



**WisWARN COMMITTEE MEETING
CONFERENCE CALL
April 16, 2009**

1) Introductions and Roll Call (Deb Geier)

Members present: Deb Geier, Carrie Lewis, Dan Lynch, John MacKinnon, Amy Vaclavik.
Municipal members: Keith Donner, Weston; Randy Herwig, Lodi; Paul Nehm, Madison Met.

2) Approval of Minutes from February 25, 2009 (Deb Geier/Dan Lynch)

Motion by Randy Herwig to approve the minutes from the February 25, 2009 General Membership Meeting. Seconded by Keith Donner. Motion carried unanimously.

3) WisWARN Membership Update

a. Membership Status (Gabrielle Petersen)

Gabrielle advised that we currently have 17 members, with Janesville, Friendship and Lake Geneva being the newest. Gabrielle will forward copy of members to Deb Geier to include with future mailings.

b. Mutual Aid Agreement (Dan Lynch)

It was noted that a number of communities are pending. Dan Lynch will follow up with these. Dan advised that Terry Kiekhafer, West Bend, has forwarded the WisWARN Mutual Aid Agreement to their attorney. The attorney states that utilities that respond, goes through the WisWARN agreement, while public works would go under APWA if the community belonged to both. Lawrie Kobza was going to contact West Bend's attorney to discuss. It was felt that was the intention of how it would work.

c. Website Update

Kevin Freber has an email into the webmaster to allow access to the resource section. This would allow communities to list their equipment. Kevin is pushing to get the resource section functional using E-Sponder software from Wisconsin Emergency Management (WEM). Communities can block WEM viewing of individual equipment listings.

4) WisWARN Publicity

a. Scheduled Presentations

i. WWA IT&S Seminar Late Feb.

Susan Meilahn from WEM did a presentation on the E-Sponder software at the WWA IT&S Seminar on February 26

ii. Other Seminars/WisWARN Presence

No other presentations are currently scheduled. Dan will talk to Kevin Freber about a booth at the WWOA conference

b. Newsletter Articles in current issues of:

i. WWA

ii. CSWEA

Articles will be in the next issues of WWA and CSWEA. The Clarifier also needs to have an article in the next issue.

5) Working Committee (Dan Lynch)

a. Define scope of work

i. Bylaws (Minimum)

In the MAA it states that within the first 6 months, by-laws need to be developed to run the organization, develop a fiscal oversight process and should also create and

operations manual which includes response protocol.

ii. Operations Manual (start on?)

California just finished their operations manual. AWWA has also put together a sample operations manual. Dan Winkler started looking at this and discovered that California is the only state that currently has an operations manual, so it was felt that it would be better to put that on the back burner until after the by-laws are developed. Randy Herwig agreed but thought that we could use one of the other states' resources as a starting point. Keith Donner questions the current structure of WisWARN. Dan Lynch advised that it is currently under WWA and that they're picking up some of our costs. WisWARN is a committee of member municipalities. The Steering Committee will determine the roles of our current sponsoring organizations. Minnesota has a number of committees for municipal members, but they also have a committee of non-municipal (eg: engineering firms, pump suppliers, etc) members which can be resources. How we decide to function will be determined under our by-laws. The Steering Committee will make that final decision.

iii. Target completion Date – July 29, 2009

6) Membership Recruitment

a. Current Membership Total (Gabrielle Petersen)

b. New Members this Month

Deb Geier and Gabrielle Petersen will work to develop a complete membership list. Some members have signed up under the web page only, while others have gone through the formal process and submitted signed paper copies.

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

a. Preliminary Budget

Budget considerations were provided to committee members several meetings ago. Gabrielle indicated that the EPA provides funds to the DNR, through which we can request funding. The EPA has stated that eventually the WARN program will need to be self sustained. At this point, the DNR has been paying for the WisWARN website enhancements. We can still do small things such as brochures, table top display, etc. Large expenditures need to be submitted as a form request. It is important that we go through the proper channels to ensure payment.

b. Legal Bills

c. Table Display

Deb Geier was requested to obtain prices on table top displays.

d. Brochure Development/Printing

It would be nice to get about a years worth of brochures. Again, we will need to get 3 quotes.

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

a. Legislative Committee on Emergency Management

i. See attached pdf

Julia Riley indicated that she would be attending the Flood Symposium and wondered if there were any of the newest brochures available. Dan Lynch advised that the brochure is available on the website as a pdf file. Copies can be printed from there or forwarded to a printer. Dan indicated that he would talk to Tom Foltz about the possibility of getting

some brochures printed for the Symposium. It was also stated that it would be nice to have a few municipalities attend to give a WARN presence.

9) **New Topics**
Nothing new to report

10) **Next Meeting: May 14, 2009 – 10:00 a.m., possibly in Madison**

Respectfully Submitted by:
Deb Geier, Wausau Water Works