

**Emergency Management Committee Meeting Minutes
November 18th, 2015**

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

Absent: Chris S., Rich V, Rob S., and Trent G.

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

Agenda: Motion by Jeff, second by John to amend the agenda to add two items from Green County Emergency Management. Motion carries.

Previous meeting minutes: Motion by Jeff and second by Dick to approve minutes from October meeting. All in favor. Motion carries.

Public Concerns: No public concerns.

Correspondence: Brian reported that he received a letter from Green County Emergency management on Green County Emergency Response Plan – 2014 & 2015 Update

Committee Members Questions and Comments: No questions or comments.

Training: Tanna – On Wednesday, January 20th would like to complete the PIO portion of the tabletop exercise we had – that requires this committee’s attendance. Functional Exercise on Wednesday, April 6th 2016 during the evening, probably about 6 p.m. at the Brodhead Fire Station. Full Scale Saturday July 9th or 16th starting early in the morning at the Brodhead Airport. PIO training on Saturday, January 16th – no registrations received yet. Tornado drill statewide will be on April 14th 2016. Tanna requests we get back to her on best dates and probability of attendance before Thanksgiving. Brian stated the City always tests on the first Wednesday of each month. Discussion on possibility of train derailment training. Would like to have a railroad led training – Tanna will check into this for future training dates. Suggest to invite Juda and Monroe to the training on a Thursday evening. Roseann asked about the new state law effective November 11, 2015 that allows a legal crew to be one EMT and one first responder. Chief Chris added that this also applies to neighboring states providing service in WI. Training in Hazardous Materials Commodity Flow study was distributed by Tanna, with a request that we review the document as many problems happen in small rural areas. Jeff P. commented that the pipeline Map in Appendix C could be valuable for the above ground runs as well as the buried lines. Made the distinction between natural gas and LP. Next document distributed was the Hazardous material Training Assessment. Much of the training in our County locations was inadequate, so this will be addressed more in 2016. New Emergency Response guidebooks will be out in 2016.

New Business: House Number program: Brian reported on the “Help Us find you in an emergency” program – press release had been on Face book, Free Press, etc. Starting to go door to door and compiling the list using the map Jeff P. had provided.

Streets is looking at budgeting for signs over the next five years due to new personnel, new federal regulations, size of lettering use of upper and lower case. Chief Chris stated this request came from Public Safety. Discussion on need for more visible addressing signage and consistency in numbering. Will continue discussion next month when Rich V. is in attendance.

Old Business:

Discuss / Possible Action Nursing Home sit down with committee: Discussed.

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Yearly review (manual and contacts): Brian has the master copy from the City Clerk. Plan is to give each Department their section to review and update if needed. This will establish a baseline, and will be updated at least annually, or as needed. Revision date will be on the face page. Discussion on adding a footer throughout the entire manual with a date so that you will know that you have the most current manual. Tanna mentioned they also can place “reviewed and a date” if it doesn’t actually need an update.

Discuss / Possible Action future agenda items and next meeting date and time: Next meeting will be on Wednesday, December 16th at 10 a.m. in the Conference Room.

Motion to adjourn: Motion by Jeff, second by Heather. All in favor. Motion carries. Adjourned at 10:50 a.m.

Respectfully submitted by Roseann Meixelsperger