

Brodhead Emergency Management Minutes January 21, 2015

Meeting called to order at 10:00 a.m. by Chairperson John Bernstein.

Present: Brian R, John B, Richard H., Rich V., Heather and Roseann M.

Absent: Chris S, Rob S., Trent G., and Jeff P.

Guests: None

Alderman John Bernstein called meeting to order at 10 a.m.

Old Business:

1. Training needed for Council / committee members (update): John stated they are working with Tanna on best time to train. 3 Alder people are up for re-election – may hold off until July.
2. Nursing home assisted living emergency plans: Roseann distributed plan that Beth from Wood's Crossing faxed over to the City. Will make an electronic copy for the members. Will send a letter that police will hand deliver to Caring Hands requesting their emergency plan. Tanna will be contacted on working with Collinwood to improve their plan they had submitted to the committee.
3. Committee Membership: John had this added to Council in the Mayor's Section "need volunteers:.. This will also be added to the web site in the "I Want to Volunteer" area.
4. Correspondence/events: Brian had several he will forward electronically to the committee. Brian has an invoice for the PD ID badges in the amount of \$38.00.

New Business:

1. Upcoming Training/Exercises
 - a. Mock accident Planning: Brian spoke with Jim Matthys at the School – want to run it on April 21st 10 to 11 a.m. Time of the day is flexible, wants it no more than 45 minutes. Heather will talk with Rob re: number of car(s) needed, etc. Brian is looking for one car with 5 or 6 kids in it.
 - b. PIO training to replace Tom and Roseann: Tanna has applied for a 6 hour course. Also WEM class, which is a 3 day course. Could have that in June. No fee. Add this to list of new Clerk-Treasurer duties and training. Tanna recommends the ESF-15 as a good guide, with press release examples, etc. Amy Ross has volunteered to take the training.
 - c. Disaster drill 2016: John stated Tanna is working on this with the Monroe Airport.
2. Update on training: None
3. Create file of documents for Emergency Management: Brian brought the file that will be stored at Public Works.

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4. Review CBRF Plans: Wait until we have all of them – still need Caring Hands plan.
5. Yearly Review (manual and contacts): Working on keeping this updated. Will change again after Spring Election.
6. House numbers campaign: Rich suggested we check the ordinances on house number requirements. Discussion on lack of standard addresses in the City. Check with zoning if this is addressed, or should be added to the ordinances. Would EM help fund the address project? As the City grows, need to standardize these addresses. Currently using numbers for single residences, A/B/C for older homes with renters, ½ for duplexes. Now giving separate numbers to new homes, but there is a lot of confusion and lack of identification on the inconsistent numbering.
7. Snow emergency meetings: Will continue a day pre-snow or early morning. Rich stated only time we need to be concerned is if there is 8” or greater being forecast. Public Works has radio contact with Fire/EMS should a big storm coming.
8. Future agendas: House numbers, new member, mock accident, PIO training, CBRF Emergency Plans, and Annual review of the EM plan.
9. Next meeting: Wednesday, February 18th 10 a.m. Conference Room

Adjournment: Motion to adjourn by Rich. Second by Dick. Motion carries at 10:35 a.m.

Minutes respectfully submitted by Roseann Meixelsperger