



**GENERAL SERVICES COMMITTEE**  
**Minutes – August 6, 2019**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, August 6, 2019 at 1717 Center Avenue.

**Committee Members Present:** Supervisors Brill, Zajac, Potter and Rashkin.

**Committee Members Absent:** Supervisor Brien.

**Staff Members Present:** Josh Smith, County Administrator; Brent Sutherland, Facilities Management Director; Randy Terronez, Assistant to the County Administrator; Terri Carlson, Risk Manager, Corporation Counsel; Jodi Millis, Purchasing Manager; Jon Furseth and Dave Froeber, Facilities Superintendents.

**Others Present:** Brian Zobel, UW Colleges – Southwest; Supervisor Podzilni; and Frank Schultz, Janesville Gazette.

**Approval of Agenda:** Chair Brill said item 7.C. will be moved up after item 6. Supervisor Potter moved approval of the agenda with this change, second by Supervisor Rashkin. ADOPTED.

**Citizen Participation.** None.

**Approval of Minutes – July 2, 2019.** Supervisor Potter moved approval of the minutes of July 2, 2019 as presented, second by Supervisor Zajac. ADOPTED.

**Transfers.** None.

**Review of Payments.** The Committee accepted the reports.

**Updates and Possible Action.**

**Use of Local Vendors** Mr. Sutherland handed out copies of Wis. State Statute 66.0901 (1m) (b) and the lists of vendors used showing in 2018: 44% were local, 41% were from Wisconsin, 9% from neighboring states, and 6% from other states; blanket Purchase Orders 58% were local, 34% were from Wisconsin, 3% from neighboring states, and 5% from other states.

Committee discussed: how many businesses go outside the local area and/or state on jobs; the importance of going outside the local area to obtain competitive bids; and businesses to go on our website to register, that way they will be notified of upcoming jobs.

**Update on Chemical Incident at the Courthouse** Mr. Sutherland handed out and went over the process of keeping the air conditioning, which uses a cooling tower, free of bacteria and scaling up (attached).

The Committee asked if the employee was okay. Mr. Sutherland said yes.

Mr. Sutherland said a number of staff had a debriefing and he went over the "Lessons Learned". Mr. Terronez and Ms. Carlson said this was not an OSHA (Occupational Safety and Health Administration) event. Some things went well but there were opportunities to do better. The County has insurance and this would be a covered event, except for the deductible.

Mr. Sutherland said the communication could have been better and discussed the Rave Alert mass notification system. He also mentioned that the EOC (Emergency Operations Center) should have been opened and some of the departments could have continued doing business from there.

Mr. Sutherland reiterated that this did not happen through carelessness but was an honest mistake, and that the employee was just being diligent.

### **Courthouse Security**

**Phase 2 & 3 Construction Schedule Update** Mr. Sutherland said the upper back parking lot is done except for the elevator equipment, which has been delayed until about August 30<sup>th</sup>. The front lobby is about 90% complete. The front lots are partially closed, but they will be reopened fully until after the back parking lots are open. Also, found there are more repairs needed on the front lots than anticipated, more information on this on a future agenda.

**Courthouse Security Phase 2 & 3 Change Orders** Mr. Sutherland went over the change order #4 JPC-569 for April - June. Supervisor Zajac moved change order #4 in the amount of \$46,978, second by Supervisor Potter. ADOPTED.

**Update on Master Electrician** Mr. Sutherland said he was happy to report a Master Electrician has been hired and will be starting on August 26, 2019. The person has worked for General Motors, OTIS Elevator and Aurora Health, has good customer skills, and will be working at all locations.

**Update on 1717 Center Avenue Building Project** Mr. Sutherland said Mr. Mark Stevens is the project manager and has been running the meetings, which have been occurring about every two weeks. They have talked to Human Services Office Staff from other counties and have learned a great deal on things that have worked and things that have not worked.

