Materials Incident	Natural Gas	Sussex - Village	
1054	09/29/2016	Hazardous Materials Incident	Natural Gas	New Berlin - City	
1055	10/04/2016	Hazardous Materials Incident	Gasoline	Ottawa - Town	
1056	10/14/2016	Hazardous Materials Incident	Battery Acid	Hartland - Village	
1057	10/14/2016	Hazardous Materials Incident	Natural Gas	New Berlin - City	
1058	10/10/2016	Hazardous Materials Incident	Diesel Fuel	Muskego - City	
1059	10/08/2016	Hazardous Materials Incident	Unknown Substance	Waukesha - City	
1060	10/04/2016	Hazardous Materials Incident	Diesel Fuel	Hartland - Village	
1061	09/30/2016	Hazardous Materials Incident	Gasoline	Big Bend - Village	
1062	10/01/2016	Hazardous Materials Incident	Natural Gas	Brookfield - City	
1063	10/20/2016	Hazardous Materials Incident	Gasoline	New Berlin - City	
1064	10/19/2016	Suspicious Circumstances	Bomb Threat	Lisbon - Town	
1065	10/21/2016	Hazardous Materials Incident	Battery Acid	Butler - Village	
1066	10/21/2016	Hazardous Materials Incident	Oil - Automotive	Brookfield - City	
1067	10/23/2016	Hazardous Materials Incident	Diesel Fuel	Summit - Village	
1068	10/24/2016	Hazardous Materials Incident	Natural Gas	Butler - Village	
1069	10/25/2016	Hazardous Materials Incident	Gasoline	Summit - Village	
1070	10/25/2016	Hazardous Materials Incident	Natural Gas	Merton - Town	
1071	10/25/2016	Hazardous Materials Incident	Natural Gas	Pewaukee - City	
1072	10/26/2016	Hazardous Materials Incident	Natural Gas	Merton - Town	
1073	10/27/2016	Hazardous Materials Incident	Natural Gas	Brookfield - City	
1074	10/14/2016	Hazardous Materials Incident	Natural Gas	New Berlin - City	
1075	11/01/2016	Hazardous Materials Incident	Natural Gas	Merton - Town	
1076	10/30/2016	Hazardous Materials Incident	Natural Gas	New Berlin - City	
1077	11/08/2016	Hazardous Materials Incident	Natural Gas	Delafield - Town	
1078	11/04/2016	Assist Other Agency	Incident Support	Mukwonago - Village	
1079	11/08/2016	Hazardous Materials Incident	Unknown Substance	Brookfield - City	
1080	11/09/2016	Hazardous Materials Incident	Natural Gas	Sussex - Village	
1081	11/09/2016	Hazardous Materials Incident	Natural Gas	Waukesha - Town	
1082	11/11/2016	Hazardous Materials Incident	Natural Gas	Brookfield - City	
1083	11/12/2016	Information	Train Incident	Pewaukee - City	
1084	11/18/2016	Hazardous Materials Incident	Gasoline	Merton - Town	
1085	11/23/2016	EPCRA Investigation	Natural Gas	Brookfield - City	
1086	11/23/2016	Hazardous Materials Incident	Natural Gas	Pewaukee - City	

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Rpt No	Rpt Date	Nature	Primary Hazard	Jurisdiction	Incident Type
1087	11/25/2016	Hazardous Materials Incident	Natural Gas	Sussex - Village	
1088	11/26/2016	Hazardous Materials Incident	Natural Gas	Waukesha - Town	
1089	11/26/2016	Hazardous Materials Incident	Natural Gas	Merton - Town	
1091	11/28/2016	Hazardous Materials Incident	Natural Gas	Brookfield - City	

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