

# **ROCK COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**

**Rock County Emergency Operations Center (G70)  
3530 County Road F, Janesville WI 53545**

**November 19, 2019 – 9:00 A.M.**

## **A G E N D A**

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1. **Call to Order** Chair Swenarski
2. **Adoption of Agenda**
3. **Review & Approval of Minutes: September 17, 2019**
4. **Old Business – Announcement of Today’s Exercise**
5. **Next Meeting: January 21, 2019**
6. **Adjournment**

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**ROCK COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

**Full LEPC Membership – Minutes**

**September 17, 2019**

**Members Present:**

Chair Robert Swenarski, Gary Schenck, Catherine Kolb, Rick Wietersen, Bob Wildermuth, Sergeant Shena Kohler, Todd Bolen, Lieutenant Ron Sagen, Todd Lambert, Deputy Chief Terry Sheridan, Ken Hoffman, Sharon Rateike, Rick Richard, Dave Botts

**Guests:**

Tammy Kettleson (RCSO-EM), Terri Carlson (Rock County Risk Management), Josh Shere (Rock County Public Health)

**Call to Order:**

Chair Robert Swenarski called the meeting of the Rock County Local Emergency Planning Committee to order at 9:05 AM at the Emergency Operations Center in the Rock County Health Care Center.

**Adoption of Agenda:**

Motion by Bob Wildermuth and seconded by Lieutenant Ron Sagen to approve the agenda. Motion carried.

**Approval of Minutes:**

Motion by Rick Wietersen and seconded by Sgt. Shena Kohler to approve the minutes from July 16, 2019. Motion carried.

**Committee Reports**

**Plan of Review:**

The Committee reviewed 2 updated facility plans. The Committee recommended the plans be forwarded to the State for approval.

**UPDATED PLANS –**

Updated – County Wide Battery Plan (6 facilities updated)

- Batteries Plus- (012817-5)- Janesville, WI
- Blue Scope- (12170)- Evansville, WI
- Charter Cable Partners- (019859-1)- Janesville, WI
- Southern Area Operations Center- (13849)- Beloit, WI
- Treehouse Foods Private Brands- (200935)- Beloit, WI
- Windstream KDL- (018417-9)- Janesville, WI

Updated – Evonik Corporation (001080-9)- Janesville, WI

Removals- Landmark (44123)- Evansville, WI  
Landmark (1195)- Whitewater, WI

**Community Right-to-Know:**

Community Right-to-Know subcommittee did not meet. No update.

**Plan of Work:**

Sgt. Shena Kohler discussed the 2020 Plan of Work initiatives include transitioning the emergency operations plan annexes to ESFs beginning with Annex F to ESF 6- ESF 6- Mass Care, Emergency Assistance, Housing, and Human Services. Emergency Management will be working on power outage planning and exercising in the coming year. She also

discussed a few changes in regards to offsite planning: an increase in the billing to Public Health for completely the plans by \$1,000, and an audit of plans that revealed 8-10 plans needing adjustment. She also announced a new change in the language from the state and we can no longer pay to send LEPC members to conferences. Only EMPG funded positions are eligible. Shena will send out the new language provided by the state.

**Membership:**

Membership subcommittee did not meet. No update.

**Emergency Management Reports**

**Current Events:**

Sgt. Shena Kohler reported that the City of Beloit declared a State of Emergency due to heavy rains from last week, a storm sewer in the 200 block of Bluff Street sustained substantial damage causing a washout of the Rock River bank, exposing a gas line. She went on to explain the declaration process and resources available. She also discussed that with heavy rains and localized flooding, we have sand bags available for citizens that want them. Citizens will need to provide their own sand.

**Budget Report:**

The budget report was distributed.

**Spill Report:**

The 2019 spill report was distributed.

**Training:**

Emergency Management will be hosting a Critical Incident Management class September 25-27, 2019. Sgt. Shena

**Public Health:**

Rick Wietersen introduced Josh Shere from Public health who helps to produce the offsite plans. He announced that there will be a low cost rabies clinic on Saturday, September 21, 2019 at the Rock County Fairgrounds. He also discussed that flu season is fast approaching and to get your flu vaccines as soon as possible.

**Hazmat Team:**

Lieutenant Ron Sagen reported that they have upgraded to a new hazmat decontamination trailer and are looking to find a place for their old trailer. They are waiting to hear back from the City of Beloit if they want the old trailer. Ron also reported on a recent hazmat incident at the Rock County Courthouse. He and Terri Carlson discusses successes and lessons learned from that incident. He also discussed another recent hazmat incident at Frito Lay in Beloit, WI. Ron also discussed how the hazmat budget works and what equipment upgrades they have been able to do with monies provided including new radiation detection meters.

**Facility Input:**

None.

