

WEMA Board Meeting Minutes

**Portage County Courthouse Annex
1462 Strongs Ave.
Stevens Point, Wisconsin**

**Friday, December 16, 2005
10:00 A.M. – 11:45 A.M**

Officers Present:

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| Ben Schliesman, President | Kenosha County EM Director |
| Steve Braun, Vice President | Grant County EM Director |
| Lori Hucek, Treasurer | Kewaunee County EM Director |
| Cullen Peltier, Past President | Brown County EM Director |

Members present:

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| Bruce Sims | Outagamie County EM Director |
| Fred Camacho | Ho-Chunk Nation EM Director |
| Nick Flugaur | Ho-Chunk Nation |
| Randy Books | Barron County EM Director |
| Jennifer Warmke | Dodge County EM Deputy Director |
| Steve Haskel | Shawano County EM Director |
| Carl Stenbol | Milwaukee County EM Director |

Others present:

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| Eric Lowman | WEM Northeast Regional Director |
| Andrew Jennings | ECWRPC |

Quorum present.

- 1. Call to Order:** President Schliesman called the meeting to order at 10:05 A.M.
- 2. Recognition of Cullen Peltier for service as past president.**
- 3. Approval of Agenda:** Motion to approve agenda (Peltier / Sims) with the removal of items number 7 and 12. Motion carried.
- 4. Approval of the Minutes:** Deferred until the next meeting.
- 5. Treasurers Report:** Hucek distributed the Treasurers Report for review.

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| Balance of the checking account as of 10-27-05: | \$11,938.39 |
| Deposits Added | \$ 1,915.00 |
| Expenses Subtracted | \$ 2,343.94 |
| Balance Forward | \$11,509.45 |
| Certificate of Deposit | <u>\$ 6,206.92</u> |
| Total Balance: | <u>\$17,536.37</u> |

Currently there are 113 active members, 68 associate members and 14 sustaining members for a total of 195 members. Hueck raised a question as to if we should stick with a deadline date for membership when we officially take them off the mailing list. It was discussed that

April 15th should be that deadline as it is tax day. Motion (Sims / Comacho) to approve the Treasurers Report. Motion carried.

- 6. WEMA Website:** Trina Rabida is currently working on the WEMA website at their webmaster. Currently she is putting in many more hours than expected and with WEMA looking at expanding and extending the website even more it was suggested that we increase the current yearly pay rate. Currently the webmaster gets \$1,250 per year. We are looking at an increase to \$2,000 per year which would result in a 35% increase. Currently the website averages 21 hits per day. It was suggested to notify all WEMA members when things were changed on the website so they could view those changes and be aware of them in a more timely manner. Discussion was also held on ways to drive more people to the website. Eric Lowman suggested in the future possibly using interns or those people who are looking to volunteer their time in emergency management. It was brought up that if more software was needed in order to better the website that WEMA would purchase the software and then WEMA would retain the software and license. It was also suggested that in order for Trina to make timely changes on the website that she have to report to only one person should the entire committee not be available for consultation. Several suggestions were made regarding website changes and those suggestions are to be directed to the Website Committee. The Committee should also bring a formal proposal to the next Board meeting stating future goals and expectations for the website and also a proposal for the Committee to be able to purchase necessary software for the website and create their own cap on that. Motion (Sims / Peltier) to increase the yearly webmaster pay rate to \$2,000 with the understanding that the Website Committee will come up with goals and expectations for the website and will base future increases on those goals and expectations. Motion carried.
- 7. Community Television Production Fee:** This matter was deferred to the next Board meeting.
- 8. NEMA 2006 Midyear Legislative Conference:** Cullen Peltier attended last year and was able to participate in several good one-on-one visits with legislators regarding emergency management. He has spoken with Johnnie Lee and whoever attends from WEMA will be invited to participate in those visits again. Motion (Sims / Comacho) to allow Cullen Peltier to attend the conference again this year with a cap of no more than \$1,500. Motion carried.
- 9. 2006 Homeland Security State Application Process:** Greg Engle has been in contact with Ben regarding the 2006 HS application process. The process has changed this year and is now risk based. OJA is in the process of putting together some committees to look at planning for this years process and would like some WEMA representation on those committees. They need one person to serve on a core planning committee which will meet three to five times in the next couple of months and additional members to serve on seven other subcommittees. Bill Stolte had expressed an interest in serving on the core planning committee. Motion (Peltier / Sims) to allow Bill Stolte to serve on the core planning committee for OJA representing WEMA. It was suggested that the Board try to get other WEMA members involved in serving on the other committees with an emphasis that we are looking at WEMA issues and not just local issues. Regional appointment would be broad and better serve WEMA if someone was interested to be appointed. Ben will take care of sending out an e-mail notification to see if other members are interested in serving on the other seven committees.
- 10. President's Report:** Ben just wanted to let everyone where he wanted to go with WEMA. He is looking at increasing membership and emergency management awareness throughout the State. He is working on being more involved in legislative issues concerning

emergency management. He would like to also do another survey on issues emergency managers are facing and have an intern compile all the data.

- 11. Statutory and Ad-Hoc Committees & Liaisons:** Everyone was sent a copy of the current WEMA committees and their members. Some possible committees might be to create a technology committee and a business committee in order to strengthen our business membership. There was a suggestion to move the Website and Public Affairs committees to the Standing Committee area and to have them develop a purpose statement and present a resolution to the Board to implement those changes into the by-laws.
- 12. Website Committee:** This matter has been deferred to the next meeting.
- 13. Updates from Regional/State Reps and Committees:**
 - A. Cullen questioned if hospitals in other counties were working with their EM's regarding getting money to purchase communications equipment. Most counties have been working with their hospitals, however the time crunch was a bit of an issue in dealing with them. EM's have been suggesting to the hospitals to purchase P25 compatible radios for future interoperability.
 - B. Discussion was held regarding ESFs and how far behind the State is on getting them completed and what the counties should be doing about it. According to Eric Lowman, ESF #5 should be coming out next, however the counties should not be concerned with completing their ESFs until the State provides them with templates. Carl questioned whether they were developing municipal ESFs to distribute at the same time as he had not seen them and was under the understanding from Dave Jones that they would all be distributed at the same time. Eric was going to check with Rob concerning this issue.
 - C. No alternate has been established for the northeast region yet.
 - D. The evacuation planning meeting held in the southeast region went extremely well. A draft is due on April 1st.
- 14. Proposed New NFPA Standards:** Fred shared with the Board the e-mail that was sent out stating that by 2007 all SCBA cylinders must be interchangeable. Ann DeMeuse from Door County had heard that this notification was a false report, however the issue may still be brought up and a change implemented. It was suggested to talk with your local departments that utilize SCBAs and discuss options with them.
- 15. 2006 Tentative Meeting Dates:** The normal meeting schedule is the second Tuesday of February, April, June, August and December, with the annual meeting being held in October. Tentative dates are as follows: February 9th, April 3rd (the night before the Governor's Conference), June 8th, August 10th, December 14th and the annual meeting in October has yet to be announced.
- 16. Other Business Items:** None.
- 17. Items for Next Meeting:** Two agenda items were deferred to the next meeting.
- 18. Comments by Board Members:** None.
- 19. Adjournment:** Motion (Comacho / Sims) to adjourn the meeting. Motion carried. Meeting adjourned at 11:45 a.m.