

**WINNEBAGO COUNTY
EMERGENCY MANAGEMENT COMMITTEE
Winnebago County Sheriff's Office
Richard Meyer Community Resource Room
4311 Jackson Street, Oshkosh WI
May 6, 2019**

These minutes are amended.

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

Also present: Linda Kollmann, Eric Rasmussen, Becky Powers, Winnebago County Highway Equipment Superintendent Doug Weihert, Oshkosh Fire Battalion Chief Chuck Hable

Chairman Eisen called the Emergency Management Committee meeting to order at 9:00 a.m.

1. Approval of Minutes

MOTION to approve the minutes of March 4, 2019 by Larry Smith; seconded by Tom Ellis; all in favor; motion carried unanimously.

2. Comments from the public

None

3. Correspondence

Chairman Eisen noted that he had called this meeting 'out of sync' with our normal schedule to allow additional time to discuss and prepare for the capital improvement fund request that our committee will take before the county board in June. There were no reports of correspondence from the public.

Bill Wingren raised his concerns that our agenda was not properly noticed because it does not state that a vote on the project was anticipated. Discussion established that our agenda was formatted properly, following the example from Personnel and Finance Committee, but that we could be more explicit in the future.

Bill Wingren requested that future agendas be worded differently in the areas of public comment and correspondence, as he is never certain at what point he should bring up his own concerns. Chairman Eisen duly noted this request.

Bill Wingren commented that every other committee he has been a member of provides quarterly financial reports except this one. Director Kollmann stated that she has never been asked to provide a financial report. Chairman Eisen noted the request and suggested that one be provided in the future.

4. Budget Transfer – Emergency Management, \$450,000 Capital Project for Mobile Command Post

Discussion took place regarding the presentation given to the County Board of Supervisors and subsequent questions. Additional questions from the committee members were answered and Linda Kollmann, Eric Rasmussen and guests Doug Weihert and Chuck Hable, presented other clarifications. Guidance by the committee members was provided to the EM staff on moving the project forward. The committee will meet again in June to discuss the project.

5. Training and Exercise

Recent training and exercise events include:

- We hosted a training in March for healthcare facilities on how to develop and implement a tabletop exercise to comply with their new statutory requirements.
- Training was given on EOC Operations to the City of Oshkosh on April 5, 2019. This will be followed up with a functional exercise for them in September.
- Eric Rasmussen continues to provide training to several response partner groups on WebEOC, with multiple trainings scheduled for city of Oshkosh Department Heads in May.
- The annual Severe Weather Spotter Training that we sponsor was again hosted by EAA at no charge, with an attendance of 143 – our largest ever group.
- We are at work creating and coordinating a full-scale exercise to be held in September for the Child Abduction Response Team (CART); this is a requirement for their national certification assessment.
- Eric completed to more online training courses. We hope to host a FEMA class in the fall on Planned Evacuation and Re-Entry. This is one of the final classes that Eric needs to complete before he qualifies to be certified as an Emergency Manager in the state of Wisconsin.

6. Director's Report

Recent activity in our office includes time spent on:

- The Red Cross fire safety campaign in the Neenah/Menasha area on May 4 was a great success, with 800 smoke alarms installed.
- Becky Powers continues working closely 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. The CART Certification process will include onsite assessment of CART policies and materials, in addition to the field exercise previously mentioned that will be hosted by EAA at no charge.
- Eric has completed two presentations at area elementary school fifth grade classes for the STEP Program (Student Tools for Emergency Planning) that is sponsored by Wisconsin Emergency Management.
- Director Kollmann has been actively involved on the local level attending meetings held by HERC (Healthcare Emergency Readiness Coalition), participating in the I-41 Crash After Action Review and giving a presentation on preparedness to the Towns Association.

- Linda Kollmann and a Red Cross representative will be featured in the television program Eye on Oshkosh about 'Community Safety and Preparedness' hosted by Cheryl Hentz.

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.

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

Meeting adjourned.

Respectfully submitted,

Becky Powers