

**JEFFERSON COUNTY
LAW ENFORCEMENT/EMERGENCY MANAGEMENT
COMMITTEE MINUTES
OCTOBER 24, 2008**

Present: Committee Members – Paul Babcock, Glen Borland, George Jaeckel, Pam Rogers
Also attending: Donna Haugom, Gary Petre, Pat Theder, Beth Klotz

1. CALL MEETING TO ORDER

The meeting was called to order at 8:30 a.m.

2. ROLL CALL (established a quorum)

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

4. REVIEW OF THE AGENDA

The agenda was revised on October 22, 2008.

5. CITIZEN COMMENTS

There were no comments.

6. APPROVAL OF MINUTES FROM THE JULY 25, 2008 MEETING

Rogers moved to approve the minutes of the July 25, 2008 meeting as typed, seconded by Jaeckel. Motion carried.

7. DISCUSSION AND POSSIBLE ACTION ON 2009 7 CORONER FEES AND DEPUTY CORONER PER DIEM INCREASE

Theder distributed a document depicting the request for two fee increases for the Coroner's Office.

Petre stated that by County Board resolution the Coroner's per incident fee is automatically increased from \$60 to \$65 effective January 1, 2009. The request is to also increase the Deputy Coroner's per incident fees from \$60 to \$65. This would result in an increase in revenue of \$1,105 in the 2009 budget.

There is also a request to raise the cremation permit fee from \$150 to \$165. The fiscal impact of this change would be a \$2,550 revenue increase in the 2009 budget. This is based on 170 cremations.

Rogers moved and Borland seconded to approve fee increases as presented from the Coroner's Office. Motion carried.

The fee rates of Jefferson County are comparable to the fees of other surrounding counties.

8. FLOODING UPDATE

Haugom stated that 76 properties are identified to participate in the Flood Mitigation Program. The application has been submitted to the State. She is in the process of taking pictures of the properties to be submitted to the State by November 3, 2008. The State will review the applications and then award the grant funding. Of the seven applications that were submitted to the State, which totaled \$25 million, Jefferson County's application is requesting \$12 million. Once approval is received from the State, Haugom will begin working on acquiring properties. The applicant's substantially damaged properties are prioritized by primary residences, then rental properties and finally seasonal residences. A grant has been obtained to fund flood displaced workers in flood related positions. Nancy has been working in the Jefferson County Emergency Management office creating a listing of the flood damaged properties as a result of this grant opportunity. Not all owners of substantially damaged properties are participating in the program. Voluntary notices of participation are currently being obtained by the office. Properties purchased in the Flood Mitigation Program have their structures removed and then remain as open space properties. The County is not required to participate in the Flood Mitigation Program. The County participates because of the mitigation benefits and to reduce the necessity for the first responders to respond to the property. All septic systems and dug wells are abandoned on the acquired properties. If the property owner has flood insurance, the amount of funds received from this insurance company is deducted from the amount of funds provided in the purchase of the property. Petre stated that an amendment is anticipated to be submitted to request the removal of a portion of the \$1 million currently allocated in the 2009 budget for the Flood Mitigation Program and reallocating it in other areas of the budget. Rogers stated that Phil Ristow had informed the Committee, at a previous meeting, that if property owners abandon the properties, the County would be responsible for taking care of the property and would not have the benefit of the accessible Federal and State funds if the 12.5% County funds are not in the budget.

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

Haugom stated that the Jefferson County Volunteer Organizations Active in Disaster (VOAD) was created about eight months ago. Their objective is to create a volunteer base that can be called upon in the occurrence of a disaster. During the flooding, volunteers staffed the Family Assistance Centers, Emergency Operations Center call center and helped in many other areas. Vicky Milbrath was an integral part of the coordination of volunteers. The Long Term Recovery Committee (LTRC) is incorporated into the VOAD Committee. The objective is to assist people in Jefferson County who have unmet needs as a result of the flooding. Applicants would apply to the LTRC and request assistance. The funding is obtained from large organizations such as the Salvation Army. A grant request has been submitted by Haugom to the Fort Community Foundation for \$80,000 to assist with people in the Fort Atkinson School District. Case managers will be hired to meet with the individuals to determine people's issues. The National Organization of Lions would assist in the process. The LTRC assistance would not improve the quality of life but rather restore their normal quality of life. Some members of the Citizen Police Academy are willing to participate as volunteers. A treasurer is still needed for the LTRC.

Haugom will email an After Action Report that was created to learn from the flooding response to interested meeting attendants. Rogers and Petre would like a report emailed to them. Babcock was provided a hard copy at the meeting.

10. PLAN OF WORK

Haugom distributed a copy of the October 2007 – September 2008 Plan of Work. Also distributed was 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. The two grants involved are the Emergency Planning and Community Right to Know Grant and the Emergency Management Performance Grant. Two extensions were granted until November 3 for the submission of the 07-08 Plan of Work. The financial data required for submission was not available until October 21, 2008 and resource data base was not able to be completed before the end of September.

Approximately nine off-site plan updates are required to be completed by the Local Emergency Planning Committee (LEPC) and the Emergency Management Office each year. Facilities that have extremely hazardous substances above the planning threshold are required to have an off-site plan. A new plan is also required to be created each year. Updates are completed by touring the facility, taking pictures when permitted, meeting with the representatives of the facilities and going over the plan to make sure the information is correct and making changes when needed. Plans are distributed to local Police, Fire and EMS. Often fire departments and LEPC members accompany Klotz on her off-site visits.

11. CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT PLANNING

If something should happen to the Courthouse, continuity of operations/continuity of government would need to occur. A consultant has been hired to complete this plan. All departments will have met with the consultant by December 15, 2008. Certain departments, such as the Courts, are required by law to meet time sensitive deadlines, thus these departments cannot be closed down. The draft of the plan will be provided to Haugom by January 31, 2009. Haugom is exploring the opportunity of having the judges holding court in the Activity Center at the Fair Park if the Courthouse were shut down due to a disaster.

12. WISCONSIN EMERGENCY MANAGEMENT ASSOCIATION (WEMA) CONFERENCE

The Wisconsin Emergency Management Association conference is being held on October 29, 2008 at the Sheraton in Madison. Training sessions are being provided on October 27 and October 28. Haugom will be attending an Incident Command System/ Emergency Operations class on the 27th. The Sheriff and Haugom will attend a Legal Basis for Emergency Management class on the 28th. Both will attend the conference on the 29th. On October 30th, Haugom will attend an all hands meeting.

13. TIME & PLACE OF NEXT MEETING

Time and place of the next meeting is January 23, 2009, Room 112 of the Jefferson County Courthouse, at 8:30 a.m.

14. ADJOURN

Rogers moved and Jaeckel seconded to adjourn at 9:10 a.m. Motion carried.