



**WisWARN COMMITTEE  
TELECONFERENCE MEETING  
OCTOBER 11, 2007**

**1. Introductions and Roll Call:**

Tom Foltz, Deb Geier, Kim Halverson, Dale Hexom, Carrie Lewis, Dan Lynch, John MacKinnon, Paul Pavlik., Excused: Kevin Freber, Jim Hessling, Dave Lawrence, Harry Mathos, Linda Mohr, Abigail Potts, Julia Riley, Ed St. Peter, Dan Winkler.

**2. Approval of Minutes from September 12, 2007**

Carrie Lewis clarified that she had not offered to chair the subcommittee, although she did agree to review the document.

Motion by John MacKinnon to accept the minutes of the September 12, 2007 meeting. Seconded by Carrie Lewis. Motion carried unanimously.

**3. Mutual Aid Agreement Sub-Committee (Carrie Lewis)**

**a. Committee Activity Report**

Dan Lynch indicated that he had forwarded a variety of agreements to Carrie Lewis to review. It was felt that the APWA agreement may be a good starting point. Carrie felt that the AWWA agreement was better, but found out that the City of Milwaukee had already signed on to the APWA agreement. There were concerns that the APWA is not FEMA compliant, and that fact needs to be confirmed. Carrie stated that the AWWA created a document, why look further. Dan Lynch replied that the AWWA agreement does not include public works agencies, which our organization wanted to include. It was further noted that the APWA spent a lot of effort to get communities to sign on. It was suggested to incorporate the APWA agreement into WisWARN, and possibly grandfather original signers into WisWARN. Question was raised whether that concept would be feasible, and may require discussing with governing boards. Carrie recommended to forward the document to Lawrie Kobza, and further suggested talking to Kevin Morley from AWWA regarding the APWA agreement. Kim Halverson suggested strictly using the AWWA agreement, feeling that we're losing our focus for a water/wastewater response network. John MacKinnon added that he also felt we should concentrate on water/wastewater. Dan Lynch queried the committee as to whether we should use the AWWA agreement, of which all agreed. Dan will draft and forward to all committee members.

**4. Organizational Structure (Dan Winkler)**

**a. Recommendations for future WisWARN**

**i. Separate charter – Yes or No**

Dan Lynch raised questions on whether we should charter as a separate organization, and whether we would need liability insurance? Kim Halverson questioned what other states are doing? Dan replied that some states are, some aren't, but wasn't sure how the "big 3" are doing it. Kim suggested that we review the pros and cons.

- ii. **Standing committees**
    - iii. **Bylaws/Constitution**
  - b. **Other Organizational concerns**
5. **WisWARN Web-Site Sub-Committee (Kevin Freber)**
- a. **Committee Activity Report**  
Paul Pavlik indicated that he had volunteered to be on the committee, however there has been no committee action to date.
  - b. **Members only access code**
  - c. **Assignments to review sections of the website**  
Dan Lynch reminded the committee that Kevin Freber had requested their help in reviewing the website and recommending changes. Dan advised that he would talk to Kevin to set a sub-committee meeting and assign the committee to review the changes that need to be made to the website.
  - d. **Add PowerPoint/brochure on website?**
  - e. **Meeting Minutes/Agendas on website?**
6. **Marketing Sub-Committee (Julia Riley)**  
Dan Lynch advised that Julia Riley would like to serve on the committee, but prefers not to chair at this time.
- a. **Develop marketing plan for WisWARN**
  - b. **Presentations, newsletter articles**
    - i. **Other proposed activities**
  - c. **Brochure Finalization**
7. **APWA Emergency Management Committee (Jim Hessling)**
- a. **Liaison report**
  - b. **Status of sponsors resolution**  
No action taken
8. **Other Reports, Actions and/or Activities (Dan Lynch)**  
It was noted that it is very exciting to have the website up and running, with kudos to Kevin Freber for making this happen.
- a. **Sponsors Resolution**
    - i. **Organizations adopting resolution**  
Supporting resolutions have been signed by WWOA, WWA, WRWA, MEG-Water and MEG-Wastewater.
    - ii. **Can DNR/WEB adopt resolution?**
  - b. **New Sponsoring Organizations**
    - i. **League of Municipalities, UW-Extension, Dept. of Health**  
Ed Huck from the Alliance of Cities is supportive, and APWA is expected to sign at their board meeting the end of October. Wisconsin Section of Central States is also offering support. Still need to work to obtain support from the League of Municipalities and UW Extension.
    - ii. **Wisconsin Emergency Management Association**  
Rob Rude, Emergency Management, is very supportive and suggested contacting the Wisconsin Emergency Management Association for their support.

**9. New Topics**

No new topics were discussed.

**10. Next Meeting - November 15, 2007**

The next meeting will be held on Thursday, November 15 as a teleconference starting at 10:00 a.m.

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

*Respectfully Submitted by:*

*Deb Geier, Wausau Water Works*