

**WisWARN COMMITTEE MEETING**  
**WRWA Office - Plover, WI**  
**June 7, 2007**

**1. Introductions and Roll Call:**

David Denig-Chakroff, Kevin Freber, Deb Geier, Jim Hessling, Dale Hexom, Dave Lawrence, Daniel Lynch, Julia Riley, Daniel Winkler.

Excused: Tom Foltz, Kim Halverson, Carrie Lewis, John T. MacKinnon, Greg Paul, Abigail Potts, Nancy Quirk. Absent: Linda Mohr, Paul Pavlik, Ed St. Peter.

**2. Approval of Minutes from the May 10, 2007 Teleconference**

Motion by Dan Winkler to approve the minutes of the May 10, 2007 Teleconference. Seconded by Kevin Freber. Motion carried unanimously.

**3. Define the Committee's Mission**

Kim Halverson had provided a list of mission statements from other states. The various statements were reviewed with the following outcome:

*The mission of WisWARN is to support and promote statewide emergency preparedness, disaster response, and mutual aid assistance for water, wastewater and public works entities for natural and manmade events.*

Motion by Dan Winkler to adopt the mission statement for WisWARN as stated above. Seconded by Dave Lawrence. Motion carried unanimously.

**14. Other topics of concern to Committee members**

**a. WIWARN or WisWARN?**

Consensus of the group was to use WisWARN.

**4. Identify any start-up funding sources**

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

Funding sources and startup costs were discussed. It was indicated that STAG funds would not be available. Kevin Freber indicated that it will cost approximately \$1,000 to get the website up and running, although he added that Florida or California will give the code at no cost. Dan Winkler added that Illinois used Texas's code, as they also gave away the format, and felt that Illinois would let us have theirs also. Dan Lynch recommended that we check out either Texas or Illinois. Other items discussed were the ability to have members update the website with their equipment, links to WI Emergency Management, costs to create website, and updates.

Julia Riley indicated that the DNR Water Supply Security people have set aside \$6,000 for the development of Mutual Aid agreements, and that we could apply for the funds by contacting Steve Elmore. She also said that there was a possibility that other funds may be available from the DNR grant money. A discussion followed on how to best handle any funds we may receive, whether they should be run through another organization, or if WisWARN should become an incorporated organization. Deb Geier volunteered to look into what it would take to become an incorporated organization, Federal ID number, tax

exempt certificate, etc. Dan Lynch volunteered to check with the UW Extension to initially be a sponsor of WisWARN, but to pursue incorporation.

David Denig-Chakroff made a motion to change the position of Secretary to Secretary-Treasurer. Seconded by Dan Winkler. Motion carried unanimously.

Julia Riley added that the Committee needs to define the goals of the database - emergency use and viewing for non-emergency reasons. The question was raised as to whether a community needs to agree to the Mutual Aid Agreement to be a member of WisWARN. The overall feeling was yes.

**5. Determine how the State should be Divided**

**a. i.e. WDNR Regions or Dept. of Emergency Management?**

Motion by Dave Lawrence to use the division as determined by the WI Dept. of Emergency Management. Seconded by Dan Winkler. Motion carried unanimously.

**6. Identify Unrepresented Organizations to invite to join the Committee Members**

**a. i.e. WI Emergency Gov., League of Municipalities.**

Emergency Government has expressed an interest in joining the committee.

**7. 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?**

Dan Winker indicated that Illinois has 19 members on their Steering Committee, which includes Illinois EPA, Rural Water, consultants and municipalities. Their Governing Board is made up of 3 representatives from each of the 8 districts. Dan Winkler will put together a proposal on what the Steering Committee should be, and what other committees are needed.

**8. Develop a Sponsors Resolution for Sponsoring, Supporting or Endorsing Organizations.**

A generic resolution should be developed for various organizations stating that they agree to endorse the concept of WisWARN. Dan Lynch will develop.

**9. Develop a Permanent Web Site for WisWARN**

Kevin Freber is working on the website. It was suggested to change the domain name to WisWARN, but setup the site so that WIWARN also accesses the site.

**10. Develop a Mutual Aid Agreement which Best Suits our Mission**

**a. Which platform to start from i.e. AWWA, APWA, others?**

Dave Lawrence noted that WRWA has a format that was developed by Laurie Kobza,

and that he would forward a copy to the members. It was also noted that the AWWA version included NIMS wording.

David Denig-Chakroff volunteered to chair a subcommittee to develop a mutual aid Agreement. Jim Hessling expressed interest in being a member of the subcommittee. Other members will be solicited.

**11. Develop a Method to maintain an Available Resource Inventory**

No action taken

**12. Develop a method to market WisWARN**

**a. i.e. speakers at seminars, newsletter articles**

Various ideas were brought to the table. Deb Geier indicated that Illinois had a PowerPoint presentation on their website that may be able to be altered to fit our needs. The development of a logo was suggested, and logos from other organizations were looked at. Deb Geier offered to develop a few logo options.

**13. Identify other Organizational Elements to Support WisWARN**

**a. Other needed committees? Etc.**

No action taken

**15. Next Meeting - July 12 teleconference - 10:00 a.m.**

There being no further business to discuss, Dan Winkler made a motion to adjourn the meeting. Seconded by Dan Lynch. Motion carried unanimously.

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