

Village Of Brooklyn

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Emergency Management Committee Meeting January 18, 2012 Minutes

The meeting was called to order at 7:30 am by Co-Chairperson Nadine Walsten. Those in attendance were: Carol Strause, Village Clerk; Fire Chief Phil Mortensen; Harry Barger, Police Chief; Leif Spilde, Assist Director Public Works/Assistant Fire Chief/Co-chair EM Committee; Evelyn Hall, EMS representative; Mark Langer, Director, Public Works Department.

The minutes of 3/30/11 were approved (Strause/Barger).

Spilde reviewed the current status of trustee training and stated that all trustees have met all the requirements for entry level NIMS training. He also reviewed the status of the preparation of the Emergency Management binders to be distributed in strategic locations (Fire Station, Police Department, Clerks' office, Department of Public Works and EOC supply bins) as well as to trustees. It was decided that the most efficient method to distribute the EM binders to the trustees was for Spilde to attend the Safety and Finance Committee meetings to present the EM plan and supporting information to the trustees on those committees. Because Trustee Bruner does not sit on either committee, Spilde will meet with him separately to review the plan.

Spilde then presented the essential operational forms to be used during an emergency selected by he and Barger to be included in the binders. Barger/Langer moved the operational forms presented be approved. Motion carried. The Situation Report and Media Release forms were discussed and Spilde/Mortensen moved that these forms be replaced with Dane County's Situation Report and Media Release forms. Motion carried.

In addition to the binder distribution listed above, the Emergency Management Plan will be downloaded on E-Sponder, an EM website, accessible by all EM agencies and local municipalities as well as on the Dane and Green County Emergency Government websites.

Next we reviewed the Community Economic Recovery Guidebook created by the EDA Disaster Recovery Collaborative of Wisconsin (Wisconsin Economic Development Corporation and the four state Regional Planning Commissions) as whether this item should be included in our EM plan. This document was created to address the economic impact a disaster has on the local economy when the business sector is lost or compromised by destruction or interruption of businesses due to a disaster. This document especially targets how the local government can create a strategy to speed disaster recovery and build resilience for future emergencies in their communities. The consensus was this Guidebook should be included in the EOC bins but not placed in the binders. A copy should be obtained for the Economic Development Committee's records.

Spilde reported on his community education entries to the website to date and his plans to add periodic updates on emergency topics. He plans to highlight the plan for the residents/visitors to

the site now that it is completed. Walsten suggested the link should have an introductory paragraph and will write this for approval next time.

At the next meeting—2/15/12—equipping the EOC will be discussed.

Meeting was adjourned (Strause/Spilde).

Nadine Walsten, Recorder