

**Emergency Management Committee Meeting Minutes  
January 20<sup>th</sup>, 2016**

**Present:** Dick H, John B, Roseann M, Brian R., Heather O., and Tanna McKeon

**Guest:** Kevin Wernet, State of WI Training officer; Pat Weeden, Brodhead Airport EAA Chapter 431

**Absent:** Chris H., Jeff P., Chris S., Rich V, Rob S., and Trent G.

**Call to Order:** Meeting called to order by John B. at 10:00 a.m.

**PIETENPOL DOWN 2016 EOC TABLETOP EXERCISE**

**Scope:** This exercise is a tabletop planned for 2 hours in Brodhead

**Mission Area:** Response

**Core Capabilities:** Operational Communications; Operational Coordination; Public Information and Warning

**Threat or Hazard:** Aircraft crash

**Scenario:** Two aircraft crash after a mid-air collision during a formation flying demonstration causing a mass Casualty incident

**Sponsor:** City of Brodhead

**Participating organizations:** Brodhead Fire District; Brodhead Police Department; Brodhead EMS; Brodhead City Administration; Green County Emergency Management

**Questions and comments that arose during the exercise:**

**EOC Activation:** Who can do this? Is it done by Resolution or Statute? If by Ordinance, need to verify the Emergency Manager has the authority to spend money during the incident. Suggestion to incorporate Wisconsin State Statute 323 into our emergency plan as an addendum to the plan, as this statute gives us all the authorities we would need in an emergency.

**Emergency Manager (E.M.) and Alternates:** John B. is our E.M. Are any alternates listed? There must be a minimum of three (3) and a maximum of seven (7).

**Emergency Contact List:** Add Chamber of Commerce and Brodhead Schools to our list, and the Emergency Manager w/alternates. Suggestion to make this sheet red in color to stand out. As personnel change, keep this updated.

**Public Works is our Emergency Operation Center:** Questions came up on who has keys for the gates and building? Again, suggestion to make the keys red in color. Note: After meeting contacted Rich Vogel, Public Works Director, who stated there is always one person on call from Pub Works who can unlock the gates/buildings as needed.

Is WI FI available? After meeting contacted Rich V., who stated it is available.

Is there a base radio for the portable radio at Pub Works? After meeting contacted Rich V., who stated it does have a base console.

**Does the City Clerk have access to NIXLE?**

**Emergency Management Committee Meeting Minutes  
January 20<sup>th</sup>, 2016**

**Does the City have a media policy?**

Note that ALL press releases have to be approved by the Incident Commander before release.

**Is there a backup for our Public Information Officer (PIO)?**

Suggestion that we consider having a lead PIO and a side-by-side PIO. Tanna has templates for press releases. Is there a process/checklist for media communications in our Emergency Plan?

Media Briefings: Press releases will be at the Brodhead Public Library in the Community Room. Key people should be with the PIO during briefings. PIO does not have to take questions, can just give a statement. Let the media know when the next briefing will occur (generally every 1 to 1-1/2 hours)

**Government Emergency Telephone System (GETS).** Does the City have this? It is a free service that we can register for online. It works with landline phones. Web site address is: [www.dhs.gov/getts](http://www.dhs.gov/getts). Will receive cards for various emergency personnel to get priority phone access during emergencies.

**Wireless Priority Service:** Fee service. Generally \$10 activation fee, then \$5/month. Allows emergency personnel to dial \*292 for next available cell phone line during emergencies.

**RESOURCE MANAGEMENT**

Command Post will be receiving resource requests from Emergency personnel on scene. Command will reach out to Local/County/State as appropriate to the request. Example: Red Cross for food and water. There are FAA rules on the use of drones on private airfields – should know who to contact to get that guidance.

Budget and expense tracking: Need to do this from the start

Emergency Disaster Declaration: Consider having the Mayor sign this. Keep it in the Emergency Plan in the event you qualify for emergency aid. Refer to State Statute 323 for succession in the event the Mayor is unavailable. Examples: Mayor, Emergency Manager, President of Council, etc. Posting this notice is necessary for the Council to later ratify the Declaration by the Mayor (this is generally done within 72 hours of the Declaration)

**HOT WASH:** Went around the table for feedback on the Strengths and Areas for Improvement.

Strengths: Interagency cooperation. Knowing the Chain of Command.

Areas for Improvement: Understanding when to go to the next level. Is it beyond the City's scope and resources? Need to have everyone on board with the importance of being prepared. It is difficult to move from operations to command – when should this happen during an emergency. Need to have more coordination with the City and the Private Airport. Airport has trained with the Fire District – need to get more areas familiar with the airport logistics.

**SAVE THE DATE:**

April 6<sup>th</sup>, 2016 from 6 p.m. to 10 p.m. will be the functional exercise. All command staff should attend. Will need three (3) rooms – will check with the schools (Middle or High School) for availability.

**Emergency Management Committee Meeting Minutes  
January 20<sup>th</sup>, 2016**

July 16<sup>th</sup>, 2016 from 8 a.m. to Noon. Full Scale Exercise. Location to be determined.

**Exercise adjourned at 11:45 a.m.**

Respectfully submitted by Roseann Meixelsperger