

# Village Of Brooklyn

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## Emergency Preparedness Committee Meeting November 8, 2010

### Minutes

The meeting was called to order at 7:35 am by Chairperson Nadine Walsten. Those in attendance were: Carol Strause, Village Clerk; Evelyn Hall, Emergency Medical Service; Leif Spilde, Assist Director Public Works/Assistant Fire Chief; Phil Mortensen, Fire Chief; Bob Anderson, Director, Public Works. Police Chief Barger was absent.

The minutes of 9/30/10 were approved (Strause/Hall with Mortensen and Anderson abstaining) and the minutes of 10/19/10 were approved as written (Strause/Hall). Mortensen pointed out that today's agenda was headed 10/19/10 rather than 11/8/10. Walsten will correct for the records.

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

The committee discussed briefly the role of the Emergency Preparedness Program Director and a job description needs to be written for the employment manual. The committee discussed if the the Director of the Emergency Preparedness Program should be the chair of the Emergency Preparedness committee, however, Walsten pointed out that the Village President is currently listed by ordinance as the chair of the committee and should be in some type of line authority to preserve the Village responsibility/authority for meeting the emergency needs of the Village. This also protects the Program Director. Strause believes the Village can appoint a non-trustee and still maintain responsibility. Walsten will check with the League of Municipalities before the next meeting. It is important that a non-elected official (ideally staff or long term member of Fire/EMS or Police departments with expertise in emergency management) be responsible for implementation of the program to provide consistency and prevent future neglect. Spilde will check if there is any conflict with his responsibilities. The job description needs to be developed and referred to Personnel Committee for finalization.

Revision of the Emergency Preparedness Committee ordinance was postponed until next month.

The planning for future training of Village Board and staff and resident member was briefly discussed and if the manual is completed in December, training for January would be the target date.

The committee then turned its attention to continuing to revise/devise the Emergency Management Plan. Mortensen reported that the Fire District's contract (\$98/year) with Dane County HazMat covers all geographic areas of the District, therefore, a toxic event occurred in Rock County but within Brooklyn Fire District, HazMat would provide services. Spilde reported that he had contacted the Oregon School District administration regarding having representation on this committee but they declined, citing they have their own emergency preparedness plan. Anderson reported that he had spoken to an official regarding special needs facilities or

individuals and the recommendation was that any licensed facilities such as daycares, home care, or geriatric residences, such as Genesis, must have an emergency response plan on file to obtain a license. The committee discussed whether these facilities should submit their plan for review to this committee, however, the consensus was this wasn't necessary. Regarding individuals with special needs, it is important for each situation to develop their own emergency response plan (i.e. resident on oxygen, etc.) as the Village will not be able to respond quickly enough to any homebound individual needing crisis care.

The committee reviewed and made suggested changes for the remaining sections of the Belleville plan. Spilde and Barger will meet and incorporate their suggestions into the next draft which Spilde will type up and send to the committee before the next meeting. The committee will critique the draft and make suggestions for the final draft.

As stated earlier, it is the hope of the committee to have this document completed and in time for the December Board meeting for approval. The Board will also have to have a hearing before this program can be incorporated into our ordinances. The next meeting will be 12/1/10 at 6:30 pm at the Village Hall.

Motion to adjourn (Mortensen/Anderson) was approved.

Meeting adjourned at 9:25 am (Strause/Barger).

Nadine Walsten, Recorder