

**WINNEBAGO COUNTY  
EMERGENCY MANAGEMENT COMMITTEE  
Winnebago County Sheriff's Office  
Richard Meyer Community Resource Room  
4311 Jackson Street, Oshkosh WI  
December 3, 2018**

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

**Members not present:** none

**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 a correction necessary for both the June 4 and September 17, 2018 minutes; attendees to both meetings included Supervisor Bill Wingren, not Bill Roh. This correction was duly noted and the corrected minutes will be published. **MOTION** to approve the minutes of June 4 and September 17 by Larry Smith; seconded by Bill Wingren; all in favor; motion carried unanimously.

**2. Comments from the public**

None

**3. Introduction of County Board Supervisor Vicki Schorse**

Paul Eisen welcomed a new member to our committee, Vicki Schorse. She gave a brief summary of her background and areas of interest.

**4. Election of Committee Secretary**

Bill Wingren nominated Tom Ellis to the position of Committee Secretary; there were no other nominations. A vote reflected all in favor of the nomination.

**5. Correspondence**

There was no correspondence to be shared; however, Chairman Eisen shared two items from local newspapers and some updates from the website of Wisconsin Emergency Management that have to do with flooding. This information initiated some discussion about flooding in the state during the past spring/summer season as well as the increased potential for spring/summer flooding in 2019 due to high water levels in rivers and lakes across the state. We intend to begin our flood outreach earlier than usual in 2019, and will explore new avenues to help get information out to the public.

**6. Overview of 2019 Emergency Management activities**

Linda Kollmann provided a snapshot of activities/events that are already on the calendar or in planning stages for the department in 2019.

- A new rule *Emergency preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers* put in place annual exercise requirements that

resulted in our office receiving many calls from nursing homes, assisted living, and other healthcare facilities requesting our office to design and hold exercises for them. Our department does not have the funding or staffing available to provide this service to each organization every year. To help them address this new need, we will hold a one day event for all to attend in the early part of 2019. We will begin with training on how to develop an exercise on their own, and follow with a tabletop exercise that will meet their 2019 requirement so that they have the rest of the year to work on developing their own exercise to take place the following year.

- The new Oshkosh Fire Chief has requested our assistance with staff orientation and training in their emergency operations center (EOC), so we are planning a training event/tabletop exercise for the fire department.
- Having been advised by the Highway Department that our mobile command post (MCP) is beyond its end-life and nearing the point that it cannot be repaired/serviced, we have taken the initial steps necessary for consideration of whether a capital improvement project should be undertaken for replacement of the MCP. Once direction is received from County Executive Mark Harris, we will explore supplemental financing such as grants, donations, etc. A steering committee has been formed, and reports will be brought to this committee as more information is gathered and a proposal is developed.
- Oshkosh Truck Corporation has reached out to us with a request for assistance in the development of a mass casualty drill and exercise in 2019. We are waiting for more specific information from them.
- We just received notice that a grant has been opened for application through Wisconsin Emergency Management (WEM) for funding to hire a contractor to assist with the update of our Hazard Mitigation Plan. Becky will work on that grant application, which is due February 28, 2019.
- Training that we will host in 2019 includes ICS-300 Intermediate Incident Command System for Expanding Incidents in January, ICS-400 Advanced Incident Command System-Complex Incidents in February and Social Media Public Information Officer (PIO) Training in February.
- Our office may participate in a mass casualty tabletop exercise involving Oshkosh Fire-EMS and EAA. More information to come.
- Part of our participation in the Child Abduction Response Team (CART) will include utilizing Eric Rasmussen as a trainer in the use of the CART Leads-tracker software developed by the City of Oshkosh Information Technology (IT) staff that is being made available to other counties in the East Central region of Wisconsin. In addition, Winnebago County Sheriff Captain Dave Mack has requested that Becky Powers work with him during the process of achieving national certification for the CART. Becky and Eric are both scheduled to attend CART Training in Appleton January 22-25.

## **7. Siren Report**

Removal of Siren B-21 in the Village of Fox Crossing is complete. This removal was prompted by the need for relocation due to the Hwy 441 improvement project, and on further investigation, it was determined that the B-21 coverage area is adequately covered by two other Winnebago County sirens and one in Outagamie County. The

cost for relocation was not justified for redundant coverage, and the siren has been taken down and placed in storage for future use as needed.

The new siren software implemented earlier this year continues to function well and is a vast improvement over the previous system. County electrician Heath Stumpf has done an excellent job for us in taking care of our sirens, and has already completed inspection and testing of all sirens this fall for our 'off-season' maintenance.

## 8. **Training and Exercise**

Hosted training this quarter:

- 25 people attended a Volunteers & Donations Management class in October.
- 40 students came for a training on Incident Command System Forms at the beginning of November.
- A Debris Management class scheduled in October was postponed when FEMA decided to revise course content, and it will take place next week.
- Pre-Election Security and Emergency Planning training was provided to our County Clerk Sue Ertmer and her staff, and was attended by state election officials. The presentation was shared with others across the state after it was well received here.
- Eric continues to provide training on mobile command post operation and WebEOC (virtual EOC software program) to fire and police personnel around the county.
- At the November 1 meeting of the Local Emergency Planning Committee (LEPC), we had a training presentation on the Emergency Planning Community Right-to-Know Act (EPCRA) given by Carl Stenbol, Planning Section Supervisor at Wisconsin Emergency Management. It was a nice overview of the federal and state requirements and local responsibilities for extremely hazardous material monitoring.
- November 6 we hosted a training on Wisconsin Credentialing and Asset Management System (WI-CAMS). This is a software used to produce identification badges barcoded with professional credentials that can be used with scanning equipment to track personnel that are present during a large scale emergency response.

In addition, Linda has applied for a grant to bring a FEMA training course here that has been requested by UWO.

Our department attended the Wisconsin Emergency Management Association (WEMA) Conference in October, with Becky and Eric attending two days of pre-conference training classes in Damage Assessment and Evacuation & Re-Entry Planning.

Eric continues to make progress on training requirements for his WEM Certification, completing many online classes and attending a three-day class last week, Homeland Security Exercise & Evaluation Program (HSEEP).

The three of us will participate in an annual CART exercise taking place on December 18 that practices using the CART Leads-tracker and tests communications during a CART response.

**9. Director's Report**

As mentioned earlier, a steering committee has been formed to address concerns regarding the viability of our mobile command post. At 22 years old, the vehicle is beyond the lifespan it was built for, has reached a point that parts needed for repairs are either no longer available or are difficult to obtain and presents a safety hazard on the road (as assessed by our highway department maintenance personnel). Submitting a capital improvement project (CIP) request is the first step in determining the best approach to assess current needs and how meet them.

The program funding grants that we apply for annually through Wisconsin Emergency Management (WEM) have been restructured as they migrate into electronic processing, and will no longer be divided into six-month reporting periods. These grants, based on the federal fiscal year, run from October 1 through September 30 each year and will now only disperse one check after then end of the year's review period.

Eric and Linda continue to attend regular meetings with the Oshkosh School District and the Neenah/Menasha School Districts, providing them access to information and planning guidance for school emergency plans.

**10. EPCRA Report**

Eric Rasmussen provided an update of the electronic system being implemented by Wisconsin Emergency Management (WEM) for the tracking of emergency plans required for facilities that house extremely hazardous chemicals.

**The next meeting is scheduled for 9:00 a.m. on Monday, March 4, 2019.**

**MOTION** to adjourn by Tom Ellis; seconded by Larry Smith; all in favor; motion carried.  
Meeting adjourned at 10:18 a.m.

Respectfully submitted,

Becky Powers