



# Dodge County Local Emergency Planning Committee

## MEETING MINUTES

Wednesday, July 18, 2018 - 1:00 PM

Dodge County Law Enforcement Center – EOC  
124 West St, Juneau, WI

1. Meeting called to order by Chairperson Langfeldt at 1:05pm
2. Roll Call of Members and introduction/welcome of newly appointed members was done – sign in sheet was passed around. The following were in attendance - Introduction and Roll Call of members- Members Present- Emergency Management- Amy Nehls and Joe Meagher, Community – Sara Neu, EMS/First Responder – Kraig Biefeld, Transportation – John Haase, Volunteer Agency/Red Cross – Chris Bach, County Board – Russell Kottke, Law Enforcement – Tony Brugger, Hazmat – Don Wellnitz, Medical Examiner – PJ Schoebel, UW-Extension – Marie Witzel, Dept. of Natural Resources – John Sinclair, Public Health – Jody Langfeldt and Brittany Bleich, Fire – Kraig Biefeld.
3. Review/Approve the minutes of April 18, 2018 meeting- Motion made to approve as presented by Kraig Biefeld and received 2<sup>nd</sup> by John Haase, Non opposed, Motion Carried
4. Correspondence – Nothing to report
5. Public comments (Up to 30 minutes) No one present to report.
6. Review/Update HAZMAT Response Expenditures Procedures and Reimbursement Amounts – Motion to approve as presented by John Haase and 2<sup>nd</sup> Craig Biefeld, None opposed, Motion Carried
7. Election of a new chairperson upon retirement of current Chair Jody Langfeldt in August. – Amy presented a certificate of recognition to Chairperson Langfeldt for her 22 years of dedicated service to the LEPC – Nomination of PJ Schoebel by Amy Nehls 2<sup>nd</sup> John Haase, Being no other nominations, John Haase made a motion to cast a unanimous ballot for PJ Schoebel, Second by Russell Kottke, No opposition, Motion Carried

PJ Schoebel held the current Vice Chairperson position so this position needed to be filled after the election of PJ Schoebel to Chairperson. Motion for Kraig Biefeld to fill the Chair position by John Haase, second by Amy Nehls. Being no other nominations a motion by John Haase was made to cast a unanimous ballot for Kraig Biefeld, Second by Russ Kottke. No opposition, Motion Carried

8. EPCRA Report - (2018 POW started October 1, 2017) Will be working to close out this year's POW over the next few months.
9. **2018 Plan Updates presented (underline = Complete)** ~~Columbus Chemical Inc., Beaver Dam Water Utility, Beaver Dam Wastewater Utility, Seneca-Clyman, Horicon Wastewater, Watertown Water Utility,~~ Quad Graphics- Hartford, Quad Graphics- Lomira, Apache Stainless, Burgess Norton P4, Ryder Beaver Dam Logistics, Kraft Beaver Dam, Kolplin Outdoors, Richelieu foods  
**2018 New Plans:** ~~Glason Reel Plant 2,~~ Mayville Engineering – Mayville

10. Reports or announcements by groups:

- A. County Board – Russell Kottke – County board held last night – long meeting – jail Pod J will close at the end of the year.
- B. Senate – Sen. Scott Fitzgerald – Not present
- C. Law Enforcement – Tony Brugger – Reported that Pod J will be closing Dec 31<sup>st</sup> (per county board resolution) – creating plan to draw down inmate population by around 85. Immigration contract numbers may need to be reduced. It is believed that with the need to reduce contracted beds it will have a significant revenue reduction to county budget.
- D. Fire – Kraig Biefeld – **Newly Appointed** – Fire service has been very active in SE WI – three interdivisional requests in a week for Watertown! Lot of focus on firefighter health and wellness, particularly cancer awareness – toxins in modern day materials and toxins in the fire gear seem to be the root cause based on studies. Staffing levels are a problem across the nation. Finding people to fill calls and call time is tough.
- E. EMS/First Responder – Paul Hartl - **Newly Appointed** – Excused/ not able to attend – Biefeld reported on “Stop the Bleed” initiative. Particular target right now is with the schools, Nehls indicated local businesses have also showed interest. Watertown has training kits that can be used countywide. Train the trainer classes and a better foundation is essential in getting this word out and trainers up to speed, the need is one trainer to eight students. Multiple trainings are scheduled in the schools and others plan to come on board over winter.
- F. HAZMAT – Don Wellnitz – Nothing to report. No requests of the team since Beaver dam explosion.
- G. Medical Examiner – PJ Schoebel – Hoping to have full staff soon (next couple days) we continue to work with Milwaukee County for autopsies. PJ reported we plan to continue with the Milwaukee partnership and he reports them to be very efficient and the costs are reasonable. PJ reported a significant shortage in forensic pathologists nationwide. Milwaukee has 6 Forensic Pathologists, there are 12 statewide.

