



**WisWARN COMMITTEE MEETING  
TELECONFERENCE  
SEPTEMBER 18, 2008**

**1) Introductions and Roll Call**

Members present (in person or via conference call): Tom Foltz, Kevin Freber, Deb Geier, Dale Hexom, Dan Lynch, John MacKinnon, Gabrielle Peterson, Julia Riley, Amy Vaclavik, Dan Winkler. Excused: Carrie Lewis, Ed St. Peter.

**2) Approval of Minutes from August 28, 2008**

Minutes were provided to the members present. Approval of the minutes was tabled, as they had not been distributed prior to the meeting.

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

**a. Final Agreement Status**

The final Mutual Aid Agreement has been partially distributed. Wisconsin Water distributed the MAA, joining resolution and other info through an e-mail blast. Positive comments have been received.

**b. Materials for New Members**

**i. Joining Resolution and MAA**

**ii. WisWARN Memo and Revised Brochure**

**iii. Step by Step Procedures to Join**

Step by step instructions still need to be developed.

Motion by John MacKinnon to adopt the Mutual Aid Agreement. Seconded by Julia Riley.  
Motion carried.

**4) WisWARN Website Sub-Committee (Kevin Freber)**

**a. Status Report**

Kevin Freber and Dan Lynch met with Skip from Emergency Management regarding their equipment tracking program which is quite good. We're still having problems with our resource listing, and the State is recommending that we use their resource listing which is FEMA/NIMS compliant. Kevin added that the Webmaster can create a front page to make it look better, rather than being just a spreadsheet. There is an option to become a member of "E-Sponder" which is a broad base, statewide listing. Drawback will be that all those listed in E-Sponder may not be WisWARN members, therefore there may not be a formal MAA, and that WisWARN equipment will not show on E-Sponder unless the community selects to join E-Sponder.

Deb Geier noted a couple of public works references that Kevin will take care of.

**5) WisWARN Publicity (Dan Lynch)**

**a. Scheduled presentations**

**i. Collection System Seminar – August 14 (Tom Foltz)**

**ii. WWA Annual Conference – September 17-19 (Dan Lynch)**

The poster session has had a good response

**iii. WWOA Conference – October 1-3, 2008**

**iv. League of Municipalities – October 23**

**b. Newsletter Articles**

**i. WWA Newsletter?**

**6) Membership Recruitment**

**a. WWA Activities (Amy Vaclavik)**

**b. Recruitment Chair (Dan Lynch)**

MEG presentations at both water and wastewater meetings. Kevin Freber questioned if MEG Wastewater could load MAA on their website.

We're also looking for someone to help communities understand how to join. Amy Vaclavik suggested it would be good to have a pool of people who can go to communities and help them become members. It was noted that a number of communities are scheduled to take MAAs to their councils. Julia Riley questioned if the grant money could be used to hire someone to go to communities to help with the signing process. Gabrielle Peterson indicated that it would have to go through the bidding process and felt that it would be difficult to provide the finding at this point since it takes time to run through finance. Julia suggested that there needs to be a "help desk" to help with support for the resource listing and other technical assistance. It was suggested that WRWA may be a good resource, as they already get grant money for technical assistance. Amy questioned if we could still look into the process, even if it took a year to get funding. Deb Geier indicated that the Information Technology and Security Committee will be putting on a seminar in February and suggested that it would be a good place to show people how to use the resource listing.

**7) WisWARN Budget Development**

Dan Lynch suggested putting funding into the budget proposal for a resource person. Gabrielle Peterson advised that the proposal would need to be in by January. Dan suggesting also requesting funding from Emergency Management. Gabrielle suggested to still checking with Dave Lawrence at WRWA. Amy Vaclavik wondered if WRWA could provide assistance the first year until we received funding. Dan Winkler added it could be nice to use at conferences. Deb Geier offered that Wausau had one that could be used for the WWOA Conference. It was noted that Ann-Perry Witmer's daughter put together a new brochure. She is a student looking for projects. Dan indicated that he would like to have a number of brochures printed.

**8) Other Reports, Actions and/or Activities**

**a. State Agency Initiatives Membership (Gabrielle Peterson)**

**i. PSC Sponsorship**

Jeff Ripp from the PSC asked how they could get involved.

**b. League of Municipality Endorsement (Dan Lynch)**

The League has placed endorsement on their agenda for their October board meeting.

**9) New Topics**

**a. Wisconsin Rural Water Concerns (Dave Lawrence/Dan Lynch)**

WRWA has expressed concern about not having a vote on the board. Dan indicated that he has spoken with WRWA and is hopeful that we may be able to work it out.

**b. APWA Mutual Aid Activities (Dan Lynch)**

The APWA activities are on-going. There will be an October 1 informational meeting. It is hopeful that they won't propose the same legislation as they did last spring.

**10) Next Meeting: Conference Call at 10:00 on October 16, 2008**