



WAUKESHA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE  
MEETING MINUTES  
March 13, 2019 1:30 p.m.

**In Attendance:** Jim Batzko, Al Davies, Brian Engelking, Tony Feck, Bridget Gnad, Steve Howard, Ben Jones, Allen LaConte, Glenn Leidel, Matt Redmann, Anna Ruzinski, Kathy Schwei, Sherri Stigler, Joyce Thome, Sarah Ward

**Absent:** Rich Warnecke

**Guests:** Brad Bowen, Sara Ernster, Gail Goodchild, Jim Haakenson, Charlie Myers, Ben Schliesman

1. Call to Order

The meeting was called to order by Matt Redmann at 1:30pm.

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

Kathy Schwei provided instructions.

Schwei then introduced Joyce Thome from GE Healthcare as a new member of the LEPC, and also introduced Brad Bowen from Western Lakes Fire District as the person who will replace Glenn Leidel on the LEPC.

Schwei then presented a commendation to Glenn Leidel for his many years of service on the LEPC. Leidel is retiring from the Western Lakes Fire District and resigning from the LEPC.

3. Approval of Minutes of December 12, 2018 Meeting

The minutes of the December 12, 2018 meeting were approved. **Motion by Anna Ruzinski, second by Sherri Stigler to approve the minutes. All members present voting AYE, motion carried.**

4. Public Comment

Bridget Gnad introduced Sara Ernster, a new Waukesha County Public Health Community Health Educator, to the Committee.

Anna Ruzinski shared that Menomonee Falls was designated a Purple Angel Dementia Friendly Community with the goal of making the community a safe and friendly place for this vulnerable population.



## 5. Invoice Review – Discussion and Action

Schwei reported that full payments of reimbursement were received from NCL Graphics and Hawkins, Inc. for incidents that occurred in August of 2018, and that a full payment was expected to be received from WI Engraving Company for an incident that occurred in November of 2018.

## 6. Off-site Plan Acceptance – Discussion and Action

Schwei summarized the off-site response plans for each of the facilities below. **Motion by Anna Ruzinski, second by Steve Howard to accept the plans listed below as presented. All members present voting AYE, motion carried.**

- a. Aurora Medical Center, 198334, Summit, Update
- b. Farm & Fleet, 83791, Waukesha, Update
- c. Wal Mart 1635, 199450, Waukesha, Update
- d. Wal Mart 1678, 161696, Delafield, Update
- e. Wal Mart 3322, 197113, Pewaukee, Update
- f. BMO Harris, 200370, Brookfield, Update
- g. Bodycote Thermal Processing, 6951, New Berlin, FINAL
- h. Bradley Corp, 1640, Menomonee Falls, Update
- i. Mohawk Industries, 197991, Waukesha, Update
- j. New Berlin MTSO ZX01YD, 141335, New Berlin, Update
- k. O'Reilly Auto, 194583, Waukesha, FINAL
- l. Spectrum Aluminum Finishing, 197256, Muskego, Update
- m. Sprint New Berlin Switch, 179875, New Berlin, Update
- n. Sunbelt Rentals, 200373, Waukesha, Update
- o. TDS Metrocom, 195494, New Berlin, Update
- p. Velvac Inc, 32522, New Berlin, Update
- q. Waukesha Foundry, 49458, Waukesha, Update

## 7. LEPC Administrative Requirements

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

- a. Accept Countywide Comprehensive Emergency Response Plan  
No substantive changes were made. **Motion by Anna Ruzinski, second by Steve Howard to approve the CERP as presented. All members present voting AYE, motion carried.**
- b. Approve LEPC Bylaws  
A provision to allow attendance and voting by proxy was added. **Motion by Anna Ruzinski, second by Ben Jones 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 Steve Howard to authorize Wisconsin Emergency Management as the Waukesha County Compliance Inspector. All members present voting AYE, motion carried.**

8. Incident Review

Schwei recapped the 86 hazardous materials incidents reported since the last LEPC meeting on December 12, 2018. Most were natural gas odors or petroleum products spills. See attachment. Schwei promised to email further information about the battery acid incident.

