

**WisWARN COMMITTEE
TELECONFERENCE MEETING
MAY 10, 2007**

1. Roll Call:

David Denig-Chakroff, Kevin Freber, Deb Geier, Kim Halverson, Dave Lawrence, Daniel Lynch, John MacKinnon, Paul Pavlik, Nancy Quirk, Daniel Winkler.

Absent: Tom Foltz, Jim Hessling (excused), Dale Hexom, Carrie Lewis, Linda Mohr, Greg Paul, Abigail Potts, Julia Riley, Edward St. Peter

2. Approval of Minutes from April 26, 2007

Motion by John MacKinnon to approve the minutes of the April 26 meeting. Seconded by Nancy Quirk. John MacKinnon recommended adding at the bottom of the minutes "Respectfully Submitted by: Deb Geier". Minutes will be amended as such. Motion carried unanimously.

3. Selection of Committee Officers

a. Chair

b. Vice-Chair

c. Secretary

Kim Halverson nominated Dan Lynch as Chair, Nancy Quirk as Vice-Chair, Deb Geier as Secretary. There being no other nominations, the committee unanimously confirmed the election of these officers.

4. Define the Committee's Mission

a. Utilities only or Utilities and Public Works?

A lengthy discussion addressed the issue of whether the committee should focus on water/wastewater utilities or include public works entities and others. Question was raised as to how Florida, Texas and California approached the situation? Those states focused primarily on water/wastewater whereas Illinois is including public works. Concern was raised that being all inclusive may bring too many parties to the table and could slow down the process, as a larger group would be harder to work with. The Committee agreed however that they would not exclude public works entities, but that the focus would start with water/wastewater, and communities would be allowed to sign up as they wish. Suggestion was raised to keep the focus on water/wastewater and design the website accordingly, but keep the design open structured to allow other entities, while still keeping it user friendly. It was further suggested that the website could have separate elements for water, wastewater, public works, etc. It was felt that before including public works and other agencies that the Committee should concentrate on coming up with a good contract and then work to encourage public works agencies. Kim Halverson volunteered to look at the Illinois and Texas Mission Statements.

Motion by Kim Halverson to initiate WisWARN with the focus on water/wastewater utilities in the original setup, but not exclude public works and other agencies. Seconded by David Denig-Chakroff. Motion carried unanimously.

5) Identify any Start-up Funding Sources

a. STAG, WWA, WRWA, WWOA, WI Section of CSWEA, etc.

Dave Lawrence indicated that WRWA has funds from the Sportsman Raffle, and felt that it is likely that some of the funds could be allocated to this effort. STAG Grants were also discussed and Nancy Quirk was asked to see if any funds would be available. Dan Lynch will check with Central States, WWOA and WWA to see if any funding would be available through them. It was questioned whether a budget needs to be developed prior to requesting funds from STAG?

6) Determine how the State should be Divided

a. i.e. WDNR Regions

AWWA recommended that the State be divided into different regions. Recommendations were to use the DNR Regions or the Emergency Management Regions. It was recommended to review the guidelines other states have used, but to tentatively use the DNR regions.

7) Identify Unrepresented Organizations to Invite to Join the Committee Members

a. i.e. WI Emergency Government, League of Wisconsin Municipalities, PSC, Tribal Nations

State Emergency Government was recommended. Kim Halverson indicated she had contact information and would try to recruit a representative. The League of Wisconsin Municipalities, PSC and Tribal Nations were also addressed. The question was raised as to why the PSC should be represented? Consensus was to not include the PSC until we need their input.

8) Identify Who Should be Represented on a Steering and Oversight Committee

a. Do we need a steering committee separate from this committee now?

b. i.e. professional organizations, state agencies, community reps

c. Identify permanent members of the Steering and Oversight committee

d. Who and what, if any, are the requirements

The current WisWARN Commission consists of all 19 members. It was felt that it should be maintained as it is currently, otherwise we may lose participation if we start splitting into individual committees at this time. Dan Winker was assigned to look at the Illinois website and report back at the next meeting with recommendations regarding a steering committee.

9) Develop a Sponsors Resolution for Sponsoring, Supporting or Endorsing Organizations

It was felt it would be nice to have a Sponsors Resolution for entities who endorse the WisWARN program or provide monetary contributions.

A volunteer was sought to work with Abigail Potts to develop a resolution to give to boards such as WWA, WRWA, DNR, etc. for their sponsorship. Matter was tabled until the Plover meeting.

- 10) Develop a Permanent Web Site for WisWARN**
Kevin Freber, City of Watertown WWTP, graciously offered to host and develop the website. Dan Lynch indicated that startup information from AWWA is available and will be forwarded.
- 11) Develop a Mutual Aid Agreement Which Best Suits our Mission**
a. Which platform to start from: i.e. AWWA, APWA, others
It was discussed that Lawrie Kobza had drafted an agreement for WRWA. Lawrie and Paul Kent were also reviewing the copy from AWWA that John MacKinnon had forwarded to them. The group felt that the AWWA format should be the starting platform. It was discussed whether Lawrie should take the lead, based on her heavy involvement in the water industry, or if Paul should be relied upon, as more funding is available through the wastewater side of MEG. It was felt that Lawrie may not have the time nor funding resources to do the agreement, and that we may need to contribute financially. It was decided to see if the MEG wastewater could help fund Paul Kent to develop the mutual aid agreement.
- 12. Develop a Method to Maintain an Available Resource Inventory**
a. Which communities have what available (Texas)
Paul Pavlik was assigned the task to look at what Texas, California and Florida are doing.
- 13. Develop a Method to Market WisWARN**
a. i.e. speakers at seminars, newsletter articles
The group was unsure how to proceed to get the State agencies to support, and to get communities to buy in to the concept of the agreements. It was recommended that the WWA Image and PR Committee may be able to help promote. Dan Lynch offered to create an article for the WWOA *Clarifier*. Tabled until June meeting in Plover.
- 14. Identify Other Organizational Elements to Support WisWARN**
a. Other needed committees, etc.
Tabled until June meeting in Plover.
- 15. Other Topics of Concern to Committee Members**
There was a brief discussion about the Wisconsin Emergency Management Regions. Kevin Freber questioned the website address. At the Minneapolis meeting, Kevin Morely, AWWA, stated that WIWARN had been reserved by AWWA for Wisconsin's use.
- 16. Next Meeting - June 7, 2007 at 10:00 a.m. in Plover, WI**
a. Hosted by the Wisconsin Rural Water Association

There being no further business to discuss, the meeting was adjourned at 11:45 a.m.