H. Public Health – Jody Langfeldt – Increase in human health hazard calls and hoarding type calls. Information from Quartz that they will be changing the cost recovery rate on flu shots. Brittany Bleich and Abbey Sauer continue to be active in the health care coalition. Jody will retire in August the process to reappoint is already occurring. Some changes sent down by the Southern Regional Office has sprung a new set of rules on the requirements of “New Hire” public health officers. Lori Lang has been approved as the interim health officer until one is appointed.

I. Hospital – Nicki Salas – not present – sent report – Hospital annual Hazmat training will be 7/31, Senior Behavior Health unit will open at the hospital on 9/1/18. Watertown hospital recertification will take place in October.

J. Volunteer Agency/Red Cross – Chris Bach – two new hires to help out Chris – lots of lessons learned particularly during the Beaver Dam explosion.

K. Environment – John Sinclair - **Newly Appointed** – Currently no wardens in Dodge or Jefferson County – expecting a new recruit out of Beaver Dam soon. John will continue to assist and fill in where needed. Wardens will continue to be the middle man to survey the scenes to determine appropriate response. Wardens are now filling park ranger roles. Wardens will carry Narcan in the next few weeks.

L. Agriculture – Marie Witzel - **Newly Appointed** – discussed the UW changes within the office, a lot more in the office is being done with more support from the UW Madison system. Discussed added stress on animals at the fair.

M. Transportation – Brian Field/John Haase – Usual highway summer projects- Hwy C west of 151 is this summer’s big project and is on schedule. Highway shop is in summer hours 6a – 4p off on Fridays.

N. Community – Sara Neu – handout highway safety “U-Turns are dangerous”

O. EPCRA Facility – Nick Buckner & Dave Magnussen – not present

P. Media – Craig Warmbold – not present

Q. School – Heather Cramer – not present

R. Emergency Management – Amy Nehls & Joe Meagher – EM continues to work with schools on plan updates and exercises, schools continue to receive grant money awards from a recent DOJ grant. We are now working with childcare facilities to help create plans, a couple of forums have been set up so child care facilities can become up to date on planning and are given some tools to assist with planning. Amy is attending a Master Exercise Practitioner Class put on by FEMA here in Wisconsin. This is a two week program and requires a final project, she will be doing a childcare facility exercise. Multiple requests from businesses to assist with multi hazard plans. Looking to request an additional employee in the office to fill the increased demand for safety planning/ training and outreach.

9. Set Next Meeting Dates –

October 17, 2018 at 1:00PM (Tentative)

January 16,2019 at 1:00PM – Dodge County EOC

10. Motion to adjourn by Don Wellnitz and second by PJ Schoebel, Motion Carried, adjourned at 2:01pm



# Dodge County Local Emergency Planning Committee

## **BY-LAWS**

Reviewed/Approved June 22, 2004  
Amended/Approved April 19, 2005  
Reviewed/Approved January 18, 2006  
Reviewed/Approved February 28, 2007  
Reviewed/Approved January 16, 2008  
Reviewed/Approved January 21, 2009  
Reviewed/Approved January 20, 2010  
Reviewed/Approved January 19, 2011  
Reviewed/Approved April 18, 2012  
Reviewed/Approved April 17, 2013  
Amended/Approved January 15, 2014  
Reviewed/Approved January 21, 2015  
Reviewed/Approved January 20, 2016  
Reviewed/Approved January 18, 2017  
Reviewed/Approved January 17, 2018  
**Review January 16, 2019**

### **I. PREFACE**

The Dodge County Local Emergency Planning Committee services the county local planning district which was established by the Wisconsin Emergency Response Commission on the effective date of July 17, 1987. The LEPC was confirmed by the SERC on August 13, 1987. These by-laws are promulgated under the directive of SARA, Title III, Section 301(c).

