

**WINNEBAGO COUNTY
EMERGENCY MANAGEMENT COMMITTEE
Winnebago County Sheriff's Office
Richard Meyer Community Resource Room
4311 Jackson Street, Oshkosh WI
September 16, 2019**

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

Absent: Larry Smith

Also present: Linda Kollmann, Eric Rasmussen, Becky Powers, Winnebago County Finance Director Vicky Fitzgerald

Chairman Eisen called the Emergency Management Committee meeting to order at 9:00 a.m. and confirmed that the meeting notice was published as required.

1. Approval of Minutes

Chairman Eisen indicated that the minutes from the June 3rd meeting were not received by the committee; he deferred the approval until the next meeting.

2. Comments from the public

None have been received. Bill Wingren requested that staff provide a YTD Budget Report at each of the quarterly meetings.

3. Correspondence

None

4. Budget Transfer - Emergency Management, \$3,497

This budget transfer is necessary to move funds from the travel category to the labor category to cover an anticipated overage. The overage is due to the budgeting process estimating pay increases prior to the pay for performance process being complete. Vicky Fitzgerald explained that this typically is not necessary in larger departments but when there are only three employees in the department, it is not unusual. No additional funds are requested; only approval to move budgeted funds from one category to another.

Bill Wingren moved to approve the budget transfer; Vicki Schorse seconded the motion.

Paul Eisen noted that committee member Larry Smith is absent, and therefore only four committee members are present for the vote. It passed unanimously, 4 in favor, 0 opposed.

5. Siren Report

Chairman Eisen mentioned Outagamie County's move to shift responsibility of siren maintenance to local authorities, and stated that this is not a consideration in our county.

Linda Kollmann noted that we have had a very good year in regard to the lack of problems

and maintenance needed so far. The NexGen siren software installed last year has run very well and we have had far fewer problems. There is one unexpected siren move that will be required if the Count Board approves a road expansion project on County Road A. She was not aware that it was potentially necessary when she constructed the 2019 budget, but thanks to the low maintenance costs, we should be able to move the siren later this year without needing additional funds.

6. Summer Event review

Linda Kollmann provided a recap of the major summer events in Winnebago County this year. It was noted that several events were overlapping and/or occurring simultaneously, creating the potential for emergency response to be stretched well beyond our comfort level, had a disaster occurred. Discussion took place about potential liabilities, our lack of control over event scheduling, preparedness, response plans, and opportunities to mitigate these problems. Chairman Eisen stated that the primary problem identified (the total number of people attending multiple events at any given time may far exceed our capacity to effectively respond and assist this large increase in population) has the potential to be lessened if we were to recommend a new county policy on event scheduling.

7. Emergency Management Department FY2020 Budget

The proposed budget for our department is at \$207,061, just a few dollars under our levy target of \$207,153. The only increase we have is in labor, every other category was held to a 0% increase, and several line expenses were decreased. Vicky Fitzgerald noted that health insurance alone accounted for a 6% increase in the labor budget this year. The travel line budget was reduced, reflecting less travel since Eric Rasmussen is nearly finished with the mandatory training required to receive Emergency Manager Certification. Unfortunately, the state guidance from Wisconsin Emergency Management was recently received and includes an increase in annual training required as part of the federal grant program, so the approved budget for travel could be too low. Vicki Schorse stated how important it is to attend a national-level professional conference every couple of years to stay current in monitoring national trends in emergency management, and encouraged Director Kollmann to keep that in mind with future budgets.

On another note, Linda Kollmann explained that we might need to do a budget carryover of \$25,000; this was budgeted for 2019 when we applied for a Hazard Mitigation grant to update our five-year mitigation plan. If this grant application is not approved before the end of 2019, the carryover will take place.

8. Mobile Command Post (MCP) Update

The Request For Proposal (RFP) period for our new MCP ended September 3. Although extra efforts were made to ensure that the RFP reached many different companies, we only received a response from one company, LDV. Their proposal is below the maximum approved for this expenditure; Linda Kollmann and Eric Rasmussen, along with other first responders and technology experts are in the review process.

9. Director's Report

Director Kollmann talked about the Child Abduction Response Team (CART) certification project and our role in support of it. Emergency Management serves on the team as the Logistics Division. The certification process includes a full-scale, evaluated exercise that was conducted on September 5. In addition, our department will participate in a functional hazardous materials response exercise tomorrow with the Oshkosh Fire Department, and next week we are hosting and attending a training course on Evacuation and Re-Entry. Last week all three staff attended the WEMA Conference. FFY 2019 Plan of Work closeout deadline for the EPCRA and EMPG grants is on September 30; our applications for those FFY 2020 grants are already submitted.

10. EPCRA Report

Eric distributed an updated list of the offsite facilities scheduled for updated plans in the FFY 2019 Plan of Work. He has updated all plans; about half are still pending final signatures from the facilities. He expects those back within a week. The plans that have already been signed off are uploaded to the WHOPRS website as required. There should be no problem having all uploaded by deadline.

The next meeting is scheduled for 9:00 a.m. on Monday, December 2, 2019. Chairman Eisen asked Director Kollmann to prepare a draft policy on event coordination for presentation to the committee at that meeting, with the intention for the EM Committee to take the policy to the full County Board of Supervisors as consideration for a new ordinance.

MOTION to adjourn by Tom Ellis; seconded by Vicki Schorse; all in favor; motion carried 4-0.

Meeting adjourned.

Respectfully submitted,

Becky Powers