

**WINNEBAGO COUNTY
EMERGENCY MANAGEMENT COMMITTEE
Winnebago County Sheriff's Office
Richard Meyer Community Resource Room
4311 Jackson Street, Oshkosh WI
March 5, 2018**

Members present: Paul Eisen, Tom Ellis, Larry Smith, Bill Roh

Members excused: Bill Wingren

Also present: Linda Kollmann, Eric Rasmussen and Becky Powers

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 February 12, 2018 by Tom Ellis; seconded by Bill Roh; all in favor; motion carried unanimously.

2. Comments from the public

None

3. Correspondence

Chairman Eisen noted that the required annual EPCRA notice was published in the newspaper on February 9, 2018. He also shared information regarding a two-session webinar on disaster response and recovery that will be live-streamed today at 10:45 a.m. to noon EST and 1:45 p.m. to 3:00 p.m. EST as part of the 2018 NACo (National Association of Counties) Legislative Conference. If anyone is interested but unable to watch it live, it will probably be available on the website at a later date. The website is www.naco.org

4. Training and Exercise

Director Linda Kollmann gave an update on the on-going planning that has taken place for the statewide Dark Sky exercise (May 15, 16 & 17). She reviewed the rough draft of questions that will be used in the Omro canvassing operation taking place on May 16. The questions are based on a similar canvass that took place in Dane County last year, and are just slightly modified toward the more rural environment in Omro. Linda noted that our committee members are welcome to take part in the sheltering operation that takes place at Sunnyview Expo Center on May 16 after 12:00 noon (posing as evacuees) but please notify our office in advance so that we can put their names on record as approved participants. The EOC portion of the exercise is closed so that county department heads can focus on their training and get the most out of the exercise opportunity without distraction.

Training efforts include a recent EOC training held for Winnebago County department heads, WebEOC training that Eric Rasmussen is providing to other departments/agencies, and a Red Cross sheltering training that Becky Powers and Eric Rasmussen attended. On April 17, we are partnering with Fox Valley Health Care Coalition to sponsor a training for Public Information Officers and others that may need to communicate with the media and/or deal with social media.

5. **Director's Report**

- Linda Kollmann reported that the portable siren needs to be taken to Milwaukee for evaluation and repair by American Signal Corporation.
- We completed much-needed upgrades to the equipment in our EOC, including the mounting of our TVs on the wall, screen adjustments, a new projector and operating system. A short demo was given. Once it was complete, our office tested a set-up drill, and we are very pleased with the improvements.
- In April we will work with Health Department personnel to create a short video that can be posted to social media that will promote public awareness of emergency preparedness. This outreach tool will be used prior to the Dark Sky exercise to give people recommendations on what steps they should take to prepare their homes and families for an emergency.
- Eric Rasmussen noted that our LEPC Chair, Mike Sipin, has stepped down, and at our next LEPC meeting in May we will have nominations and vote for a new committee chair.

6. **EPCRA Report**

Eric Rasmussen distributed a printed status report of the off-site facility plans that he is updating for the first half of the EPCRA Plan of Work (deadline for submission is 3/31/18).

7. **EPCRA Mock Interview**

At the request of Chairman Eisen, Eric distributed a written outline of our Public Request Policy and explained how public requests for information on EPCRA off-site facility plans and/or other emergency management documents are handled. This policy was created with the guidance and approval of John Bodnar, Winnebago County Corporation Counsel. There is often sensitive information (including trade secrets) that must be redacted before providing information on public requests, so it is vital that policy is adhered to. Linda noted that in the 16 years she's worked in this office, only two requests have been received.

The next meeting is scheduled for 9:00 a.m. on Monday, June 4, 2018.

This is the final meeting for Supervisor Bill Roh; he is not running for re-election to the county board. We thank him for his service.

MOTION to adjourn by Larry Smith; seconded by Bill Roh; all in favor; motion carried 5-0.

Meeting adjourned at 9:45 a.m.

Respectfully submitted,

Becky Powers