

# Village Of Brooklyn

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## Emergency Preparedness Committee Meeting September 30, 2010

### Minutes

The meeting was called to order at 8:10 am by Chairperson Nadine Walsten. Those in attendance were: Carol Strause, Village Clerk; Chief Harry Barger, Brooklyn Police Department; Evelyn Hall, Emergency Medical Service; Leif Spilde, Assist Director Public Works/Assistant Fire Chief. Absent: Phil Mortensen, Bob Anderson.

The minutes of 8/25/10 were approved as written (Strause/Barger).

The recruitment of citizen members item is a place holder for future agenda.

The position of Emergency Preparedness Program Director and Chair of the Emergency Preparedness Committee was discussed. It was felt that these two positions should be held by the same person, preferably a person trained in emergency preparedness, who will be responsible for the annual review of the Checklist and Manual, and who is either staff of the Village or Fire District to prevent breakdown of continuity, a risk if elected officials are primary implementers of the program. The Village Board is responsible for having an Emergency Preparedness Program, however, it is unlikely the President who is a lay person will have the requisite training to lead the Emergency Preparedness planning effort, consequently, the committee description and ordinance need to be reviewed and discussed. The issue of shared authority needs to be discussed further. Strause moved (Barger, seconded) that Spilde be named as Director of the Emergency Preparedness Program and he will be responsible for the annual review and purge/revise outdated information. Spilde agreed, motion carried. Walsten will have him appointed to the committee pro tem at the next Board meeting. His position will need to be written and included in Personnel Manual and his appointment added to the revised committee description/ordinance. Walsten will research further how the Chair of Emergency Preparedness Committee issue--currently the Village President is required to hold this position--should be resolved.

The issue of emergency response training necessary for the Village Board and resident members was discussed. Todd Kuscher is currently teaching NIMS 300 (phone number: 225-4793). The Village President needs to take NIMS 100; 200; 300; 400; and 700. Board members are required to take NIMS 100; 200; and 700. Walsten will address this information to the Board at the next meeting.

Strause reported on the listing she has of the current staff, elected officials, Fire/EMS, and Police who have completed what levels of NIMS training. She only has Green County Emergency Government list. Fire/EMS/Law Enforcement and Dane County lists all need to be combined.

The committee continued to input latest information into the Checklist/Manual. Oregon School district contact remains unclear. Spilde will contact the school principal and obtain recommendation from Principal Koehler who should sit on this committee. The Damage Assessment section requires a job description for the members of this team. Strause will obtain that description. Spilde will give Strause the updated list of radio designations. Walsten will complete volunteer and civic organization list, however, this should be changed to "Public and Private Partnerships." Anderson and Mortensen can report on Special Needs facilities and the HazMat question at the next meeting. Barger is reviewing the text of the manual (pp 4-10; 24-34) and needs a computer to make suggested changes as much of this needs to be revised to reflect current activity flow. At the next meeting the response timeline, in particular, will be reviewed and revised.

The issue of setting a timeline was discussed. It was felt we need to have the Checklist/Manual revision completed and adopted by the December Board meeting. With the program approved, January would be the target date for training Board members, staff and resident members with a Table Top exercise conducted in the spring, before April elections. New trustees would be expected to take NIMS 100, 200, 700 on line and participate in the next Table Top.

We also briefly discussed that a line item for the Emergency Preparedness Emergency Operations Center should be entered into the budget. This line item would address overtime or other personnel costs, equipment purchases required to outfit the EOC, and EOC supplies. This list of required materials will be developed at future meeting.

The next meeting will be 10/19/10 at 6:30 pm.

Meeting adjourned at 9:45 am (Strause/Barger).

Nadine Walsten, Recorder