

**Emergency Management Committee Meeting Minutes
October 14th, 2015**

Present: Rich V, Dick H, John B, Roseann M, Brian R., Chris H., and Jeff P

Absent: Heather O., Chris S.

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

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

Public Concerns: No public concerns.

Correspondence: Brian reported that last Thursday Mercy-Janesville had opened up the EMS tactical training program. Chief Chris attended. Discussion on training students on active shooter incidents this year, as last year, had trained the teachers.

Committee Members Questions and Comments: No questions or comments.

Training: Monday, October 19th at 5:45 p.m. EMS and Fire Department set up rescue task force training. Lynn Johnston is the contact, see Brian if you choose to attend. John B. stated he will attend.

New Business: House Number program: Brian reported on the "Help Us find you in an emergency" program. Volunteers (Fire Fighters/Explorers) will go door to door talking with people and observing house numbers for visibility, accuracy etc. per a provided list of addresses on record. Working on a short synopsis of the program, will post on Face book and release to the press. Discussion on items to include: faded house numbers, hidden by shrubs, etc. house numbers. Suggestion to give the volunteers a full sized map of the City, where they could write the address on the map. Jeff P. will provide the map.

Old Business:

Discuss / Possible Action Nursing Home sit down with committee: Have a Caring Hands physical drawing/blue print of the building that was provided to our City Clerk. Members reviewed the blue print of the building.

- a) Yearly review (manual and contacts): Brian will check with City Clerk on status of the updates. All members should have an updated manual. P.D. is offering from this point forward to make the updates to the manual. This will be an agenda item in November to move the master copy to the P.D. Suggest we make notes of dates and revision numbers in the future.

Discuss / Possible Action future agenda items and next meeting date and time: Move master copy of the Emergency Manual to the P.D. from City Hall. Next meeting will be on Wednesday, November 18th at 10 a.m. in the Conference Room.

Motion to adjourn: Motion by Jeff, second by Dick. All in favor. Motion carries. Adjourned at 10:25 a.m.

Respectfully submitted by Roseann Meixelsperger