



**WisWARN COMMITTEE MEETING
MADISON WATER UTILITY - MADISON, WI
August 14, 2007**

- 1. Roll Call:**

David Denig-Chakroff, Steve Elmore, Tom Foltz, Kevin Freber, Deb Geier, Kim Halverson, Jim Hessling, Dave Hexom, Daniel Lynch, Paul Pavlik, Nancy Quirk, Julia Riles, and Ed St. Peter.
Excused: Laura Daniels, Dave Lawrence, Carrie Lewis, Harry Mathos, Greg Paul and Daniel Winkler.
- 2. Approval of Minutes from July 12, 2007 Teleconference**

Motion by Kim Halverson to accept the minutes of the July 12, 2007 teleconference. Seconded by Kevin Freber. Motion carried unanimously.
- 3. Mutual Aid Agreement Sub-Committee (David Denig-Chakroff)**
 - a. Committee Activity Report**

David Denig-Chakroff, chair, noted that there has not been a meeting of the sub-committee set at this time.
Dan Lynch noted that the AWWA model does not include Worker's Comp language. AWWA has advised that they will send a revised model. Dan added that Lawrie Kobza has agreed to review the Committee's draft agreement.
- 4. Organization Structure Sub-Committee (Dan Winkler)**
 - a. 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**
 - b. Other proposed standing committees**

In Dan Winkler's absence, Dan Lynch explained that one of the items to be reviewed is whether WisWARN should incorporate, and whether non-profit organization status would be applicable. Kim Halverson indicated that she felt that ILWARN is going overboard, as they are looking to appoint an Executive Director, and she feels that WisWARN should be kept as simple as possible. Dan Lynch agreed that we should not pursue the Executive Director route.
- 5. WisWARN Web-Site Sub-Committee (Kevin Freber)**
 - a. Committee Activity Report**

Kevin informed the members that he is waiting for the upload for the website to be completed. The Texas info has been rewritten, the logo forwarded, changes made to the web server and the IP addresses established. He expects the website to be up and running in approximately 2-3 weeks. At this point there has not been any committee action.
- 6. WisWARN Marketing Sub-Committee**
 - a. Should we have this Committee?**
 - i. Develop a method to market WisWARN**

It was felt that a sub-committee of the Web Committee could be created for public relations which Julia Riley agreed to spearhead.

- b. Speakers, newsletter articles, etc.**

Jim Hessling suggested we use journals to promote WisWARN, and Steve Elmore suggested to have a preliminary sign-up at conferences. Paul Pavlik added that it should be promoted as a volunteer program, and benefits of membership should be highlighted. Kevin Freber indicated that he had sent e-mails to surrounding communities and received a considerable amount of interest.
 - c. Power Point Presentation**

Dave Lawrence put together a PowerPoint Presentation which was used for the Management Conference. Positive feedback was received after the presentation. A presentation will also be made at the WWA Conference in September.
 - d. Brochure Development**

Dan Lynch suggested that a brochure be developed for conference attendees to take with them. Julia Riley suggested that rather than a brochure, we could use software such as Publisher to develop a newsletter, and make it part of the website. Tom Foltz offered to prepare a poster to use at upcoming conferences, and to include a smaller version of the poster for distribution.
- 7. APWA Emergency Management Committee (Jim Hessling)**
 - a. Liaison Report**

Jim Hessling advised that the Emergency Management Group met with an attorney who is writing a statute to allow Wisconsin communities to sign mutual aid agreements. This will establish basic boundaries to include water, wastewater and public works agencies. Judy Robson is looking to sponsor the legislation.
- 8. Other Reports, Action and/or Activities**
 - a. Sponsors Resolution**

No action has been taken
 - b. New Sponsoring Organizations**
 - i. Wisconsin Emergency Government**

Kim Halverson advised that Rob Rude will be joining the Committee in September. Kim suggested that members who have not attended any meeting should be consulted to see if they still have interest in remaining members.
 - ii. League of Municipalities**

No action taken.
- 9. New Topics of Concern**
 - a. Future meeting dates**

A calendar of tentative meeting dates was distributed via e-mail for the next year.
 - b. Sub-committee assignments**

Chairs will contact members to schedule sub-committee meetings.

Kim Halverson presented a copy of the FEMA Resource Definitions that are NIMS compliant. She noted that the document had been downloaded from the FEMA website.

Kim liked the format, which also included pictures of the equipment, and thought it should be put on the website. There was discussion on having standardized equipment lists. Kevin Freber suggested that once the website is up and running that we can take a look at the FEMA database. He added that he felt the Texas website was pretty close to the FEMA list.

The question arose regarding on-going financial needs. Steve Elmore indicated that the DNR is currently receiving funds from the EPA, and that the grant has been extended until June 2010, but that funds could dry up after that point. Dale Hexom suggested that the committee come up with a budget, and other possible financing sources. Nancy Quirk questioned what the DNR funds could support, and Steve replied that everything we are currently doing could be supported by the DNR funding.

10. Next Meeting September 12, 2007

The next meeting of WisWARN will be held at the WWA Conference in Green Bay on Wednesday, September 12, 2007 from 8 a.m.-9 a.m. Conference call number will be arranged for those unable to attend in person.

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

Respectfully Submitted by:
Deb Geier, Wausau Water Works