

**WINNEBAGO COUNTY
EMERGENCY MANAGEMENT COMMITTEE
Video Conference Meeting
Oshkosh WI
December 7, 2020**

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

Also present: Linda Kollmann, Mike Norton, Becky Powers, Eric Rasmussen

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

1. Approval of Minutes

Mike Brunn moved to approve the August 3, 2020 meeting minutes as written; Tom Ellis seconded the motion; all voted in favor; motion carried. Bill Wingren noted that the minutes did not reflect the time of adjournment. Vicki Schorse asked that adjournment time be noted in minutes for all future meetings.

2. Comments and/or correspondence from the public

None have been received.

3. Director's Report

- Emergency Management continues to function in a support role on the pandemic response, with our primary focus on supply/coordination of resources, particularly personal protective equipment (PPE).
- The current deployment for WI National Guard (WING) units to conduct COVID-19 testing at Sunnyview Expo Center expires December 10. We submitted a request to have the WING continue testing at Sunnyview Expo; we anticipate it will be approved but have not received confirmation of that yet.
- We are working with regional health departments on how to implement COVID-19 vaccination plans and attempting to maintain a balance between vaccination and testing needs.
- An update of our Emergency Response Plan is underway.
- The update of our 5-year Hazard Mitigation plan is nearing completion, but will not be finished in 2020. The current plan remains in place until the update is approved at the state/federal level.
- The current year-to-date financial report was emailed to all committee members last week. It reflects spending directly related to the COVID-19 response and the reimbursements received to date from the CARES Act funding.
- Eric Rasmussen explained a project that is being undertaken by Facilities & Property Management Dept. to purchase a back-up generator for Sunnyview Expo Center. Emergency Management Dept. is not the lead for this venture, but strongly encourages support for it. There are several reasons for this:
 - Sunnyview Expo Center is one of our locations for emergency sheltering if needed during a disaster
 - The Expo Center site will be used for relocation of some county departments during a disaster that requires Continuity of Operations/Continuity of Government plans to be implemented

- Sunnyview Expo Center is designated for use as a Reunification Center by the Oshkosh Area School District in their emergency plans
- EAA's emergency evacuation plans include the use of Sunnyview Expo Center for emergency sheltering in the event of a disaster
- When we receive COVID-19 vaccinations, the Expo Center will likely be used as a coordination base, and will require continual access to extremely cold refrigeration to keep the vaccine supply viable

4. Budget Transfer

The Oshkosh Fire Department asked that we apply for the Hazardous Materials Emergency Preparedness Grant on their behalf. Linda Kollmann explained that the request was made with a very short window of opportunity, and application had to be made before we were able to bring it to the committee for approval. This grant will fund specialized training classes for the Hazmat Response Team in 2021. A budget transfer in the amount of \$6,732 was presented. Tom Ellis moved to approve the budget transfer; Mike Brunn seconded and the motion carried unanimously.

5. EPCRA Report

Eric Rasmussen reported on the status of EPCRA offsite facility updates. All required updates were completed for FFY2020 Plan of Work, which ended September 30, 2020. For FFY2021 Plan of Work, we are required to update a minimum of 25% of our facilities (about 27) but in Winnebago County, we generally try to update all facilities every three years instead. That means doing about 46 plans this year, including plans for seven new facilities. So far, plans have been sent to 15 facilities for review, and five have already been updated and returned.

6. Emergency Management Leadership Transition Plan

- Vicki Schorse reported that she has been asked to participate in candidate interviews to select a new director for Emergency Management. Three interviews have been scheduled, all tomorrow (December 8, 2020). It was noted that although the interviews are coordinated through Human Resources, the final decision rests with County Executive Mark Harris.
- The schedule for 2021 meetings was discussed. It was agreed that due to COVID-19 and the leadership transition in Emergency Management, the committee will meet more frequently in the first half of the year. Meetings will be scheduled for 9:00 a.m. on February 1, April 5, June 7, September 20 and December 6, with the understanding that additional meetings may be added as needed.

7. Farewell to Linda Kollmann

Paul Eisen reflected on accomplishments of Director Kollmann's 31-year tenure with Winnebago County and expressed appreciation on behalf of the committee. Vicki Schorse thanked Linda for her dedication and professionalism, and Mike Brunn shared his gratitude and insight from the perspective of working with Linda when he was with Menasha Police Department.

MOTION to adjourn by Tom Ellis; seconded by Mike Brunn; all in favor; motion carried. Meeting adjourned at 9:45 a.m.

Respectfully submitted,

Becky Powers