9. OEM Report

Schwei reported on the following Emergency Management activities:

Activities

- Working on Business Continuity COOP Plan & Retzner Nature Center Emergency Response Plan
- Attended NWS Integrated Warning Team meeting in Madison in February
- Continuing Waukesha County Health Preparedness Coalition Meetings – developed a radio template for hospitals. Hosted a FirstNet presentation.
- Multiple NWS Webinars due to snow and cold and flooding potentials
- WHOPRS & Off-Site Planning Guidance Committee for WEM
- LEAN Project for Hazardous Materials Incidents Notification
- Presentation to Elm Grove Kiwanis in February
- COAD Meeting in January – presentation by FEMA Voluntary Agency Liaison

Exercises

- Participated in WING Pandemic Flu TTX in Madison at JOC
- Working on SIMCOM 2019 exercise sponsored by WEM and WING. Will be held at County Expo and 3 parks in City of Waukesha.
- Working with FBI on a BioWatch Exercise to involve Waukesha & Milwaukee Fire Departments on May 8-10. Will also include a TTX for PIO groups on May 3. Waukesha County PIO Group will participate in both.
- Working with the SE HERC Region on a TTX exercise for closed PODs in June
- Following up on an improvement action from our TEMPEST exercise in November by involving our Purchasing/Financial/IT people in developing an online resource order and tracking form that can follow an identified process of approvals. PIO Group continues to meet and refine their communications plan.

Trainings

- Attended WI DHS Emergency Preparedness Conference in January
- Attended a Public Health Emergency Law course in February

- Attended a Hospital Incident Management System Course in January
- SW IMT delivered presentation on Sun Prairie explosion to SE IMT last week
- NWS Severe Weather Spotter Training last night
- Will attend the Governor's Conference on EM next week in the Dells
- Will attend the UnderOneRoof Conference in Duluth in May
- Will offer some WebEOC training courses this spring and summer
- PIO Course being held here May 22-23, but is full

#### 10. Member Reports

Ben Jones expanded on the closed POD tabletop exercise mentioned above. Waukesha County Public Health will conduct an exercise that focuses on developing closed PODs for critical infrastructure—in this case, hospitals will serve as the primary example of critical infrastructure. HERC will also conduct a regional closed POD tabletop. Future exercises and plans will expand to other elements of critical infrastructure. Wisconsin Department of Health Services will conduct a CDC Operational Readiness Review next month. Also, Waukesha County Public Health is monitoring the high number of measles cases in the US and continues to monitor for any potential Ebola cases or MERS Syndrome cases as a result of foreign travel.

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

The next meeting will be Wednesday, June 12, 2019 in the Waukesha County EOC at 1621 Woodburn Road in Waukesha. Schwei will accept emails from members stating their preference for the current start time or a later start time and will announce the preference.

