



**WisWARN COMMITTEE
TELECONFERENCE MEETING
JULY 12, 2007**

1. Roll Call:

David Denig-Chakroff, Laura Daniels, Steve Elmore, Kevin Freber, Deb Geier, Kim Halverson, Dave Lawrence, Daniel Lynch.

Excused: Jim Hessling, Carrie Lewis (Laura Daniels filling in), Harry Mathos, Nancy Quirk, Julia B. Riley, Daniel Winkler. Absent: Dale Hexom, John T. McKinnon, Linda Mohr, Greg Paul, Paul Pavlik, Abigail Potts, Ed St. Peter.

2. Approval of Minutes from June 7, 2007

Motion by Kevin Freber to accept the minutes of the June 7, 2007 meeting. Seconded by Dave Lawrence. Motion carried unanimously.

3. Identify any Start-up Funding Sources

a. WDNR

Steve Elmore (WDNR) explained that \$6000 had been set aside from the EPA funding. Potentially, if WisWARN became its own entity, the DNR could contract with WisWARN. For now, charges could be direct billed to the DNR. Steve went on to add that in order for charges to be paid, vendor needed to obtain a Wisconsin Vendor's ID or accept credit cards. Steve went on to add that additional funds may be available. Dan Lynch added there may be some costs involved with legal review for the Mutual Aid Agreement in the future. Steve indicated that a vendor, such as a community may be more difficult to reimburse. Dan questioned the fact that Watertown has offered to host the website and they have already incurred some out of pocket expenses. Steve felt that this could be worked around. Dave Lawrence suggested to have Deb Geier register WisWARN under vendornet.com, then charges could be run through WisWARN. Dan Lynch felt that since WisWARN does not have a bank account or Federal ID number that bills should be sent directly to Steve Elmore at the DNR. Dan Lynch requested Kevin Freber to come up with budget figures on how much to get the website running, and future maintenance costs.

4. Other Organizations to Invite to Join Committee

a. WI Emergency Government

b. League of Municipalities

Kim Halverson indicated that she spoke to Rob Rude, Director of Response and Recovery for the State of Wisconsin. He indicated that he will be stepping down from his current position to assume the duties as the Northeast Regional Director. Kim indicated that he is very interested in the group, and expects that he will join the group in August. Dan Lynch indicated that he had not had an opportunity to contact anyone from the League of Municipalities.

5. Develop a Mutual Aid Agreement

David Denig-Chakroff indicated that he is looking for members to serve on this

subcommittee, and that he would send an email to recruit members. Dan Lynch overviewed the fact that there are three subcommittees surfacing within the organization. They are the Website Committee, Organizational Structure Committee and the Mutual Aid Agreement Committee. He felt that Deb should send an email to all members requesting their commitment to one of the three committees, and that if they do not choose one, they will be assigned to one.

Dan Lynch added that he felt the Mutual Aid Agreement Committee should collect existing Mutual Aid Agreements to use as a starting point. He added that he had spoken with Lawrie Kobza regarding review of the final document. He requested David Denig-Chakroff to contact Lawrie to discuss review costs. Kim Halverson suggested using WRWA's agreement as a starting model. Comment was made to make sure their agreement was NIMS compliant, and include language from the Texas agreement to include the ability to make changes without a majority vote of the membership. Dave Lawrence indicated that there were some Wisconsin law quirks, and admitted that they have not revisited their agreement to verify if NIMS requirements are met for FEMA reimbursement. Dan Lynch felt that a timeline should be set for completion of the Mutual Aid Agreement and asked if the end of the year would be reasonable. It was felt that it would be.

6. APWA/Department of Emergency Management

Dan Lynch indicated that Jim Hessling is the chair of the APWA, and that the APWA and Department of Emergency Management (also known as Department of Military Affairs) has been working on language to authorize Mutual Aid Agreements in Wisconsin. Currently there is only language in the State Statutes for Police and Fire. APWA wants to include water, wastewater and public works in the statutes. A meeting is scheduled for July 13, 2007.

7. Identify future WisWARN Committee Structure

- a. Current WisWARN Committee is the start-up committee
 - b. Proposed make up of future Steering Committee
 - I. Number of committee members
 - ii. Geographic areas/organizations represented
 - iii. Any other requirements to be on committee.
 - c. Other proposed standing committees.
- No action was taken as Dan Winkler was unable to attend meeting.

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

No action taken

9. Develop a Permanent Web Site for WisWARN

a. Web Site Content

Kevin Freber indicated that he had registered WisWARN.org and WIWARN.org so that anyone using either addresses will go to the same location. He added that he has contacted the website developer to take the TXWARN site code, which was provided by Mike Howe of TXWARN, and to build the site. Site will include a login to the equipment inventory. He further added that development is underway, and expects to get something back from the developer in approximately 1 month. Kevin added that he

expects August 30 as the target date for the website. At this point, the only costs incurred are those to register the web domain names. As far as budget, he is anticipating about \$1000 for web development. Kim Halverson inquired as to whether the site would be password protected? Kevin indicated that the only portion of the site that would be password protected would be the “members only” portion, such is for the equipment inventory.

10. Develop a method to market WisWARN

- a. WisWARN Logo**
- b. Speakers, Newsletter Articles, etc.**
- c. Power Point Presentation**
- d. Brochure**

Logo - Deb Geier prepared a number of logo designs. Consensus of the group was to use the logo design that was an outline of the State of Wisconsin with the words WisWARN across the lower third, and a water drop in the upper left.

Speakers, Newsletter Articles, etc. Dan Lynch will be doing a presentation at the Management Conference on August 1, and possibly at the Wisconsin Water Association (WWA) conference in September. Tom Foltz recommended having articles put in the Wisillman and the Clarifier. Dan Lynch indicated that there will be an article in the next issue of the Wisillman. Dave Lawrence was questioned as to when the next issue of WRWA newsletter would be coming out. Dave indicated that he would write an article for the next newsletter. There will also be an article in the WWA newsletter, and Baxter Woodman will have an article in their next issue of Municipal News. An electronic version of the Municipal News was forwarded to all members. Dan Lynch requested that if anyone has any places to publish an article to let him know.

Power Point Presentation - The ILWARN Power Point Presentation was discussed. It was decided that a Wisconsin version of a Power Point Presentation would be useful for future conference presentations. Dave Lawrence and Deb Geier volunteered to create a Power Point Presentation. Dan Lynch requested that it be available for the August 1st WWA Management Conference.

Brochure - no action taken.

11. Other Topics of Concern to Committee Members

David Denig-Chakroff indicated that he met Kevin Morley, AWWA, at the conference in Toronto. Kevin indicated that AWWA is planning three workshops to come up with a list of equipment and common terminology, to help people requesting equipment. It was recommended that we hold off developing our own equipment list until we see what AWWA develops. David indicated that he offered Madison as location for the workshop. Other options might be Milwaukee or Chicago.

12. Next Meeting August ??, 2007

Next meeting will be held the week of August 13. Deb Geier will send an email requesting meeting date preferences.

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