

# Village Of Brooklyn

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## **Emergency Preparedness Committee Meeting January 11, 2011 Minutes**

The meeting was called to order at 7:10 am by Chairperson Nadine Walsten. Those in attendance were: Carol Strause, Village Clerk; Chief Harry Barger, Brooklyn Police Department;; Leif Spilde, Assist Director Public Works/Assistant Fire Chief, Fire Chief Phil Mortensen.. Excused absence: Evelyn Hall, Emergency Medical Service. Bob Anderson, former Public Works Director, is no longer a member.

The minutes of 12/1/10 were approved (Strause/Spilde) with Mortensen abstaining.

The committee continued its review and revision of the Emergency Management Plan manual and completed the initial draft. Spilde and Strause will complete the revisions and this draft will be sent to members of the committee and to either McClellan or Bursack of the Dane County Emergency Government agency for their review.

The timeline to complete the revision was discussed. After the approval of the next draft at the 2/1/11 meeting, the final draft will be sent to Dave Janda of Dane County Emergency Government as well as Tanna McKeown, Green County Emergency Government for their review. The target date is the final draft will be sent to the Board before the February meeting. The Board must also approve an ordinance authorizing our Emergency Management plan. Walsten will write a draft of this ordinance and bring to the next meeting for review.

The training of the elected officials and volunteer participants was discussed. Spilde will contact Dave Bursack and set up classroom training in March for NIMS 100, 6--10 pm, to be held at the Fire Station. All local municipalities will be invited to send interested persons for this training. NIMS 700 can be taken on line and should be as preliminary preparation for the 100 classroom experience. Village President, Village Clerk should take all levels through NIMS 400. Apparently a 300 or 400 level course was recently offered and held in McFarland. Walsten mentioned she is aware of someone with a communications background who may be a candidate for the Public Information Officer position, however, this person should be sent to PIO training at Village expense.

Barger has signed up for the E-Sponder course being offered at the Emergency Management conference in March. Spilde will attend this conference.  
The recruitment of citizen members item is a place holder for future agenda.

Motion to adjourn (Strause/Barger) was approved at 8:35 am.

