

**JEFFERSON COUNTY
LAW ENFORCEMENT/EMERGENCY MANAGEMENT
COMMITTEE MINUTES
October 26, 2012**

Present: Committee Members – Paul Babcock, George Jaeckel, Dwayne Morris, Ed Morse, Pam Rogers.
Also present: Gary Petre, John Molinaro, Donna Haugom and Kim Buchholz.

1. **CALL MEETING TO ORDER** - The meeting was called to order at 8:30 a.m. by Chair Babcock.
2. **ROLL CALL** – Quorum established.
3. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW** – In compliance.
4. **REVIEW OF THE AGENDA** – No changes.
5. **COMMUNICATIONS** - None
6. **CITIZEN COMMENTS** – None.
7. **APPROVAL OF MINUTES FROM SEPTEMBER 25, 2012 MEETING**
Rogers moved to approve the meeting minutes of September 25, 2012 meeting, seconded by Jaeckel as written. Motion carried.
8. **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) EXECUTIVE SUMMARY**
Haugom distributed copies of the Executive Summary to all present. The Executive Summary is the document that will be distributed to the whole County Board. If individual members would like to review the entire plan, they will be able to review it on-line as well as request a copy from Haugom. On the night that it is given to the County Board, Haugom will be present to provide the members of the board an introduction to the plan as well as why they are receiving it and how they can review the plan in its entirety if desired.
Motion made by Morris, seconded by Rogers, to forward the Executive Summary to the County Board at their November meeting and have the vote for plan approval at the December meeting. Motion unanimously approved. The committee thanked Haugom for her work in summarizing the document.
9. **VEHICLE FOR EMERGENCY MANAGEMENT**
Haugom explained to committee members that the request for a vehicle at the finance meeting did not go well. They asked her to research different options; used vehicles, leased vehicles and vehicles from the 1033 program. Haugom stated that there are not vehicles available to her from other departments – Highway and Sheriff. She has researched as requested and has discovered that a used vehicle is more than a new vehicle due to governmental pricing. Haugom did not understand exactly what the Finance committee is looking for in additional information; is it price, the type of vehicle, etc. Discussion occurred. Molinaro stated that the Finance committee is not questioning whether a vehicle is needed for Emergency Management. They want to ensure that all the options are explored and that they are being fiscally responsible. The money used to purchase the vehicle will come from the 2012 contingency fund. It was recommended that when looking at a used vehicle Haugom not go back more than three years. Morris stated that Emergency Management needs a 4-wheel drive vehicle. Petre said that this agenda item was appropriate for the November 8 Finance meeting. Haugom will return to the Finance Committee at their next meeting.

10. NATURAL HAZARD MITIGATION PLAN

Haugom distributed a project overview of the Natural Hazard Mitigation Plan to all present. She stated that this is a state requirement to qualify for grant funding. The final plan must be submitted by March 2013. This plan identified the natural hazards that are most likely to occur in Jefferson County.

The overview and/or draft plan has been sent to all town, villages and cities for their review and response. A new requirement is that each municipality must determine a hazard to work/improve on during the plan years, i.e. construct a storm shelter, complete mitigation for flooding, etc.

11. CONTINUITY OF OPERATIONS PLAN

The County's Continuity of Operations Plan is a plan that addresses how County government will continue to operate if the Courthouse is affected by a disaster. MIS has hired a contractor; the contractor will now be updating this plan. On November 6, Haugom will be meeting with Petre and Welsch to discuss an approach/strategy for department heads in updating their departmental plans.

12. WE VOLUNTEER

Haugom stated that the office is at a stand-still due to not having a volunteer or volunteers for the position of the "volunteer, volunteer coordinator". Haugom explained that due to workloads, the office has been unable to engage in a media push to educate the public about the registry as well as encourage individuals to sign-up for the registry. Buchholz explained that the registry is live and is being promoted by other counties within the state. Buchholz is the Disaster Administrator of the registry and attends regular training sessions.

13. 2013 PLAN OF WORK

Haugom submitted the 2013 Plan of Work for Emergency Management yesterday. The grant allotments from Jefferson County are \$52,000 for EMPG and \$35,000 for EPCRA. Haugom explained that we usually recoup the entire amount for EPCRA but are short on EMPG. Buchholz is currently working on the financials to close-out the 2012 Plan of Work that ended on September 30, 2012.

14. TRAINING/EXERCISES

Emergency management staff has attended or participated in the following trainings and presentations during the last quarter.

- a. BASIC E-SPONDER CLASS – FIRE CHIEFS, 9/19/12
- b. SOCIAL MEDIA, 10/3/12
- c. SIMULATED EMERGENCY TEST – ARES/RACES, 10/6/12
- d. WISCONSIN ASSOCIATION FOR FLOODPLAIN, STORMWATER & COASTAL MANAGEMENT CONFERENCE, 10/11/12
- e. WISCONSIN EMERGENCY MANAGEMENT ASSOCIATION, 10/17/12

15. TIME & PLACE OF NEXT MEETING

The next meeting will be held on Friday, November 30, 2012 at the Jefferson County Courthouse in Room 112.

16. ADJOURN – Meeting adjourned at 9:35 a.m.