

**REVISED**  
**WINNEBAGO COUNTY**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Winnebago County Sheriff's Office**  
**Richard Meyer Community Resource Room**  
**4311 Jackson Street, Oshkosh WI**  
**September 17, 2018**

***These minutes have been reposted to reflect the correction of  
Supervisor Wingren's last name.***

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

**Members not present:** Tim Hogan

**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**

It was noted that there is one correction for the June 4 minutes; our new committee member's name is Tim Hogan, not Jim Hogan. This correction is duly noted and the corrected minutes will be published. **MOTION** to approve the minutes of June 4, 2018 by Tom Ellis; seconded by Larry Smith; all in favor; motion carried unanimously.

**2. Comments from the public**

None

**3. Correspondence**

None

**4. 2019 Budget Review**

Linda Kollmann shared several key points regarding the department budget that has been submitted.

- It is time to begin work gathering data needed to update our Hazard Mitigation Plan, which is approved for a five year term by FEMA, and will be expiring on February 11, 2021. To assist with expenses for this update, we intend to apply for a \$25,000 grant in 2019, and is reflected in both the revenue and expense portions of the budget.
- We have no capital purchases planned in 2019.
- Our travel budget is increased in 2019 due to increased travel for the Deputy Director as he attends training required to obtain his Wisconsin Emergency Manager Certification. This year we have included funding to cover a mandatory trip to training held in Emmitsburg, Maryland.
- The salary increases are affected by several factors:
  - o Merit pay program increases determined by performance evaluations

- o Planned increases to bring positions up to the target minimum wages determined by the 2015 pay study
- o Emergency Management Associate position increased by 2.25 hours/week (bringing it to 22.5 hours/week)
- o \$2500 additional budgeted for additional extra hours as needed for the Emergency Management Associate (used for special projects as needed)

## **5. Siren Report**

The new siren system is an improvement, and functioning well, overall. We did sound sirens once in the northern half of the county, on August 28 for a tornado warning issued by the National Weather Service for the northwest part of Winnebago County (moving eastward). No damages were sustained in Winnebago County due to that tornado, although there were 19 tornado confirmed in the counties to our south that day. We will continue to use the siren system through the end of September, then make a decision about ending the 'severe weather season' for 2018 when we have a projected weather forecast for the month of October.

In 2019, we will have a full inspection of all sirens done, something that usually takes place every five years (we are behind by one year, due to installation of the new siren software system in 2018).

## **6. Training and Exercise/Director's Report**

Our department is hosting three courses that are already scheduled for this fall, here in our building. Two of them (Debris Management and Local Volunteer & Donations Management) are classes that Eric needs for his certification, and one (Incident Action Plans for Special Events) was requested by the new Oshkosh Fire Chief, Mike Stanley. In addition, Linda is working with FEMA to bring a training course here that has been requested by UWO.

In 2019, we will hold an exercise for several area healthcare facilities. They have new regulations that will require additional exercising to meet their standards, and although we are unable to meet and exercise with each one individually, this combined exercise will meet the requirement.

## **7. EPCRA Report**

Eric Rasmussen distributed a printed status report of the off-site facility plans that he is updating for the second half of the EPCRA Plan of Work.

**The next meeting is scheduled for 9:00 a.m. on Monday, December 3, 2018.**

**MOTION** to adjourn by Larry Smith; seconded by Bill Roh; all in favor; motion carried.  
Meeting adjourned.

Respectfully submitted,  
Becky Powers