



**WisWARN COMMITTEE MEETING  
CHULA VISTA RESORT/TELECONFERENCE  
JANUARY 23, 2008**

- 1) **Introductions and Roll Call**  
Members present either in person or by teleconference: Tom Foltz, Kevin Freber, Deb Geier, Dave Lawrence, Dan Lynch, John MacKinnon, Julia Riley, Rob Rude, Ed St. Peter, Dan Winkler. Excused: Linda Mohr, Paul Pavlik, Amy Vaclavik.
- 2) **Approval of Minutes from December 5, 2007**  
Motion by Kevin Freber to accept the minutes of the December 5, 2007 meeting. Seconded by Dan Winkler. Motion carried unanimously.
- 3) **Mutual Aid Agreement Sub-Committee (Dan Lynch)**  
Dan Lynch advised that the draft Mutual Aid Agreement has been forwarded to CVMIC, Wisconsin Department of Military Affairs, League of Wisconsin Municipalities and to several city attorneys for review.
- 4) **Organizational Structure Sub-Committee (Dan Winkler)**
  - a. **Report**  
Dan Winkler advised that WisWARN will structure the organization per the wording in the Mutual Aid Agreement.
- 5) **WisWARN Web-Site Sub-Committee (Kevin Freber)**
  - a. **Report**  
Kevin Freber advised that Texas has redone their website. Pennsylvania has spent \$27,000 for a resource listing. Kevin added that he felt that we should wait for Texas to refine their new website, then incorporate the Pennsylvania resource list (PAWarn.org) It was noted that Minnesota will be backing up our website, and we will be offering the same service to them in case our/their website should otherwise become unavailable due to some type of disaster.
  - b. **Members Only Access Code**  
Kevin is still working to get the Members Only access working properly.
  - c. **Add PowerPoint, Brochure, etc. to the Website?**  
The new PowerPoint and brochure will be added to the website
  - d. **Add Meeting Minutes, Agenda, Committee on Website?**  
Committee felt it would be prudent to include minutes and agendas on the website.
  - e. **List Committee Members on website?**  
Members present were agreeable to having their contact information on the website. **ANY MEMBER WHO DOES NOT WISH TO HAVE THEIR CONTACT INFORMATION PUBLISHED ON THE WEBSITE SHOULD CONTACT KEVIN FREBER.**
- 6) **WisWARN Publicity Sub-Committee**
  - a. **Brochure Finalization**  
Brochure is being utilized along with a sign that Tom Foltz put together.

- b. Scheduled Presentations**
- i. February 21, 2008 South District WWOA Meeting-Dan Lynch**
  - ii. March 5, 2008 WWA—IT Seminar-Dan Lynch**
  - iii. June 5, 2008 Collection System Seminar-Dan Lynch/Kevin Freeber**
  - iv. Any others**
- Dave Lawrence advised that he has also been giving presentations at the Emergency Management courses and is planning presentations for WRWA upcoming conferences.
- John MacKinnon indicated that he will contact WWOA to put on the agenda for their fall conference.
- (After the committee meeting the WisWARN was identified as a topic in the following seminars/meetings:*
- February 14, 2008 WI Emergency Management Association—Gabrielle Peterson*
  - March 12, 2008 WWA Distribution Seminar-Paul Pavlik*
  - March 13, 2008 WWA Distribution Seminar-Paul Pavlik)*

- c. Newsletter Articles**
- i. WWA Newsletter—Fall/Winter 2007**
  - ii. WWOA Newsletter—December 2006**
  - iii. Central States Water—Winter 2007**
  - iv. Any others?**
- Dave Lawrence indicated that he will have an article in the next WRWA magazine.
- (After the meeting an article on identifying interested agencies and/or communities was prepared for the spring issue of WWA. It will be distributed to other state publications.)*

**7) APWA Emergency Management Committee (Jim Hessling)**

- a. Liaison Report**  
No Report

**8) Other Reports, Actions and/or Activities (Dan Lynch)**

- a. Sponsors Resolution**
- i. January 10 presentation to WI Interagency Group (Gabrielle Peterson)**  
Gabrielle and Dan Lynch made a presentation to the WI Interagency Emergency Response Committee (Jan 10, 2008). It was recommended that a presentation be given to the Governor's Task Force on Homeland Security. Gabrielle will work on this.
  - ii. State Agency Sponsorship**  
It was suggested that Gabrielle talk to the DNR Attorney to see if we could sign an understanding with State agencies to formalize their support. Representatives from the Lab of Hygiene and the Department of Health indicated that their departments would like to learn more about WisWARN and might want to be listed as supporters.  
*(After the meeting Gabrielle was advised that formal written support from State Agencies is very difficult to obtain. Instead we should continue to pursue the support of state agencies, but not a formal written agreement. At the Midwest Water Industry Expo, representatives of the WI Public Service Commission also indicated that their department might also want*

*to be listed as a WisWARN supporter.)*

**a. New Sponsoring Organizations**

**i. League of Municipalities**

Sponsorship by the League is on hold for finalization of the Mutual Aid Agreement.

**ii. Wisconsin Emergency Management Association**

Rob Rude was requested to contact WEMA to obtain their support of WisWARN. It was also requested to see if WisWARN could possibly become a committee of WEMA. Dave Lawrence advised that WRWA would be happy to sponsor WisWARN if WEMA won't.

**9) New Topics**

- Dan Lynch gave an update of the WARN Chair meeting that was held in Denver, CO. He indicated that it was two days of good information. AWWA is developing an operational plan and also a WARN tabletop exercise.
- The question was raised whether it was felt that if a community helps another community without billing for their time/materials, if the PSC will have concerns with that. Dan Winkler will talk to the PSC regarding this issue.
- Membership categories were also discussed. Utility/Agency membership and Associate membership (for other organizations) are proposed. An additional category for emergency management agencies was recommended.
- Incident Command Systems – training and promoting training. Not everyone needs to be trained, but it was recommended that lead people be trained. Rob Rude indicated that FEMA has online courses that are free. Courses 100-200 are awareness, and Course 300 is field delivered. WEM can sponsor the Course 300 as they have grant money available.
- Standard resource typing protocol – AWWA typing is not adequate. Categorize type 1, 2, 3, and 4. Most communities in Wisconsin fall into “type 4”, and type 4 doesn't break down equipment/staffing component. Rob Rude indicated that he felt our website needs to reflect our resources. Julia Riley questioned about other states developing a table top exercise. She suggested that we talk to Gabrielle to include this type of training in the next grant request.
- Minnesota has a community resolution. Dan Lynch suggested that we create a “fill in the blanks” type of resolution to make it easy for smaller communities to take to their boards or councils.
- Dan Winkler questioned Ed St. Peter on the four tornados that had hit Kenosha. Ed indicated they had two lift stations go out, but they had generator backups. He added there were a number of homes that were leveled. Dan Winkler questioned whether surrounding communities should call to offer help. Ed replied that he wondered, in a situation like this, if communities will remember that they are members of WisWARN. He added that he felt that he would like to be called, or in a situation like that, possibly Emergency Government would be the best place to call. Dan Lynch indicated that we may be able to send an email alerting members to watch the website as problems may be existing somewhere. Dave Lawrence added that possibly we can develop an email address list of members to do an alert such as “tornado situation in \_\_\_\_\_”.

**10) Next Meeting** - will be held as a teleconference on Thursday, March 6, 2008 at 10:00

a.m.

**11) Adjourn**

There being no further business to discuss, the meeting was adjourned.

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