

WisWARN Committee Meeting

WRWA Office – Plover

July 30, 2008

1) Introductions and Roll Call

Members present: Tom Foltz, Kevin Freber, Dave Lawrence, Carrie Lewis, Dan Lynch, John MacKinnon, Gabrielle Peterson, Julia Riley, Dan Winkler.

Excused: Deb Geier, Kim Halverson, Harry Mathos, Ed St. Peter, Amy Vaclavik.

2) Approval of Minutes from June 26, 2008

Motion by Dan Lynch to approve the minutes of the June 26, 2008 meeting, seconded by Kevin Freber. Motion carried unanimously.

3) Mutual Aid Agreement Sub-Committee (Dan Lynch)

a. Final Agreement Status Report

The third draft was reviewed by attorneys for Milwaukee and Madison. Several changes restructured the draft into an intergovernmental agreement with government entities voting but not individual members. This agreement will move forward with water and wastewater members only. Public works departments can participate through the utilities. Dave Lawrence questioned how organizations fit in. Dan Lynch indicated that organizations would be participants but not voting privileges. The steering committee has the chair and private organizations will have membership. Cost reimbursement is set up with everyone invoicing each other. Paying costs is optional if someone is offering free assistance. (The national model bills.) Indemnification is handled by the responding community. There is no longer an arbitration clause and communities' memberships are not partnerships or joint ventures. Bylaws are included. The agreement's final form should be complete by August 7th. Dan Lynch has 50 communities ready to join up, including resolutions. Associations have been removed, but can be added as associate members. All steering committee members will have a copy of the final agreement sent to them.

4) WisWARN Website Sub-Committee (Kevin Freber)

a. Website Demo

According to Dan Lynch, on the website, you can sign in and complete the form, but it must be validated by signing and sending it in. Carrie Lewis asked if a certification statement is all that is needed. Dan Lynch suggested that we should check with the attorney. A box must be added to indicate when someone is a member. Kevin Freber said that WisWARN information is all listed. The website includes the WisWARN PowerPoint presentation and the brochure (needs to be revised to eliminate public works). The mutual aid tab is blank until the agreement is completed. Regions pop up on the map. The page includes a listing of those who applied or are members. To see Watertown (kevin.freber@ci.watertown.wi.us – kebrob85 is the password then click on

log-in to get to website for members. You have secure access to our protected listing information. Dan Lynch indicated that it can be anything we want to share internally. Kevin Freber noted that you can see your information and amend it. John MacKinnon asked about a cell or pager number add-on. Kevin said that it can be added but only in members' log-in. This is the same site as Georgia.EPA's. Software has a glitch that has to be repaired. Dan Lynch noted that WARN websites are all customized and that is why we have a data conflict. We need instructions. The top of Kevin's screen shows mutual aid (not updated). The emergency tab is not done yet, but you can send out an emergency tab. The member tab shows everyone by region. The resource database tab will take you to who has what. The log-in screen from the home page has meeting minutes. The home page resources tab has FEMA and training. Kevin will send out an email when the website is up and running. The logo links to websites, ??? only to supporting members, but a policy is needed.

Dave Lawrence motioned to direct Kevin Freber and the website to only include organizations the WisWARN committee would approve on its logo reciprocal links. Organizations or businesses that would conflict with our intended purpose and bylaws are excluded. Motion was seconded by Dan Winkler and passed unanimously.

5) WisWARN Publicity (Dan Lynch)

There are presentations scheduled and two articles in newsletters. Dan has received favorable emails. We have a list of interest parties. The DNR is asking the question in communication with utilities. Everyone should try to promote us.

6) Other Reports, Actions and/or Activities (Gabrielle Peterson)

Gabrielle Peterson did not have much to report at this time. An esponder program link-up is a possibility. Dan Lynch will be making additional contacts.

7) New Topics (Anyone)

None.

8) Next Meeting: Thursday, August 28, 2008 via 10:00 a.m. conference call (Dan Lynch)

The next meeting is scheduled for Thursday, August 28, 2008 at 10:00 a.m. via conference call.

Kevin Freber motioned to adjourn; Dan Winkler seconded. Motion passed unanimously.

*Respectfully Submitted by:
Daniel S. Winkler, Lake Geneva*