

**WINNEBAGO COUNTY  
EMERGENCY MANAGEMENT COMMITTEE  
Video Conference Meeting  
Oshkosh WI  
March 29, 2021**

**Members present:** Mike Brunn, Paul Eisen, Vicki Schorse, Bill Wingren, Tom Ellis

**Also present:** Becky Powers, Eric Rasmussen

Chairman Schorse called the Emergency Management Committee virtual meeting to order at 9:00 a.m. and confirmed that it has been publicly noticed as required.

**1. Minutes of the February 1, 2021 meeting**

Motion to approve minutes as written was offered by Paul Eisen, second by Tom Ellis. All voted in favor; motion carried.

**2. Comments and/or correspondence from the public**

None have been received.

**3. Director's Report – Eric Rasmussen**

• **Sirens**

- 'Siren Season' starts April 3. The siren test will take place weekly on Saturdays at noon beginning April 3 through the end of September or early October, depending on the weather in the fall and risk at that time.
- The siren move on Oakwood road is expected to be done in late April – still trying to coordinate a date with American Signal.
- The second siren installation planned this year will likely take place in May or June. The corner of Ripple Road and Knapp Street Road has been selected as the best location to maximize coverage in an area that is lacking. We are waiting to get approval from FAA before we can schedule a date.
- Siren head cleaning (done every five years) is due in 2021 and is scheduled for spring/summer. This requires rental of a bucket truck and one of the county electricians.

• **Training & Exercise**

- We've received a lot of interest in training for use of the Mobile Command Post (MCP) and have several appointments scheduled. We are offering individual driver training as well as the option for us to bring the MCP to interested agencies where we can walk their command staff through and give an orientation to those that will use it (but not drive it).
- We have these trainings and exercises scheduled:
  - April 20, 22 & 30, 2021 – Emergency Operations Center/Incident Command System (EOC/ICS) training scheduled with Village of Fox Crossing

- June 1, 2021 - Tabletop Exercise with Village of Fox Crossing
  - June 3, 2021 – Tabletop Exercise with EAA
  - June 17 & 18, 2021 - Local Elected Officials training
  - September, 2021 – EOC/ICS training for County Department Heads
- Oshkosh Fire Department and Neenah Menasha Fire Rescue have both expressed interest in training opportunities. We will put together a request to Wisconsin Emergency Management to bring classes here when training is available.
  - There was an issue with the exercise grant application submitted in January; the state plans to open another exercise grant opportunity in a couple of months, and our application is ready for submission under that grant.
- **COVID-19 Response**
    - The test site at Sunnyview has been well-established and is extended through June.
    - We have transitioned to a primary focus on vaccination support and the site is ready to stand up operations on a weekly basis when adequate vaccine supplies become available.
    - Our vaccination clinic was able to coordinate free bus transportation for those that needed it to get to Sunnyview.

#### **4. EPCRA Report – Becky Powers**

- Farm facilities that are part of the Farm Plan are due for update in the 2021 Plan of Work and as of last week, all have now been sent the materials required for the update of that plan.
- Nine new facilities have been identified that need plans, and we are gathering information to create those plans.
- Of the remaining 15 offsite facility plans required for update during the FY2021EPCRA Grant Plan of Work year, four are complete - pending Local Emergency Planning Committee (LEPC) approval; five have been sent to facilities for their final review and approval, four are in process, and two are pending return of materials from the facilities.

#### **5. Budget Report**

The budget report was reviewed. Director Rasmussen noted that the AlertSense contract payment is made in full at the beginning of each year.

#### **6. Emergency Management Staff Transition Plan – Discussion and Action**

- There were seven applicants for the Deputy Director vacancy and Becky Powers was hired for the position.
- Director Rasmussen has requested a change to the Table of Organization for the current Emergency Management Associate vacancy. The request is to change the position from EM Associate to EM Specialist. He explained the basis for his request and confirmed that he has discussed this with both Mike Collard and Mark Harris. Both have been verbally supportive of this plan, and it has been added to the agenda for the Personnel & Finance Committee meeting on April 1.

- If this change is approved, Human Resources will determine if the position needs to be reclassified. With the vacancies in 2021 and the reduction in salary with the new hires we should be able to stay within the labor budget that we are currently working under.
- With support from our committee and from Personnel & Finance Committee, the request will move on to the County Board for approval.
- **Paul Eisen moved to approve the position change from EM Associate to EM Specialist; Mike Brunn seconded; all voted in favor; motion carried.**

7. **Adjournment**

Mike Brunn moved to adjourn; Tom Ellis seconded the motion; all voted in favor; motion carried. Meeting adjourned at 9:44 a.m.

The next meeting will take place on June 7 at 9:00 a.m.

Respectfully submitted,

Becky Powers