



**WisWARN COMMITTEE
TELECONFERENCE MEETING
NOVEMBER 20, 2007**

- 1) **Introductions and Roll Call**
 - a) **Committee Membership Changes**

Kevin Freber, Deb Geier, Carrie Lewis, Dan Lynch, John MacKinnon, Gabrielle Peterson, Ed St. Peter, Dan Winkler. Excused: Dale Hexom.

- 2) **Approval of Minutes from October 11, 2007**

Motion by John MacKinnon to accept the minutes of the October 11, 2007 meeting. Seconded by Tom Foltz. Motion carried unanimously.

- 3) **Mutual Aid Agreement Sub-Committee (Dan Lynch)**
 - a. **Committee Activity Report**

A draft copy of the mutual aid agreement, based on the AWWA agreement had been previously distributed by e-mail. Dan Lynch asked that the committee review at an in-person meeting in December. The draft was briefly reviewed, noting that on the last page, the signatory page should be changed so that a municipality can have multiple contacts for the utility while only going through the Council approval procedure once. Organizational structure was addressed in the agreement which we may want to use instead of developing separate governing documents. Dan requested that all members review and mark up their copies to represent any changes. It would be nice if the agreement were completed in early 2008.

- 4) **Organizational Structure Sub-Committee (Dan Winkler)**
 - a. **Recommendations for future of WisWARN**
 - i. **Separate charter - Yes or No**
 - ii. **Standing Committees**
 - iii. **Bylaws/Constitution**
 - b. **Other Organizational Concerns**

Dan Winkler indicated that he had checked with the "Big 3" (California, Texas and Florida) and focused on Texas. An interesting thing about Texas is that they are under the blanket of Texas AWWA, not a separate organization. The Texas AWWA acts as a clearing house for the grants, and everything runs through the section which eliminates any civil liability. Texas recommends staying with an existing non-profit organization. They indicated that they are thinking about separate TXWARN committees but would only set up organizational committees. The section also set up the TXWARN website. He went on to add that in Texas, state law protects non-profits, and they have a disclaimer on their website which includes theft of information from the website. Carrie Lewis indicated she felt this made sense. Dan Lynch asked the committee if they felt it was a good idea to form a committee under WWA. It was also felt that this concept would also eliminate the need for a separate constitution and by-laws. The Mutual Aid Agreement could become the governing document. Dan Winkler was asked to review the wording for committee structure prior to the next meeting.

5) WisWARN Web-Site Sub-Committee (Kevin Freber)

- a. Committee Activity Report**
- b. Members Only Access Code**
- c. Assignments to Review Sections of the Website**
- d. Add PowerPoint, Brochure, etc. to the Website?**
- e. Meeting Minutes, Agenda, Committee on Website?**

Committee members were asked to look at the website as Kevin has cleaned up the links. Dan Winkler's comments regarding disclaimers should be considered. Dan Lynch will ask Kevin to get "members" section activated. Links should be added to the National WARN website. It was noted that there are links to the DNR and Emergency Government, but they do not have links back. They will be requested to provide those links.

6) WisWARN Publicity Sub-Committee

- a. Recent Presentations, Newsletter Articles, etc.**

The Clarifier, WWA, and Central States magazines will all have articles on the status of WisWARN. Dave Lawrence will also be trying to include in future WRWA training. John MacKinnon indicated that he has spoken with Ken Hoerner of CVMIC (Cities and Villages Mutual Insurance Company) about reviewing the Mutual Aid Agreement, and will be forwarding our draft document to him. CVMIC does a considerable amount of training and may be able to help out also. Deb Geier indicated that the WWA Information Technology and Security Committee is interested in having a presentation on WisWARN, and the website functionality/equipment database at their March conference.

- b. Brochure finalization**

7) APWA Emergency Management Committee (Jim Hessling)

- a. Liaison Report**
- b. Status of Sponsors Resolution**

Dan Lynch advised that the APWA still has not signed, but that he is still working on it with them. He went on to add that several individuals on their Executive Committee have expressed their support for WisWARN, but their Emergency Management Committee has not advanced the resolution to the Board.

8) Other Reports, Actions and/or Activities (Dan Lynch)

- a. Sponsors Resolution**
 - i. Can DNR/WEM adopt the Resolution or what do we do?**

Dan Lynch questioned Gabrielle Peterson if she felt the DNR would endorse? Gabrielle indicated that she didn't see a problem and would look into it.

- b. New Sponsoring Organizations**
 - i. League of Municipalities, Alliance of Cities**

Central States has endorsed, as well as Alliance of Cities.

ii. Wisconsin Emergency Management Association

Dan has contacted WEMA and they are supportive of our activities. Preliminary discussions indicated that they are in agreement with our goals and objectives and will likely bring it to their board early in 2008.

9) New Topics

a. Texas Tabletop Exercise November 30, 2007 in Watertown

Dan Lynch had sent an email regarding a tabletop training program that Texas developed. The presentation will be shown in Watertown on November 30 at 10 a.m.

b. EPA WARN Fact Sheet

Julia Riley had forwarded by email an informational summary of WARN.

c. National WARN Website www.nationalwarn.org

National website is up and running. Committee members were encouraged to take a look at it.

d. National WARN Chair Meeting January 17 and 18, 2008

A chair meeting has been set in Denver on January 17 and 18. Dan Lynch is planning to attend.

e. National EMAC - Emergency Management Assistance Compact

Interstate program which includes wording in Mutual Aid Agreements to potentially help out of state agencies. This would be for any state, not just those border states. This clause is in the WisWARN draft agreement.

f. EPA Region 5 Homeland Security Workshop January 28-30, 2008

Workshop will be held in Chicago.

g. Responder Base Knowledge <http://www.rkb.us>

Website for Emergency Response Networks.

10. Next Meeting is December 5, 2007 at 10:00 a.m.

Location to be at the Madison Water Utility.