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Emergency Management Committee

May 7, 2013

8:30 am

Minutes

Members present: Chief Barger; Clerk Strause; Emergency Management Director/Fire Chief Spilde; EMS Director Hall; Public Works Director Langer; Village President Walsten/Co-chair EM Committee.

Meeting called to order by Walsten.

Minutes of 10/2/12 were approved (Langer/Barger).

The Emergency Operations Center auxiliary power need was discussed. Langer and Spilde have initiated the process of procuring bids, however, the question of how to use the generators has been brought up by Public Works. Langer and Spilde question purchasing one generator as a permanent generator at Well #2 for fire protection needs, and having the “portable” generator double as power supply for the lift stations and the EOC on an as needed basis, rather than a permanent generator installation at the Community Building. The existing old generators will be sold for scrap and the revenue put toward the purchase of the EOC/lift station generator. There is \$10,000 in the 2013 Capital Outlay Fund for the Emergency Management generator and \$15,000 budgeted in each the Water and Sewer Utility Funds for a generator. The pros/cons of having a generator permanently installed for the Community Building/EOC was discussed. If prices come in low enough, it might be possible all three generators could be purchased. Further information is needed and will be discussed at the next EM meeting. It is believed the 2013 budget has \$1500 included for EOC equipment purchases. This will be checked and, if available, Spilde and Clerk’s office will purchase items listed on the previous meeting’s budget handout.

Mark Bruner, former trustee, is the Public Information Officer. The Emergency Management Program Manual does not have a job description for a PIO and a draft of the revised PIO description was put forth to the committee by Walsten. After discussion, a motion was made to recommend approval to the Board the job description through items #11 on the draft, pending approval by PIO at Dane County Emergency Government office (Langer/Barger). The remaining information was primarily a “how to” list of tips for how the PIO should respond to the press and other PIO activities. Motion was made to have Barger and Spilde create a “checklist” form and add it to the manual appendix where EM forms are found (Walsten/Hall).

The issue of how emergency management staff can be made aware of village activities which have possible emergency services and public safety impacts was discussed. The need for a process was agreed upon, however, at this point no policy is in place. Also, no trigger mechanism prompts referral to the appropriate staff. The Safety Committee and Chief Barger are currently working on an ordinance which will require an event approved first by the Safety Committee, followed by the Board. At this time, the Clerk's Office will notify all department heads and Spilde when an event is scheduled which, usually due to size, has potential safety and emergency liability potential. Given the Recreation Committee schedules several community events, they will be notified to inform the Clerk's office as well.

Spilde reported that he is using the Wisconsin Ready website for educational materials (handouts distributed) on preparing for emergencies and he plans to create a notice on the website (Emergency Management) referring residents and their families to this website for guidance on creating a home emergency preparation plan. Motion approved (Spilde/Langer).

Spilde reported on the recent flooding advisory that was given for Green County. He stated there was no damage in the Village and the County did not have enough damage to file for FEMA status. Langer reported that only one person from the Township of Brooklyn came to the office requesting sand bags.

Spilde had no report for Local Emergency Planning Committee (Green Co) as they have not met. Barger had no report for the Local Emergency Planning Committee (Dane Co) for the same reason.

Spilde reported that the Brooklyn Fire/EMS departments have formed a 9 person committee (3 from Fire, 3 from EMS and 3 from Fire District Board) to create a plan for the future of the Brooklyn Fire/EMS District, prompted by Chief Mortensen's untimely death in December, 2012.

Motion to adjourn at 9:40 AM made and approved (Strause/Spilde).

Nadine Walsten, Recorder