

**JEFFERSON COUNTY
LAW ENFORCEMENT/EMERGENCY MANAGEMENT
COMMITTEE MINUTES
APRIL 24, 2009**

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

Also attending: Donna Haugom, Capt. Duane Scott, Kim Buchholz, Samantha Wellnitz; Sheriff Milbrath attended the first part of the meeting.

1. **CALL MEETING TO ORDER** - The meeting was called to order at 8:37 a.m. by Chair Babcock.
2. **ROLL CALL** – Quorum established.
3. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW** – In compliance.
4. **REVIEW OF THE AGENDA**
Chair Babcock asked for changes to the agenda. None noted. Agenda approved as written.
5. **CITIZEN COMMENTS** - There were no comments.
6. **PUBLIC COMMENT**
Time was given for public comment on the application for Office of Justice Assistance Grant under 2009 Recovery Act: Proposed use of grant funds to purchase FCC 2013 Compliant radios and digital recorders. No citizens present. Sheriff Milbrath gave a brief explanation of the grant to committee members.
7. **APPROVAL OF MINUTES FROM THE October 24, 2008 MEETING**
Rogers moved to approve the minutes of January 23, 2009 meeting as typed, seconded by Jaeckel. Motion carried.
8. **ACU 2000**
Haugom showed committee members the ACU 2000 unit; allows people to communicate with each other through radio and telephone that would otherwise be inoperable. Run by a software program off a laptop. Haugom hopes that the ARES/RACES individuals will operate the system during an emergency. They as well as individuals within the Sheriff’s Department are going through training on how to use the ACU 2000. The unit cost \$30,000 which was paid for through a grant.
9. **RETENTION POLICIES**
Haugom reported that currently, Jefferson County does not have established retention policies for county-wide plans, facility off-site plans, facility files (Tier II, etc.) and compliance/enforcement information. Haugom contacted the state and their policy is to keep county-wide plans for five years; facility off-site plans for five years; facility files (Tier II, etc.) for 10 years and compliance/enforcement information for 11 years. Motion by Rogers, seconded by Jaeckel to approve retention policies as set by the state. Unanimously approved.
10. **FEMA PUBLIC ASSISTANCE – 2008 FLOODING DIASTER**
Haugom reported that she is continuing to work with individuals with payments, missing paperwork, etc. from the 2008 flooding. There are payments that haven’t been received; Haugom is working with the state to rectify.
11. **SANDBAG DISTRIBUTION/SELLING OF SANDBAGS**
Haugom reported that last year during the flood, the selling of sandbags was a very controversial issue; initially the county was charging for sandbags, as flooding became more critical, they were giving them away. Individuals that paid were upset, etc. Haugom has researched how other counties handle the distribution of sandbags. It was concluded that municipalities need to provide sandbags for their citizens. The County will be happy to assist the municipalities during an emergency but will not serve as the primary contact. Jefferson County has a supply of sandbags on hand; it has been determined that mitigation money

will be budgeted on an annual basis to build up the County's stock pile. Larger municipalities have their own stock pile. The county sells the sandbags for what they purchase them for; no profit it made. Haugom stated that having municipalities be the primary distributors of sandbags with the County serving in a back-up role is better from a response and efficiency standpoint.

12. VOLUNTEER MANAGEMENT - UPDATE

Haugom stated that volunteer management has become an issue for VOAD due to liability issues. There is not an established volunteer usage formally in place. The County is liable for \$1 per capita if a volunteer is injured. Once \$80,000 is reached, the state, in theory, will step in to cover costs. If the state doesn't have money, the county will continue to pay until the state has funding available. Emergency Management will need to have a resolution from Jefferson County that in an emergency situation, it is acceptable to recruit volunteers. Haugom will work with Phil Ristow, Corporation Counsel, to draft a resolution for May's meeting for the committee's approval. Upon committee approval, the resolution will be sent to the County Board for approval. Haugom is also working with municipalities on volunteer memorandums of understanding.

13. MUNICIPALITY TRAINING

Haugom reported that due to last year's flooding, she is working with the state to bring a two day training course on Emergency Planning for municipalities to Jefferson County. Haugom will also apply for grants to cover the costs of the workshop. Haugom would also like to provide training for municipalities on general items that they should be able to provide during an emergency; they are responsible for their own resources.

14. EOC ACTIVATION BASED OFF WATER ELEVATIONS FOR FLOODING EVENT

Haugom informed the committee that last year the EOC was activated on June 6th and reviewed the water levels at that time. In the 2008 flood, the EOC was activated a little late. Haugom will be incorporating the activation of the EOC for flooding emergencies based on water levels into the County Emergency Operations Plan. No action needed by the committee.

BREAK – The committee took a short break to allow Haugom to participate in a weather conference call for the expected rainfall/storms expected this week and into next. Meeting continued immediately after conference call ended.

15. HAZARD MITIGATION GRANT PROGRAM

All the paperwork has been submitted. Haugom has received verbal confirmation from the state that funding will be received to purchase all over 50% damaged properties. Haugom continues to receive phone calls daily from individuals checking on the status of the buyout program. Haugom stated that she did receive a question this week as to how the demolition of the properties will be handled. Haugom explained that we typically have utilized the services of the Highway Department. Haugom asked the committee as to whether the demolition should be put out to bid. Discussion occurred. Motion by Jaeckel, seconded by Rogers that in the future, if feasible, the County should bid out demolition for flood mitigation program to private contractors. Unanimously approved.

16. COMMUNITY DEVELOPMENT BLOCK GRANT

Resolution was approved at the County Board meeting Tuesday night. Notification of receipt of the grant should be received by the end of May. Haugom will work with them to submit additional paperwork if needed. This is an income-based program; Haugom is hopeful that this money will cover the primary structures under 50%. Between the two grants, Haugom will try to maximize the money to purchase the greatest number of structures.

17. VOLUNTEER ORGANIZATION ACTIVE IN DISASTER (VOAD)/ LONG TERM RECOVERY COMMITTEE (LTRC) – UPDATE

Haugom distributed brochures developed by the committee and gave a brief description of VOAD and LTR, as well as the 211 system.

18. PLAN OF WORK

Haugom distributed copies of the POW to committee members and explained that the first half has been completed and closed out. No discussion.

19. CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT PLANNING UPDATE

Haugom reported that at the Department Head meeting on Wednesday, April 22, 2009, Continuity of Operations/Continuity of Government Planning binders were distributed to each department. Haugom stated that Tammie Jaeger had a great suggestion at the meeting to put each department's plan on the employee webpage. Courts are still working on completing their plan; the delay occurred due to the elections.

20. NOTICE OF SHERIFF SALE FOR MAY 9, 2009

Capt. Duane Scott reported that there will be a Sheriff Sale on May 9, 2009. The Sheriff is required to hold a sale for items that have been in possession that are over 1 year old. The notice will be placed at the County website and in the Watertown Daily Times and Jefferson County Daily Union. Babcock signed the Sale Notice.

21. TIME & PLACE OF NEXT MEETING

Time and place of the tentative next meetings are May 22, June 26 and July 24, 2009, Room 112 of the Jefferson County Courthouse, at 8:30 a.m.

22. ADJOURN

Rogers moved and Jaeckel seconded to adjourn. Motion carried.