#### 12. Adjourn – Action

**Motion by Anna Ruzinski to adjourn the meeting at 2:36pm, 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.*

*MJD 6/12/2019*

*Kathy Schwei 6/12/19*



| Rpt No | Rpt Date   | Nature                       | Primary Hazard  | Jurisdiction       | Incident Type | Amount     | Evacuations Facility | Evacuations Public | Damage Reported |
|--------|------------|------------------------------|-----------------|--------------------|---------------|------------|----------------------|--------------------|-----------------|
| 1824   | 02/05/2019 | Hazardous Materials Incident | Battery Acid    | Pewaukee - City    |               | <5 Gallons |                      |                    |                 |
| 1790   | 01/09/2019 | Hazardous Materials Incident | Biohazard       | Brookfield - Town  |               |            |                      |                    | No              |
| 1799   | 01/18/2019 | Hazardous Materials Incident | Carbon Monoxide | Brookfield - City  |               |            | Y                    |                    | No              |
| 1859   | 03/05/2019 | Hazardous Materials Incident | Diesel Fuel     | Butler - Village   |               | 2 Gallons  |                      |                    |                 |
| 1825   | 02/05/2019 | Hazardous Materials Incident | Diesel Fuel     | Mukwonago - Town   |               | 10 Gallons |                      |                    | Yes             |
| 1871   | 03/06/2019 | Hazardous Materials Incident | Diesel Fuel     | Oconomowoc - City  |               | 10 Gallons |                      |                    |                 |
| 1852   | 02/27/2019 | Hazardous Materials Incident | Diesel Fuel     | Pewaukee - City    |               | 25 Gallons |                      |                    |                 |
| 1858   | 03/05/2019 | Hazardous Materials Incident | Diesel Fuel     | Pewaukee - City    |               | 50 Gallons |                      |                    |                 |
| 1773   | 12/28/2018 | Hazardous Materials Incident | Diesel Fuel     | Sussex - Village   |               | 35 Gallons |                      |                    | No              |
| 1830   | 02/07/2019 | Hazardous Materials Incident | Freon           | Brookfield - Town  |               |            |                      |                    |                 |
| 1835   | 02/07/2019 | Hazardous Materials Incident | Gasoline        | Brookfield - Town  |               | 2 Gallons  |                      |                    |                 |
| 1802   | 01/20/2019 | Hazardous Materials Incident | Gasoline        | Dousman - Village  |               | 5 Gallons  |                      |                    |                 |
| 1775   | 12/31/2018 | Hazardous Materials Incident | Gasoline        | Menomonee Falls -  |               |            |                      |                    |                 |
| 1776   | 12/31/2018 | Hazardous Materials Incident | Gasoline        | Menomonee Falls -  |               |            |                      |                    |                 |
| 1832   | 02/07/2019 | Hazardous Materials Incident | Gasoline        | Menomonee Falls -  |               | 9 Gallons  |                      |                    |                 |
| 1763   | 12/14/2018 | Hazardous Materials Incident | Gasoline        | New Berlin - City  |               | 50 Gallons |                      |                    | No              |
| 1834   | 02/07/2019 | Hazardous Materials Incident | Gasoline        | New Berlin - City  |               |            |                      |                    |                 |
| 1766   | 12/20/2018 | Hazardous Materials Incident | Gasoline        | Pewaukee - Village |               |            | N                    |                    | No              |
| 1837   | 02/10/2019 | Hazardous Materials Incident | Gasoline        | Waukesha - City    |               |            |                      |                    |                 |
| 1767   | 12/23/2018 | Hazardous Materials Incident | Natural Gas     | Brookfield - City  |               |            |                      |                    |                 |
| 1768   | 12/25/2018 | Hazardous Materials Incident | Natural Gas     | Brookfield - City  |               |            |                      |                    |                 |
| 1792   | 01/17/2019 | Hazardous Materials Incident | Natural Gas     | Brookfield - City  |               |            |                      |                    | No              |
| 1793   | 01/17/2019 | Hazardous Materials Incident | Natural Gas     | Brookfield - City  |               |            |                      |                    |                 |
| 1800   | 01/18/2019 | Hazardous Materials Incident | Natural Gas     | Brookfield - City  |               |            | Y                    |                    | No              |
| 1803   | 01/21/2019 | Hazardous Materials Incident | Natural Gas     | Brookfield - City  |               |            | Y                    |                    |                 |