### **II. MEMBERSHIP**

The Emergency Planning Committee shall consist of at least 17 members appointed by the Dodge County Board of Supervisors Chair, upon recommendation by the Dodge County Office of Emergency Management to the County Board Chairperson. The County Emergency Management Director shall be a member ex-officio of said Committee. In addition, at least one member shall be appointed, by the Dodge County Board Chairman of Supervisors, from each of the following groups:

- A. An elected local official/County Board member.
- B. A person employed in law enforcement within Dodge County.
- C. A person employed in an Emergency Management capacity within Dodge County.
- D. A fire fighter employed within Dodge County.
- E. A person employed or who regularly performs first aid or first responder duties within Dodge County.
- F. A local health department officer or employee.
- G. A person employed or working with a local environmental concern.
- H. A person who is an officer or an employee of a hospital within Dodge County.
- I. An officer or employee of a transportation firm or concern within Dodge County.
- J. A member of the broadcast or print media from within Dodge County.
- K. A member of a community group or organization.

L. An owner or operator of a facility subject to the requirements of Title 42 USC, Section 11001.

Of those persons appointed to the Committee, other than that of the Dodge County Emergency Management Director whose term shall run concurrent with his or her appointment to that office, the term of the members shall expire in April of each year, unless reappointed.

### **III. POSTS, POSITIONS, APPOINTMENTS AND ELECTIONS**

A. CHAIRMAN – Subject to requirements of Title III, Section 301(c), the Committee will elect a Chairman. The Chairman will preside over meetings of the LEPC. The Chairman must be a member of the LEPC. The Chairman will hold only one elected position in the LEPC.

B. VICE CHAIRMAN – In order to assure continuity of operations in the absence of the Chairman, the Committee has established a post of Vice Chairman and will elect a person for that post. In the absence of the Chairman, the Vice Chairman will preside over the meeting of the LEPC. The Vice Chairman must be a member of the LEPC. The Vice Chairman will hold only one elected position in the LEPC.

C. COORDINATOR OF INFORMATION – Subject to the requirements of Title III, Section 301(c), the Chairman will designate a Coordinator of Information who will serve at the pleasure of the Committee. The Coordinator of Information will undertake those duties and responsibilities as outlined under Title III, Section 301(c), and those responsibilities and duties assigned by the LEPC. The LEPC may also designate Deputy Coordinators of Information to serve in the absence of the primary designee.

D. COMMUNITY EMERGENCY COORDINATOR – Subject to the requirements of Title III, Section 301(c)(3), the Committee will designate a Community Emergency Coordinator who will serve at the pleasure of the Committee. The Community Emergency Coordinator will undertake those duties as assigned by the plan created under Title III, Section 303 and other responsibilities and duties assigned by the Committee. The LEPC may also designate Deputy Community Emergency Coordinators as required.

E. SECRETARY – In order to assure that the proper minutes of all meetings are kept, the Chairman or head of any committee or subcommittee shall designate a Secretary to keep minutes of the business of conduct. Such minutes shall be forwarded to the Coordinator of Information for distribution as required.

F. FACILITY INSPECTOR – The LEPC shall designate the State of Wisconsin to be the official facility inspector.

### **IV. MEETING LOCATION**

The LEPC has established a normal meeting location at the Dodge County Emergency Operations Center (EOC) in Juneau, Wisconsin. Meetings of the LEPC will be held in the County with the exception of joint meetings held between the Dodge County LEPC and other LEPC's and the SERC which are required for coordination of activities of and for the conduct of jointly related business. Public notice of meetings outside of the normal meeting location will be made at least 72 hours prior to the event.