**Public Input:**

None.

**Old Business:**

The next meeting on November 19, 2019 will be a tabletop exercise regarding a long-term power outage response and recovery. The tabletop will last roughly about 2 hours beginning at 9:00am. More information and invitation to be sent out.

**New Business:**

None.

**Next Meeting:**

The next LEPC meeting will be held November 19, 2019 at the Rock County Health Care Center, EOC and will be a tabletop exercise. The next meeting following the tabletop exercise will be January.

**Adjournment:**

Motion was made to adjourn the meeting by Lt. Ron Sagen and seconded by Sgt. Shena Kohler. Meeting adjourned at 10:03 AM.

Respectfully submitted: Tammy Kettleon #14988

**ROCK COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE**

Rock County Health Care Center – Emergency Operations Center  
3530 N County Highway F, Janesville

**Plan of Review Subcommittee**

**September 17, 2019**

**Sub - Committee Members Present:**

Lieutenant Ron Sagen, Gary Schenck, Rick Wietersen, and Bob Swenarski.

**Call to Order:**

Chair Bob Swenarski called the Rock County LEPC Plan of Review Sub-Committee meeting to order at 8:16 AM in the County Emergency Operations Center.

**Guest:**

Tammy Kettleon (RC SO-EM), Josh Shere (Rock County Public Health)

**Adoption of Agenda:**

Motion by Rick Wietersen to approve the agenda and seconded by Lieutenant Ron Sagen. Motion carried.

**Approval of Minutes:**

Review of minutes from July 16, 2019. Motion by Ron Sagen to approve the minutes and seconded by Rick Wietersen.

**Review Off-Site Facility Plans:**

The Committee reviewed updated off-site facility plans. The Committee recommended the plans be forwarded to the State for approval.

**UPDATED PLANS –**

Updated – County Wide Battery Plan (6 facilities updated)

- Batteries Plus- (012817-5)- Janesville, WI
- Blue Scope- (12170)- Evansville, WI
- Charter Cable Partners- (019859-1)- Janesville, WI
- Southern Area Operations Center- (13849)- Beloit, WI
- Treehouse Foods Private Brands- (200935)- Beloit, WI
- Windstream KDL- (018417-9)- Janesville, WI

Updated – Evonik Corporation (001080-9)- Janesville, WI

Removals- Landmark (44123)- Evansville, WI  
Landmark (1195)- Whitewater, WI

**Any Further Business:**

None.

**Adjournment:**

Motion by Ron Sagen and seconded by Gary Schenck to adjourn the meeting at 8:40am.

Respectfully submitted: Tammy Kettleon #14988

ROCK COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE

Plan of Work - Minutes

September 17, 2019

**Sub - Committee Members present:** Lieutenant Ron Sagen, Gary Schenck, David Botts, Sgt. Shena Kohler, and Robert Swenarski.

**Guest:** Tammy Kettleon (RCSO-EM), Josh Shere (Public Health)

**Call to Order:**

Sergeant Kohler called the Rock County LEPC Plan of Work Sub-Committee meeting to order at 8:53 AM in the County Emergency Operations Center.

**Adoption of Agenda:**

Motion by Gary Schenck to approve the agenda and seconded by Rick Wietersen. Motion carried.

**Approval of Minutes:**

Motion by Dave Botts to waive the reading and approve the minutes from September 18, 2018 and seconded by Gary Schenck. Motion carried.

**Wrap Up 2019 Plan of Work:**

Sgt. Shena Kohler reported on the transition to EFS plans will be begin shortly starting with ESF 6- Mass Care, Emergency Assistance, Housing, and Human Services as part of the shelter planning initiative taken on by the Rock County Disaster Recovery Coalition. Sgt. Kohler also discussed that the Rock County Emergency Operation Plan is being reviewed and finalized at this time. It is due to be submitted to the state on September 30, 2019.

**Introduce 2020 Plan of Work:**

Sgt. Shena Kohler discussed that the idea of emergency planning for 2020 would have the campaign "2020 Vision", taking the year and having a clearer vision of emergency preparedness. She also discussed the continued plan in converting annexes to ESFs and that Emergency Management will be working on power outage planning and exercising in the coming year. She also discussed a few changes in regards to offsite planning: an increase in the billing to Public Health for completely the plans by \$1,000, and an audit of plans that revealed 8-10 plans needing adjustment.

**Any Further Business:**

Sgt. Shena Kohler announced a new change in the language from the state and we can no longer pay to send LEPC members to conferences. Only EMPG funded positions are eligible. Shena will send out the new language provided by the state.

**Adjournment:** Motion by Lt. Ron Sagen to adjourn the meeting and seconded by Dave Botts. Meeting adjourned at 9:05 am.

Respectfully submitted by:

Tammy Kettleon #14988