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 |
|--------|------------|------------------------------|----------------|--------------------|---------------|--------|----------------------|--------------------|-----------------|
| 1807   | 01/22/2019 | Hazardous Materials Incident | Natural Gas    | Brookfield - City  |               |        |                      |                    |                 |
| 1811   | 01/26/2019 | Hazardous Materials Incident | Natural Gas    | Brookfield - City  |               |        | Y                    |                    |                 |
| 1836   | 02/08/2019 | Hazardous Materials Incident | Natural Gas    | Brookfield - City  |               |        |                      |                    |                 |
| 1854   | 03/02/2019 | Hazardous Materials Incident | Natural Gas    | Brookfield - City  |               | N/A    |                      |                    |                 |
| 1861   | 03/06/2019 | Hazardous Materials Incident | Natural Gas    | Brookfield - City  |               |        | Y                    |                    |                 |
| 1873   | 03/08/2019 | Hazardous Materials Incident | Natural Gas    | Brookfield - City  |               |        |                      |                    |                 |
| 1771   | 12/25/2018 | Hazardous Materials Incident | Natural Gas    | Brookfield - Town  |               |        | N                    |                    |                 |
| 1785   | 01/04/2019 | Hazardous Materials Incident | Natural Gas    | Brookfield - Town  |               | N/A    | N                    | N                  | No              |
| 1789   | 01/07/2019 | Hazardous Materials Incident | Natural Gas    | Brookfield - Town  |               |        | Y                    |                    | No              |
| 1863   | 03/06/2019 | Hazardous Materials Incident | Natural Gas    | Butler - Village   |               |        |                      |                    |                 |
| 1818   | 01/31/2019 | Hazardous Materials Incident | Natural Gas    | Delafield - City   |               |        |                      |                    |                 |
| 1770   | 12/25/2018 | Hazardous Materials Incident | Natural Gas    | Hartland - Village |               |        | Y                    |                    |                 |
| 1780   | 01/03/2019 | Hazardous Materials Incident | Natural Gas    | Hartland - Village |               |        |                      |                    | No              |
| 1814   | 01/28/2019 | Hazardous Materials Incident | Natural Gas    | Hartland - Village |               |        | Y                    |                    |                 |
| 1865   | 01/28/2019 | Hazardous Materials Incident | Natural Gas    | Hartland - Village |               |        | Y                    |                    |                 |
| 1769   | 12/25/2018 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        |                      |                    |                 |
| 1779   | 01/03/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        | Y                    |                    |                 |
| 1787   | 01/06/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        |                      |                    | No              |
| 1805   | 01/22/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        |                      |                    | No              |
| 1806   | 01/22/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        | Y                    |                    |                 |
| 1810   | 01/25/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        |                      |                    | No              |
| 1820   | 02/01/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        | Y                    |                    |                 |
| 1827   | 02/06/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        |                      |                    | Yes             |
| 1844   | 02/19/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        | Y                    |                    |                 |
| 1849   | 02/24/2019 | Hazardous Materials Incident | Natural Gas    | Menomonee Falls -  |               |        | Y                    |                    |                 |



