



**WisWARN GENERAL MEMBERSHIP MEETING  
STEVENS POINT WATER UTILITY  
FEBRUARY 25, 2009**

**1) Introductions and Roll Call**

Members present: Keith Donner, Village of Weston; Kevin L. Freber, City of Watertown; Tom Foltz, Strand Associates; Deb Geier, Wausau Water Works; Kim Halverson, Stevens Point Water Utility, Randy Herwig, City of Lodi; Ken Johnson, Rib Mtn. Metro; Jim Kell, West Bend Water; Dan Lynch, Janesville Water Utility; Paul Nehm, Madison Metro Sewerage District, Gabrielle Petersen, DNR; Ed St. Peter, Kenosha Water Utility, Amy Vaclavik, Wisconsin Water Association/McMahon Associates; Dan Winkler, Lake Geneva Water Utility.

Dan Lynch gave an overview of what has been going on over the past 2 to 2-1/2 years. An agreement was developed with the help of a number of municipal employees, attorneys and others.

**2) Approval of Minutes from January 22, 2009**

Motion by Ed St. Peter to approve the minutes of the January 22, 2009 Implementation Committee meeting. Seconded by Kevin Freber. Motion carried unanimously.

**3) WisWARN Membership Update (Gabrielle Petersen)**

**a. Membership Status (Gabrielle Petersen)**

Currently there are 18 members.

**b. Mutual Aid Agreement (Dan Lynch)**

Communities should forward their signed resolution and MAAs to Gabrielle Petersen. Communities are also asked to register on the website.

**c. Website Update (Kevin Freber)**

Kevin Freber demonstrated the website and explained that the website is similar to TX, CA and others. He also explained how to get to other WARN sites. He further demonstrated how to link to the MAA document and the 4 steps to obtain everything needed to join. It was also noted that the municipal attorney's signature is not required. Kim Halverson questioned about putting in information about after hour contacts. Dan Lynch advised that is being worked on, and that a broadcast notice contact procedure is being worked on. Kevin went on to say that a backup server for the website also needs to be developed.

**4) WisWARN Publicity (Dan Lynch)**

**a. Scheduled presentations**

- i. MWIE – Wisconsin Dells, Feb. 10-11, 2009
- ii. WWA IT&S Seminar, Feb. 26, 2009
- iii. Gov. Affairs Seminar, Feb. 19, 2009
- iv. Other Seminars/WisWARN Presence

Members were requested to distribute brochures at any gatherings.

**b. Newsletter Articles**

- i. WWA
- ii. CSWEA

Both will have upcoming articles

**5) General Membership Meeting – Purpose (Dan Lynch)**

- a. **Elect Working Committee**
  - i. **Four Members Minimum**

Members to the Working Committee were solicited. Members expressing interest included: Dan Lynch, Dan Winkler, and Keith Donner. Motion by Kevin Freber to accept the three members and to assign additional members as needed. Seconded by Kim Halverson. Motion carried unanimously.
  - ii. **Complete Bylaws and Operations Manual**

Committee will designate financial officers and elect (select) steering committee. It was noted that intergovernmental agreements do not allow members on the board that aren't municipal members. Operations Manual will determine what's going to happen during an emergency and how to use WisWARN. Dan Lynch gave background on California's operations program using ideas from National WARN program which will include form, procedures, table top exercise aspect
- b. **Next General Membership Meeting (within 6 months)**
  - i. **Tentative Date – July 29, 2009 – Stevens Point Water Utility**
  - ii. **Elect Steering Committee**
  - iii. **Present Bylaws and Operations Manual**

**6) Next Implementation Committee Meeting:**

Scheduled for March 26, 2009. It was noted that the Implementation Committee will continue to be the governing committee until the Steering Committee takes over.

*Respectfully Submitted by:  
Deb Geier, Wausau Water Works*