**Communications, Announcements and Information.** None.

**Adjournment.** Supervisor Zajac moved adjournment at 9:01 A.M., second by Supervisor Potter. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**



# Hazardous incident July 19, 2019

Background on the chemicals involved and their need. The Courthouse air conditioning system uses a water cooled condenser called a cooling tower. These type of towers are prone to scale up and also carry legionella bacteria. If they scale up, they will not operate efficiently. Legionella has been responsible for causing legionella disease and death to those who are vulnerable and breathe the moisture air put off by the tower.





# Cooling Tower Water Treatment

Rock County contracts with HOH, a water chemical treatment company, for our water treatment program. HOH provides a program for Rock County to follow and all the chemicals needed to treat and test the cooling tower water. We have containment units in the boiler room which holds the chemicals as well as pumps to pump the chemicals into the tower water. HOH delivers the chemicals in 30 gal and 5 gal containers and use a transfer pump to fill our containers. This process eliminates the need for Rock County staff to handle the chemicals.

**Rock County has three containers and the following chemicals are pumped in:**

1. Sulfuric acid- to prevent scale build up
2. Sodium Hypochlorite- biocide for controlling bacteria in the water
3. Bellacide 301 a non oxidizing biocide to control bacterial above the waterline.

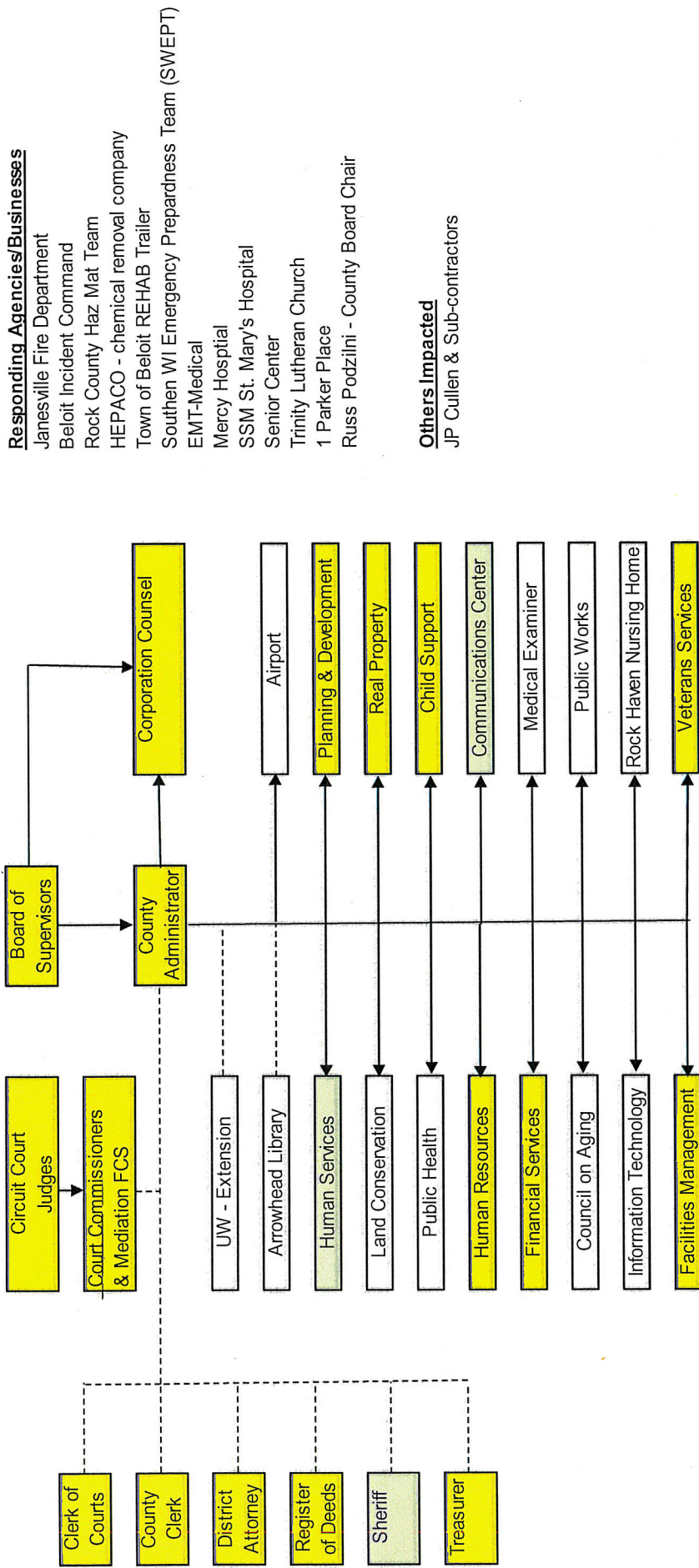




## What happened?

The last delivery of sodium hypochlorite did not all fit into the County owned container. HOH's delivery person left the excess barrel of chemical to be pumped into the County container the next time he came back. On Friday, July 19, 2019 at approximately 8:30 a.m., our maintenance worker realized that we were running very low on the sulfuric acid. Due to the extremely hot weather and water evaporation we used more chemicals to treat the make up water. In an effort to avoid running out over the weekend, the maintenance worker saw the additional Sodium Hypochlorite product in a barrel, thought it was sulfuric acid and put a manual pump in the barrel and began to pump it into the sulfuric acid container. It immediately started to react and created a chlorine gas. The gas soon filled the boiler room, which is adjacent to the parking garage. He opened the door to ventilate the boiler room and the gas started to fill the parking garage. The building was evacuated and Janesville Fire, Sheriff's Office and Hazmat team were activated and they set up a unified command. The maintenance worker was taken to the hospital for evaluation and released. Approximately 3 pm the fire department gave the all clear.





