

**WINNEBAGO COUNTY  
EMERGENCY MANAGEMENT COMMITTEE  
Winnebago County Sheriff's Office  
Richard Meyer Community Resource Room  
4311 Jackson Street, Oshkosh WI  
March 4, 2019**

**Members present:** Paul Eisen, Tom Ellis, Larry Smith, Bill Wingren

**Members excused:** Vicky Schorse

**Also present:** Linda Kollmann, Eric Rasmussen, Becky Powers, Winnebago County Lt. Jesse Jensen, Winnebago County Highway Equipment Superintendent Doug Weihert

Chairman Eisen called the Emergency Management Committee meeting to order at 9:00 a.m. and verified that the meeting had been properly posted.

**1. Approval of Minutes**

**MOTION** to approve the minutes of December 3, 2018 by Bill Wingren; seconded by Larry Smith; all in favor; motion carried unanimously.

**2. Comments from the public**

None

**3. Correspondence**

There were no reports of correspondence from the public. Chairman Eisen provided a copy of the required annual EPCRA notice that was published in the Appleton Post-Crescent newspaper by Outagamie County on March 1, 2019.

**4. Review of Mobile Command Post Project**

Chairman Eisen stated that on February 6, 2019 he met with Director Linda Kollmann and Deputy Director Eric Rasmussen to discuss undertaking a capital project to replace our aging mobile command post (MCP), and he invited Director Kollmann to present this to the committee.

Linda Kollmann explained that the process that is followed to bring forward a capital project requires several steps that include multiple presentations to various committees as the proposal is passed through proper channels for validation. Today's PowerPoint presentation to our oversight committee is step one, and she invited questions and suggestions to help ensure that her presentation will be as thorough as possible before she takes it to the full County Board of Supervisors in April.

The presentation revealed several inadequacies in the current 23-year-old MCP that, combined with its aging structure and poor efficiency, are resulting in the MCP actually

being more of a hazard than a benefit to our first responders and other stakeholders that use the vehicle. Highway Equipment Superintendent Doug Weihert spoke of his recommendation to replace the vehicle based on his knowledge of the history of maintenance records and from driving the MCP. His assessment of the current state of the vehicle is that it really is no longer a cost-effective, viable option for repair and that it presents a strong safety risk while in use. Lieutenant Jesse Jensen provided detailed insight into the communication needs during any response or use of the MCP, and addressed the shortcomings that they struggle with while using the current vehicle.

Kollmann provided two tentative cost estimates that were obtained in order to get a general idea of the scope of this project and noted that she has unsuccessfully searched for grants and/or federal funds that might support some of the expense. She has been instructed by Laura Forbes, Winnebago County Purchasing Manager, that a Request For Proposal (RFP) will likely be the best way to proceed with this type of project when we reach that point of the process.

After the presentation, all committee members were in agreement that there is clearly a need for the county to own a MCP and also a clear need that the current unit needs to be replaced. Some technical questions were asked and answered.

## **5. Training & Exercise**

Recent training and exercise events include:

- Participation in a drill at the courthouse testing the phone system in January
- Child Abduction Response Team (CART) training attended by Becky Powers and Eric Rasmussen
- Hosting a training event on use of Social Media (paid for by the regional hospital/health care coalition)
- Eric Rasmussen has provided training to several response partner groups on WebEOC
- Hosting a training for healthcare facilities on how to develop and implement a tabletop exercise to comply with their new statutory requirements.

## **6. Director's Report**

Recent activity in our office includes time spent on:

- Creating a workgroup of stakeholders for the MCP capital project, research and discussion meetings and creation of the PowerPoint presentation
- Logistic and public information support during the recent 131-car pileup on I-41
- Participation in a phone call with National Weather Service regarding potential spring flooding outlook (our area of the state is looking good at this point)
- Becky Powers is working extensively with Captain Dave Mack on compilation of a CART manual and organization of required records for the Winnebago Countywide CART to receive certification on a national level
- Linda Kollmann is working with the University of Wisconsin system and the Red Cross to develop evacuation and sheltering plans for the dormitories at UW

- The Red Cross will hold a fire safety campaign in the Neenah/Menasha area on May 4 to educate the public and offer installation of up to two smoke alarms per residence (at no charge) to anyone in Winnebago County.

**7. EPCRA Report**

Eric Rasmussen distributed a printed status report of the off-site facility plans that he is updating for the 2019 EPCRA Plan of Work (deadline for submission is 9/30/19).

**The next meeting is scheduled for 9:00 a.m. on Monday, June 3, 2019.**

Chairman Eisen wished a very Happy Birthday to Supervisor Larry Smith today and we thanked him for sharing his celebration with us by providing delicious donuts.

**MOTION** to adjourn by Larry Smith; seconded by Bill Wingren; all in favor; motion carried 4-0.

Meeting adjourned at 10:45 a.m.

Respectfully submitted,

Becky Powers