



**WisWARN COMMITTEE MEETING
CONFERENCE CALL
JANUARY 22, 2009**

1) Introductions and Roll Call

Members present: Tom Foltz, Kevin Freber, Deb Geier, Dan Lynch, Gabrielle Petersen, Julia Riley, Ed St. Peter. Excused: Dale Hexom, Carrie Lewis, John MacKinnon, Amy Vaclavik

2) Approval of Minutes from December 18, 2008

Motion by Ed St. Peter to approve the minutes from the December 18, 2008 meeting. Seconded by Kevin Freber. Motion carried unanimously.

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

a. Joining Resolution and MAA

Lodi questioned whether their attorney needs to sign the agreement. It was determined that it was not necessary. Completed Agreements should be forwarded to Gabrielle Petersen.

b. WisWARN Memo and Revised Brochure

4) WisWARN Website Sub-Committee (Kevin Freber)

a. Recent changes

b. Planned Improvements

i. Resource Section

Kevin Freber advised that he is still waiting on costs to make the website look like Wisconsin Emergency Management's. He further indicated that he will be talking with California regarding the operations manual. Gabrielle requested that bills submitted should be under \$5000 in order to expedite payment. There was discussion on the website membership page. There appears to be some confusion on entering contact information.

5) WisWARN Publicity (Everyone)

a. Scheduled presentations

i. MWIE Expo – Wis. Dells February 10-11, 2009

ii. WWA IT&S Seminar – Late February 2009

iii. Government Affairs Seminar WW 2/19

iv. Other Seminars/WisWARN Presence

There are a number of presentations scheduled. The E-Sponder program will be highlighted at the WWA Information Technology & Security Seminar. Dan Lynch advised that it is important to keep WisWARN in front of the public.

b. Newsletter Articles

i. WWA Newsletter

ii. CSWEA

6) Membership Recruitment

a. Current Membership Total (Gabrielle Petersen)

We are currently up to 12 members

b. New Members this Month

c. Invitation to members of all sponsors (Everyone)

WWA, Central States and WWOA have been asked to send letters to their members urging them to join. Central States and WWA have granted permission to contact their members.

WWA is asking for clarity on their involvement, and are questioning whether we're considering ourselves a sub-committee of WWA. Dan Lynch indicated that his inclination was to say no. Ed St. Peter questioned the downside of staying on with WWA. Dan replied that he didn't know if there was any, but he didn't think it would be to our advantage to break away at this point. It was felt that we should remain as we are for now, and let the Steering Committee of the general membership decide once they're formed.

7) **WisWARN Budget Development (Dan Lynch/Gabrielle Petersen)**

a. Preliminary Budget

Dan Lynch questioned the status of Lawrie Kobza's bill. Gabrielle Petersen advised that she didn't think it was going to be paid since it exceeded the \$5000 cap (without going through the bidding process). Dan questioned whether another bill could be submitted in a lower amount. Gabrielle felt it was worth trying. Gabrielle also explained that the DNR could go into a contract with WWA, as an example, to maintain funds for WisWARN. This would take away the issue of the \$5000 limit. She did caution that it could take some time to get a contract approved. Dan requested that Gabrielle provide additional information.

8) **Other Reports, Actions and/or Activities**

a. USEPA Initiatives with APWA/WRWA (Gabrielle Peterson/Kevin Freber)

The EPA wants to sit down with APWA and WRWA and discuss their concerns with WisWARN. It is felt there is a misunderstanding with WRWA which we're trying to resolve. A meeting has been set for February 9. A number of organizations have been invited including the League of Wisconsin Municipalities, DNR, WWA, WRWA, EPA, Municipal Electric group, MEG water and Wastewater, Emergency Management, APWA and PSC. The objective of the meeting is to explain what we're trying to do and clear up any misunderstandings.

9) **New Topics**

On February 5-6 there will be a WARN chair meeting to discuss methodology for training, NIMS practices, etc. Dan advised that he plans to attend.

Article 3 of the Mutual Aid Agreement explains what needs to be done once we have members. An Organizational Meeting will be set up in February for the members and the implementation committee members (current committee). A working group will be developed to establish by-laws. Once the by-laws are established, there will be a general membership meeting six months later, and at that meeting officers will be elected to the steering committee and the implementation committee will then cease to exist.

10) **Next Meeting: Membership Meeting – February 25 in Stevens Point**

A meeting of the full membership will be held on February 25 at 1:30 p.m. at the Stevens Point Water Utility.

11) **Adjourn**

Motion by Kevin Freber to adjourn. Seconded by Ed St. Peter. Motion carried unanimously.