### **V. MEETING DATES AND TIMES**

The LEPC has established a normal meeting time and date of the (3<sup>rd</sup>) third Wednesday of January, April, July and October at 1:00 p.m. Special meetings of the LEPC may be called by the Chairman with public notice of at least 72 hours prior to the event. The October meeting maybe cancelled, if all the yearly LEPC functions have been performed for the Emergency Management Plan of Work (POW).

**VI. EMERGENCY MEETING**

During emergency conditions when a release substance covered by the notification requirements of Title III, Section 304 has occurred, is occurring or is imminent; the Chairman may call an emergency meeting of the LEPC as soon as possible with the provision that all reasonable attempts are made to notify the public of the meeting through local media channels. The conduct of business of such meeting will be limited to those items required by the emergency conditions present.

**VII. AGENDA ITEMS**

Items to be included in the agenda will be submitted to the Coordinator of Information at least (5) five working days prior to the meeting of the LEPC unless an emergency condition is present. The agenda will be compiled and e-mailed or mailed (via special request) to committee members, local media representatives and others who request copies at least 24 hours prior to the Committee meetings. Agenda items may not be added on the floor of the meeting.

**VIII. PUBLIC OPPORTUNITY**

The LEPC will, in every agenda, provide at least (30) thirty minutes of time to receive public comments and input. Time for public comment will be allotted on a first come, first served basis. The LEPC may limit comments to a certain time frame and limit public input time above (30) thirty minutes per meeting with a majority roll call of the Chairman.

**IX. QUORUM**

As not all LEPC positions maybe filled at a specific point in time, a quorum shall be defined by the presence of a majority of currently appointed committee members or an alternate designated by the member, in the absence of the member.

**X. VOTING**

A majority vote of members present or alternates in the absence of the member where a quorum exists will be needed for passage.

**XI. ALTERNATES**

Every member of the LEPC appointed by the SERC may select an alternate to attend meetings in his or her absence. The alternate may participate in discussions and vote in the absence of the member. Alternates are welcome to attend all meetings.

**XII. MINUTES OF MEETINGS**

Minutes of all meetings and sessions of the LEPC and committees or subcommittees will be distributed to committee members, the area office of the Division of Emergency Government and others who request them.

**XIII. ADOPTION AND AMENDMENTS OF THE BY-LAWS**

Adoption of these by-laws or approval of amendments to the by-laws can be made at any regular or special meeting of the LEPC as an agenda item with a majority roll call vote.

**XIV. ANNOTATIONS/HISTORY OF BY-LAW CHANGES**

4/19/05 Referral in Article IV MEETING DATES AND TIMES- changing meetings from bi-monthly to quarterly meetings to be held every 3<sup>rd</sup> Wednesday at 1:00 p.m. in January, April, July and October.

1/15/14 Added Section XIII to track history/changes to the by-laws

Referral in Article II MEMBERSHIP – changing shall consist of 17 members to at least 17 members

Referral in Article II MEMBERSHIP – changing subject to confirmation by the Dodge County Office of Emergency Management to upon recommendation by the Dodge County Office of Emergency Management to the County Board Chairperson.

Referral in Article II MEMBERSHIP, C – changing a person employed in civil defense to Emergency Management.

Referral in Article III MEETING LOCATION – changing Dodge County Administration Building to Dodge County Emergency Operations Center (EOC)

Referral in Article IV MEETING DATES AND TIMES – Added additional line stating, The October meeting maybe cancelled, if all the yearly LEPC functions have been performed for the Emergency Management Plan of Work (POW).

Referral in Article VI AGENDA ITEMS – changing compiled and mailed to e-mailed or mailed (via special request).

Referral in Article VIII QUORUM – Removing the original verbiage of “A quorum will consist of half of the SERC approved membership of the LEPC or an alternate designated by the member in the absence of the member. Added brand new verbiage of “As not all LEPC positions maybe filled at a specific point in time, a quorum shall be defined by the presence of a majority of currently appointed committee members or an alternate designated by the member, in the absence of the member.

NOTE – Annotations and changes in the by-laws will refer to major changes and will not reflect typographical or minor changes that do not alter the content of the by-laws.