

Village Of Brooklyn

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Emergency Preparedness Committee

Meeting

August 25, 2010

Minutes

The meeting was called to order at 6:50 pm by Chairperson Nadine Walsten. Those in attendance were: Carol Strause, Village Clerk; Chief Harry Barger, Brooklyn Police Department; Evelyn Hall, Emergency Medical Service; Phil Mortensen, Fire Chief; Nadine Walsten, Village President; The minutes of 4/7/10 were approved.

The minutes of 6/29/10 were approved as written (Strause/Barger). The minutes of 7/22/10 were approved as written (Strause/Barger).

The matter of recruitment of citizen members for the committee was discussed, and aside from having a school district representative added, the committee felt that it was best to wait until the emergency preparedness manual was more developed and roles defined. Speaking of roles, the issue of how this manual would be kept up to date as trustees and Village Presidents change and it was felt that a staff person should be appointed. Leif Spilde, Assistant Director of Public Works and Assistant Fire Chief who has compiled an up to date list of resources would be a desirable candidate. If this would become part of Spilde's official duties, it would be appropriate to refer his responsibilities to the Personnel Committee to update his job description as PWks Assistant Director. This matter will be discussed at a meeting when Spilde and Anderson are in attendance.

Emergency training for the Village Board and Village staff was discussed. NIMS training has been held previously but it is unclear who has had the required classes. Strause volunteered to obtain this information before the next meeting. Walsten will pursue the requirements for elected officials and inform the Board at its next meeting of these requirements as an introduction to a future conversation on what the role of Board members should be and how implemented during an emergency.

The committee continued its review of recently collected information for the Emergency Preparedness Checklist and Strause identified the most recently added data to this draft. Review of this draft identified some information that needed to be added (Law Enforcement on page 5 needs to add Union Township); and Mortensen will check on the Haz Mat contract and see if Green and Rock counties have a reciprocal agreement that allows Dane/Madison HazMat team to extend services to Union Township as well as Brooklyn Township. Further discussion identified that Chief Barger will get the radio numbers to Strause; Walsten will compile volunteer and civic organizations. The Damage Assessment Team section needs to be reviewed and the job description of team members needs updating. Strause will obtain this information. This also lead to who should be the Director of the Emergency Preparedness Program and this needs to be resolved at a future meeting.

The organization of the Local Resource list was discussed and suggestions were made to change the order of some of the information to make it more user friendly. Missing information was identified and plans to clarify made. The committee decided by consensus that under Services: Clinics, Hospitals, Pharmacies, Clergy and Funeral Homes would be grouped together as they were people-oriented services rather than include alphabetically with equipment and suppliers of materials/non-human resources.

Of the remaining items on the agenda (#6, #7, #11) that were not included in the discussion, the plan was to discuss at the next meeting.

The Bellevilles' Emergency Management Plan (pp 4—10; and pp 24-34) should be read by members before the next meeting for review and revision at the September meeting.

The next meeting will be 9/23/10 at 8:00 am.

The meeting was adjourned at 9:05 pm (Strause/Hall).

Nadine Walsten, Recorder