

**WINNEBAGO COUNTY
EMERGENCY MANAGEMENT COMMITTEE
Winnebago County Sheriff's Office
Richard Meyer Community Resource Room
4311 Jackson Street, Oshkosh WI
January 6, 2020**

Members present: Paul Eisen, Tom Ellis, Vicki Schorse

Absent: Larry Smith, Bill Wingren

Also present: Linda Kollmann, Eric Rasmussen, Becky Powers

Chairman Eisen called the Emergency Management Committee meeting to order at 9:10 a.m. and confirmed that the meeting notice was published as required.

1. Approval of Minutes

Vicki Schorse moved to approve the June 3, 2019 meeting minutes as written; Tom Ellis seconded the motion; all voted in favor; motion carried. Tom Ellis moved to approve the September 16, 2019 meeting minutes as written; Vicki Schorse seconded the motion; all voted in favor; motion carried.

2. Comments from the public

None have been received.

3. Correspondence

None has been received. Chairman Eisen noted that he, Larry Smith and Tom Ellis attended a workshop sponsored by the East Central Wisconsin Planning Commission on October 25, 2019 and found it very informative. He shared information about various grant programs available to local governments.

4. Budget Report

A budget report was presented showing the YTD status of both 2019 and 2020; the final budget report for 2019 is not available yet. Finance Department is still processing year-end transactions, and grant income is not reflected because we have not received payments for EMPG & EPCRA awards yet. The award check for the EPCRA Computer & Hazmat Equipment grant was received on 1/2/2020, but had not been processed for deposit by the Treasurer at the time the report was prepared. The Hazard Mitigation grant application just received approval by FEMA near the end of 2019, so that will be a carryover item to the 2020 budget. Payroll was issued January 2, and those expenses are the only items reflected for the 2020 budget YTD.

5. Siren Report

Annual siren maintenance was performed, checking all sirens, testing batteries and replacing them as needed. The NexGen siren software installed last year has run very well and we have had far fewer problems. A highway project on County Road A will require that

we move a siren about 10 feet in 2020; \$5,000 will be carried over from the 2019 siren maintenance funds to the 2020 budget for this expense.

6. Event policy

Chairman Eisen presented his thoughts regarding his previous proposal that the committee consider creating an event policy to ensure that emergency management is fully aware of all scheduled events prepared for response to multiple venues/events. Linda Kollmann researched policy guidance and discussed this idea with a variety of event coordinators, corporation counsel and other county emergency management directors. A meeting between Linda Kollmann, Eric Rasmussen and Paul Eisen to discuss moving forward with a policy led them to a consensus that it would be extremely difficult to create and enforce a policy. Paul Eisen suggested the committee consider creating an event registration that Emergency Management could use to maintain awareness. Discussion led to the realization that there are already other regulating agencies within the city and county that make any additional registration both redundant and unnecessary. Linda Kollmann noted that during her research for this discussion, she established another contact within the Visitor & Convention Bureau, and that this will be another valuable tool to maintain awareness of planned events in the county.

7. Mobile Command Post (MCP) Update

The order for the MCP has been placed; anticipated delivery has been scheduled in August by the vendor. Director Kollmann is hoping that the build will progress more quickly and has made it known that she'd like to have delivery by June, but at this point it is too early to know if it can be moved up.

8. Director's Report

- Beginning at the end of January, Linda Kollmann, Becky Powers and Anna Carpenter (Health Dept. Emergency Preparedness Coordinator) hope to meet with leaders in every township, city and village to review several topics on emergency response, disaster assessment, debris management and new FEMA procedures. We are assembling a resource binder to give each municipality with an Emergency Response Plan template for local government and other resource information. Our hope is to help them prepare for flooding that is a strong possibility this spring/summer and to update them on the best practices and procedures to follow.
- Eric Rasmussen passed the state exam to become a Certified Emergency Manager. He will be presented with a certificate at the Governor's Conference on Homeland Security and Emergency Management in March.
- Our department's assistance was requested and during the recent shooting incident at West High School. We coordinated support from the American Red Cross and deployed to Perry Tipler Middle School to assist with parent/child reunification.

- Outreach opportunities were presented at two local Wellness Expo events; Linda Kollmann participated in one at Kimberly Clark Corporation and Eric Rasmussen in one at Winnebago Mental Health Institute.

9. EPCRA Report

Eric distributed an updated list of the offsite facilities scheduled for updated plans in the FFY 2020 Plan of Work. He has updated about two-thirds of the scheduled plans and sent them to the facilities for review and approval. All plans on the list will be updated before October.

The next meeting is scheduled for 9:00 a.m. on Monday, May 4, 2020. There isn't a need (at this time) to meet before then, but if a need arises, Linda Kollmann will contact Chairman Eisen. Future meetings will be scheduled at the May 4 meeting.

MOTION to adjourn by Tom Ellis; seconded by Vicki Schorse; all in favor; motion carried.

Meeting adjourned.

Respectfully submitted,

Becky Powers