| Rpt No | Rpt Date   | Nature                       | Primary Hazard        | Jurisdiction            | Incident Type | Amount | Evacuations Facility | Evacuations Public | Damage Reported |
|--------|------------|------------------------------|-----------------------|-------------------------|---------------|--------|----------------------|--------------------|-----------------|
| 1856   | 03/04/2019 | Hazardous Materials Incident | Natural Gas           | Menomonee Falls -       |               |        | Y                    |                    |                 |
| 1860   | 03/05/2019 | Hazardous Materials Incident | Natural Gas           | Menomonee Falls -       |               |        |                      |                    |                 |
| 1866   | 03/06/2019 | Hazardous Materials Incident | Natural Gas           | Menomonee Falls -       |               |        | Y                    |                    |                 |
| 1870   | 03/06/2019 | Hazardous Materials Incident | Natural Gas           | Menomonee Falls -       |               |        | Y                    |                    |                 |
| 1772   | 12/26/2018 | Hazardous Materials Incident | Natural Gas           | New Berlin - City       |               |        |                      |                    |                 |
| 1874   | 03/12/2019 | Hazardous Materials Incident | Natural Gas           | New Berlin - City       |               |        |                      |                    |                 |
| 1788   | 01/07/2019 | Hazardous Materials Incident | Natural Gas           | North Prairie - Village |               |        | N                    | N                  | No              |
| 1764   | 12/17/2018 | Hazardous Materials Incident | Natural Gas           | Oconomowoc - City       |               |        |                      |                    | No              |
| 1816   | 01/30/2019 | Hazardous Materials Incident | Natural Gas           | Oconomowoc - City       |               |        |                      |                    |                 |
| 1817   | 01/30/2019 | Hazardous Materials Incident | Natural Gas           | Oconomowoc - City       |               |        | Y                    |                    |                 |
| 1829   | 01/28/2019 | Hazardous Materials Incident | Natural Gas           | Oconomowoc - City       |               |        | Y                    |                    |                 |
| 1815   | 01/30/2019 | Hazardous Materials Incident | Natural Gas           | Oconomowoc - Town       |               |        |                      |                    |                 |
| 1857   | 03/04/2019 | Hazardous Materials Incident | Natural Gas           | Oconomowoc - Town       |               |        |                      |                    |                 |
| 1867   | 03/06/2019 | Hazardous Materials Incident | Natural Gas           | Oconomowoc - Town       |               |        |                      |                    |                 |
| 1765   | 12/19/2018 | Hazardous Materials Incident | Natural Gas           | Ottawa - Town           |               |        | Y                    |                    |                 |
| 1782   | 01/03/2019 | Hazardous Materials Incident | Natural Gas           | Pewaukee - City         |               |        |                      |                    | No              |
| 1872   | 03/07/2019 | Hazardous Materials Incident | Natural Gas           | Pewaukee - City         |               |        |                      |                    |                 |
| 1821   | 02/02/2019 | Hazardous Materials Incident | Natural Gas           | Pewaukee - Village      |               |        | Y                    |                    |                 |
| 1784   | 01/04/2019 | Hazardous Materials Incident | Natural Gas           | Sussex - Village        |               |        | Y                    |                    | No              |
| 1812   | 01/26/2019 | Hazardous Materials Incident | Natural Gas           | Sussex - Village        |               |        |                      |                    |                 |
| 1839   | 02/14/2019 | Hazardous Materials Incident | Natural Gas           | Town of Brookfield      |               |        | Y                    |                    |                 |
| 1781   | 01/03/2019 | Hazardous Materials Incident | Oil - Automotive      | Brookfield - Town       |               |        |                      |                    | Yes             |
| 1823   | 02/05/2019 | Hazardous Materials Incident | Oil - Hydraulic Fluid | New Berlin - City       | 40 Gallons    |        |                      |                    |                 |
| 1846   | 02/22/2019 | Hazardous Materials Incident | Oil - Mineral         | Menomonee Falls -       | 10 gal        |        |                      |                    |                 |
| 1778   | 01/02/2019 | Hazardous Materials Incident | Other Chemicals       | Butler - Village        |               |        |                      |                    | No              |



| Rpt No | Rpt Date   | Nature                       | Primary Hazard    | Jurisdiction       | Incident Type |
|--------|------------|------------------------------|-------------------|--------------------|---------------|
| 1853   | 02/27/2019 | Hazardous Materials Incident | Other Chemicals   | Hartland - Village |               |
| 1783   | 01/03/2019 | Hazardous Materials Incident | Other Chemicals   | Oconomowoc - City  |               |
| 1847   | 02/22/2019 | Hazardous Materials Incident | Other Chemicals   | Waukesha - Town    |               |
| 1797   | 01/18/2019 | Hazardous Materials Incident | Unknown Substance | Brookfield - City  |               |
| 1862   | 03/06/2019 | Hazardous Materials Incident | Unknown Substance | Brookfield - City  |               |
| 1869   | 03/06/2019 | Hazardous Materials Incident | Unknown Substance | Brookfield - City  |               |
| 1795   | 01/18/2019 | Hazardous Materials Incident | Unknown Substance | Menomonee Falls -  |               |
| 1801   | 01/18/2019 | Hazardous Materials Incident | Unknown Substance | New Berlin - City  |               |
| 1868   | 03/06/2019 | Hazardous Materials Incident | Unknown Substance | Oconomowoc - City  |               |
| 1864   | 03/06/2019 | Hazardous Materials Incident | Unknown Substance | Pewaukee - City    |               |
| 1786   | 01/05/2019 | Hazardous Materials Incident | Unknown Substance | Waukesha - Town    |               |

| Amount | Evacuations Facility | Public | Damage Reported |
|--------|----------------------|--------|-----------------|
|        |                      |        | Yes             |
|        |                      |        | Yes             |
| 2      | Gallons              |        | Yes             |
|        |                      |        | Yes             |
|        |                      |        | Yes             |
|        |                      |        | Yes             |
|        |                      |        | Yes             |
|        |                      |        | Yes             |
|        |                      |        | Yes             |

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