

**JEFFERSON COUNTY  
LAW ENFORCEMENT/EMERGENCY MANAGEMENT  
COMMITTEE MINUTES  
JANUARY 23, 2009**

Present: Committee Members – Paul Babcock, George Jaeckel, Pam Rogers

Also attending: Donna Haugom, Capt. Duane Scott, Kim Buchholz, Gary Petre arrived during agenda item #12.

1. **CALL MEETING TO ORDER** - The meeting was called to order at 8:30 a.m. by Chair Babcock.
2. **INTRODUCTION** - Haugom introduced Kim Buchholz, the new program assistant to the committee.
3. **ROLL CALL** – Quorum established.
4. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW** – In compliance.
5. **REVIEW OF THE AGENDA**

Chair Bacock asked for changes to the agenda. Haugom asked for permission to speak about items in conjunction with current agenda items. Permission granted.
6. **CITIZEN COMMENTS** - There were no comments.
7. **APPROVAL OF MINUTES FROM THE October 24, 2008 MEETING**

Rogers moved to approve the minutes of October 24, 2008 meeting as typed, seconded by Jaeckel. Motion carried.
8. **2008 FLOOD RESPONSE ASSESSMENT/ISSUES**

Haugom referred committee members to the handout, “Flood Response Assessment Workshop Summaries” and stated that due to some of the feedback received, Emergency Management has:

  - Purchased a laptop for Land Information for their use in the EOC.
  - Established a cable connection at the EOC.
  - Installed a cell booster at the EOC.
  - Is working on establishing a 211 connection with Waukesha County.

Haugom explained there are other issues which need to be addressed or need further development:

  - **Tracking of volunteers:** If a volunteer is assisting under Jefferson County and they get hurt, Jefferson County is responsible for that. Haugom suggested having volunteers go through local municipalities or non-profit agencies. Discussion occurred. Babcock recommended that Haugom bring a draft policy to the committee for their support.
  - **Selling of sandbags:** Jefferson County has always charged for sandbags. Early in the flood, Jefferson County was charging for sandbags. Sandbags were being sold 24 hours a day; record keeping was not always consistent. As things became more critical, the sandbags were just given to those in need. This created some negativity. Rogers asked if there was a policy in place. Haugom responded no. Committee agreed that a policy is needed and asked Haugom to draft one for their support.
  - **Individual Demands:** During the 2008 Flooding Disaster, the County was responding to individual needs. Ideally, the individual will go to their city, town, village and then that entity would contact the county for their needs. Discussion occurred. Committee agreed that a policy needs to be established and communicated. Haugom will draft a policy.

Haugom reminded the committee that she has applied for a Hazard Mitigation Planning Grant to continue the Flood Mitigation Program. Haugom received a letter that the application was received as well as requesting

additional information by February 16, 2009. Haugom reviewed additional information requested with the committee. Discussion occurred.

#### **9. VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTER (VOAD) / LONG TERM RECOVERY COMMITTEE (LTRC) - UPDATE**

Haugom updated the committee on the VOAD committee. A treasurer and case managers have been identified, hired and trained. The VOAD committee meets monthly, has updated their by-laws. VOAD will be working to identify those individuals who are still in need of assistance from the flood and work with them to meet those needs. Protocols are established to providing assistance, i.e. \$300 for a water heater. Questions and discussion occurred.

#### **10. PLAN OF WORK (POW)**

Haugom distributed a copy of the October 2008 – September 2009 Plan of Work. Approximately \$70,000 per year in State grant funding is provided to the County as a result of participation and completion of the Plan of Work. Haugom explained that the purple items are items that need to be completed by March 1; it was pointed out that due to the flood and change in personnel work for the POW is behind schedule.

Haugom informed committee members that as of January 1, 2009, all Concentrated Animal Feeding Operations are required to report ammonia or hydrogen sulfide to state and local emergency responders. Haugom stated that she was unaware of this requirement until she received a call from a producer. Haugom does not know how many are in Jefferson County; three reports have been received. Discussion followed.

Local Response Hazmat Team: A computer and hazmat equipment grant has been submitted to assist the team with replacing/acquiring equipment.

EPCRA fees for Tier 2's were increased as of January 1, 2009. Haugom explained that the Emergency Management Office maintains and oversees all county off-site plans, Tier 2 reporting and the county farm plan.

#### **11. HEALTH DEPARTMENT GRANTS**

Gail Scott contacted Haugom at the end of 2008 that she had some funding available. Haugom was able to purchase:

- 25 med sleds for local EMS departments; the sled can be used for horizontal and vertical evacuations
- 1 ACU 2000 unit; combines platforms for radio communications interoperability
- 1 Blackberry unit for Haugom; allows Haugom to receive emails from State during the weekend

In all, Emergency Management was able to utilize a little over \$36,000 in funding.

#### **12. ASSESSMENT OF JEFFERSON COUNTY SHERIFF DEPARTMENT – PRELIMINARY REPORT**

Haugom referred the committee to page 4 of the report where her position was discussed. Haugom thanked Capt. Parker and Sheriff Milbrath for their support that she would remain in the position. Capt. Scott has been assigned to work with Haugom regarding Emergency Management. Petre reported that he was in contact with the consultant this morning and the final report may be presented to the County Board at the February 10<sup>th</sup> meeting.

#### **13. TIME & PLACE OF NEXT MEETING**

Time and place of the tentative next meetings are February 27, March 27 and April 24, 2009, Room 112 of the Jefferson County Courthouse, at 8:30 a.m.

#### **14. ADJOURN**

Rogers moved and Jaeckel seconded to adjourn at 9:30 a.m. Motion carried.