



**WisWARN COMMITTEE MEETING
CONFERENCE CALL
AUGUST 28, 2008**

1) Introductions and Roll Call

Members present: Kevin Freber, Deb Geier, Dave Lawrence, Carrie Lewis, Dan Lynch, Gabrielle Peterson, Amy Vaclavik, Dan Winkler. Excused: Kim Halverson, Linda Mohr, Ed St. Peter, Dale Hexom, John MacKinnon and Julia Riley.

2) Approval of Minutes from July 28, 2008

Motion by Kevin Freber to approve the minutes of the July 28, 2008 meeting, seconded by Dave Lawrence. Motion carried unanimously.

3) Mutual Aid Agreement Sub-Committee (Dan Lynch)

a. Final Agreement Status Report

Dan Lynch met approximately 6 times with attorneys of larger communities. Numerous changes were made to the agreement, such as municipal liability limits, protection, privileges, etc. An intergovernmental agreement approach was determined to be in the best interest of all. Intergovernmental agreements keep us a part of each organization rather than trying to hitchhike on a single org. It was further noted that before WisWARN becomes an entity that the members will need to meet 60 days after the fourth community joins to hold an election and develop operating rules. The current committee will cease to exist. To be on the steering committee you'll need to be a municipality and a member of WisWARN, although state agencies will also have an option to be on the steering committee. This steering committee will operate WisWARN in the future. Dan advised that we are ready to start bringing on members. The Mutual Aid Agreement is a good document, better than most. The initial organizations that started WARN didn't do intergovernmental agreements as many of their member were private sector agencies. Intergovernmental agreements provide more protection to municipalities. Dan added that MNWARN also has an intergovernmental agreement. Most states have more non-municipal utilities. This document is a water/wastewater document, public works is not included. He also added that the signatory page is advisory, and further added that there is no room for modification of this document. Dan also asked that everyone start making arrangements to join WisWARN by having their resolutions signed by their respective Councils. Signed agreements should then be forwarded to Gabrielle Peterson. Carrie Lewis complimented Dan Lynch on his diligence in making this happen.

b. Request for new members

i. Joining Resolution

ii. WisWARN Memo

iii. Other things??

4) WisWARN Website Sub-Committee (Kevin Freber)

a. Status Report

Dan Lynch noted that the website is a work in progress. Kevin Freber advised that the webmaster has been in contact with the national group to debug the data base. The next step is to determine the resource list and get it up and running.

Dan Lynch recommended that all members visit the website, and noted that if we get confused, others will also. If there's anything that we see, we should advise. A current version of the PowerPoint, brochure, Mutual Aid Agreement, and Why to Join, etc. should be on the website.

5) WisWARN Publicity (Dan Lynch)

a. Scheduled Presentations

- i. Collection System Seminar –August 14 (Tom Foltz)**
- ii. WWA Annual Conference – September 17-19**
- iii. WWOA Conference – October 1-3**
- iv. League of Municipalities – October 23**
- v. Any Others?**

Tom Foltz made a presentation at the Collection Systems Seminar, and presentations are scheduled to be made at WWA, WWOA and League of Municipalities conferences.

b. Newsletter Articles

i. Anything to report?

An article appeared in the WRWA newsletter.

6) Other Reports, Actions and/or Activities

a. State Agency Initiatives (Gabrielle Peterson)

At the last meeting, it was noted there is a possibility of receiving funds, which is still a possibility. Gabrielle indicated that we need to put together a proposal. Dan Lynch suggested that our want list should include a nicer brochure which is professionally created; hiring a public relations firm to help recruit members; and enhance the website. At a previous meeting it had been approved to allocate \$1500 for the website. It was recommended that we consider increasing that budget to \$5000. A notification (alert) system was also suggested. Gabrielle spoke with Emergency Management regarding MEARS 3 which is an intelligent notification system that can send out messages in a number of different ways. Gabrielle added that it is a very good system, and reasonable. She is waiting for quotes. She added that the DNR is also exploring this system. The cost is dependent on the number of ports (number of administrators) to send messages. Receivers cost about \$150 for each member. Dan suggested that we set up a webinar. Other ideas included a conference tabletop so that we can have booths at the various conferences. The possible purchase of generators was also discussed, however it was felt that we should work with WRWA on that.

b. League of WI Municipalities Endorsement (Dan Lynch)

The League has put us on their agenda to consider sponsorship. It was also suggested that we send letters to sponsoring agencies requesting that they contact utilities about joining WisWARN.

7) New Topics (Anyone)

Nothing was added.

8) Next Meeting: Thursday, September 18, 2008 – WWA Conference (Dan Lynch)

The next meeting is scheduled for Thursday, September 18, 2008 at 8:00 a.m. in conjunction with the WWA conference in Stevens Point. Teleconferencing will be available.

There being no further business to discuss, the meeting was adjourned at 10:57 a.m.

Respectfully Submitted by:
Deb Geier, Wausau Water Works