Responding Agencies/Businesses

- Janesville Fire Department
- Beloit Incident Command
- Rock County Haz Mat Team
- HEPACO - chemical removal company
- Town of Beloit REHAB Trailer
- Southern WI Emergency Preparedness Team (SWEPT)
- EMT-Medical
- Mercy Hospital
- SSM St. Mary's Hospital Senior Center
- Trinity Lutheran Church
- 1 Parker Place
- Russ Podzilni - County Board Chair

Others Impacted

- JP Cullen & Sub-contractors

Off-site agency impacted  
 On-site agency impacted



# Lessons Learned

1. Chemical containers– Containers shall be better identified with labeling.
2. Chemical transfer- To be left to the chemical provider. We allowed staff to fill containers if needed. All staff were noticed this practice is to stop immediately.
3. Evacuation meeting points- We have several meeting points after a building evacuation and caused leadership time traveling between meeting points for information gathering by key personnel. The Safety Committee will revise the policy to one meeting point.
4. Evacuation-Staff evacuated and left their ID badges on their desk and could not get back in the building after the all clear notification. Policy is in place to have their ID badges on them at all times.
5. Emergency Operation Center(EOC) -was not opened. Next time, even for the small events, the EOC will be opened. This would have assisted leadership by not having them directly involved in the incident, but reviewing and evaluating at a high level. This would have assisted with communications with departments and the public.
6. Notifying staff of the event and calling key personnel. We currently use a call tree list and Administration calls each person. Very time consuming and risk of missing someone. We learned there is a software available from RAVE mobile safety which is designed for emergency events that automatically notifies personnel by text, phone and computer and will be reviewed.
7. Business continuity- We shut down the courthouse with no business continuity plan. All Courthouse functions had stopped and notification went out stating the Courthouse was closed due to an emergency. We will be working on developing a business continuity plan. With computers active in the Emergency Operations Center(EOC) and laptops there were operations that could have still functioned remotely during the emergency with a plan for continuing operations at the EOC.