

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

Present: Committee Members – Paul Babcock, Glen Borland, George Jaeckel, Rick Kuhlman, Pam Rogers
Also attending: Sharon Schmeling, Donna Haugom, Capt. Duane Scott, Kim Buchholz, Samantha Wellnitz;
Bill Kern, Jim Mode; Gary Petre joined the meeting at 8:45 a.m.; Sheriff Milbrath joined the meeting at 9:02 a.m.

1. **CALL MEETING TO ORDER** - The meeting was called to order at 8:30 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. **APPROVAL OF MINUTES FROM THE APRIL 24, 2009 MEETING**
Rogers moved to approve the minutes of April 24, 2009 meeting as typed, seconded by Kuhlman. Motion carried.
7. **JEFFERSON COUNTY FAIR BOOTH**
Haugom informed the committee that the Emergency Management booth was in combination with the Sheriff's Department this year. Overall, things went very well with over 300 contacts being made.
8. **MOTION FROM APRIL 24, 2009 MEETING FOR BIDDING OUT DEMOLITION FOR THE FLOOD MITIGATION PROGRAM**
Haugom read the motion that was made at the last meeting regarding the bidding out of demolition for the flood mitigation program. Haugom asked Bill Kern, Highway Commissioner, to address the committee. Kern stated that the Highway Department would like the opportunity to complete the demolitions if given the opportunity. Haugom stated that she has worked with the Highway Department for the past 14 years and they have a very good working relationship. Discussion occurred. Rogers stated that she didn't feel the motion in April excluded the Highway Department from bidding. Kuhlman stated that bids should be obtained on individual houses. Kern stated that bidding each individually could increase bids due to smaller project versus 10 houses to demo at once. Haugom questioned the committee as if bids were received, is it required that she award it to the lowest bidder. Petre read that section of the purchasing ordinance for the committee. Haugom stated that the grant awarded includes an estimated \$5,000 per property; if contractor consumes more than that, she is not able to purchase as many properties.

Motion by Kuhlman, seconded by Rogers, that the demolition of flood mitigation properties be performed by the Highway Department under the conditions that if they are unable to perform the required work within the required timeframe, the demolition would be bid out. 4 – yes; Jaeckel abstained due to possible conflict of interest.
9. **HAZARD MITIGATION PROGRAM - UPDATE**
Haugom informed the committee that the state has promised her award letter by the end of July. Haugom explained the state has assured her of funding and has allowed her to start the process on nine properties. The process has been started in contracting with Peter Miesbauer who Emergency Management has worked with for the past 14 years. Haugom stated that due to the size of the project, the professional services amount exceeds the \$25,000 limit, and the purchasing ordinance requires a bid process. Bids have been sent and are

due on August 14. Haugom's wish is to continue working with GJ Miesbauer due to his knowledge and understanding of the process. Haugom will bring the bids before the committee at the August committee meeting for their discussion.

10. COMMUNITY DEVELOPMENT BLOCK GRANT - UPDATE

Haugom reminded committee members that Jefferson County has received a \$4 million dollar grant; \$2 to be utilized for the mitigation program and \$2 for economic development. The grant requires no matching funds. The only requirement is that it is to assist low to moderate income properties. Haugom explained she will maximize the grant monies received through both programs to purchase the greatest number of properties possible.

11. RIVER GAUGE – CRAWFISH RIVER

The Crawfish River currently has one river gauge in Milford; that gauge does not provide adequate information of Crawfish activity in Jefferson County. Haugom is working with the National Weather Service to place a digital river gauge on the Hwy 19 Bridge. In addition, she is working with the Highway Department to construct the bracket needed for the gauge.

12. 2010 BUDGET

The 2010 Emergency Management budget has been submitted to Deputy Chief Parker and is down approximately \$7,000 from 2009. Haugom reminded the committee that a ramification of continually decreasing the budget, is that grant funding received is also reduced.

13. PROTOCOL TO ACTIVATE THE EMERGENCY OPERATIONS CENTER (EOC) FOR FLOODING

Haugom explained that during the flooding of 2008 one issue was when to activate the EOC. Haugom suggests that the EOC be activated for flooding when the Jefferson gauge hits 11 ft.; flood stage is 10 ft. Committee agreed with Haugom's recommendation.

14. VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTER / LONG TERM RECOVERY COMMITTEE UPDATE

Haugom gave a brief explanation of each, VOAD and LTR, and reported that the committee is currently working with seven cases of unmet needs. The committee meets monthly and has protocols established for funding as well as a phone number at the health department for those with unmet needs to contact.

15. 2-1-1 MEMORANDUM OF UNDERSTANDING

Haugom provided a brief explanation of 2-1-1. Buchholz explained the process of connecting with 2-1-1 and the creation of a draft memorandum of understanding. Buchholz distributed copies to the committee. The memorandum of understanding is currently being reviewed by Mental Health Association in Waukesha County, Inc. 2-1-1. Motion by Rogers, seconded by Jaeckel, to approve the draft memorandum of understanding. Unanimously approved.

16. PLAN OF WORK

Haugom stated that the first half of the plan of work was closed in April. All the requirements were met and funding in the amount of \$39,794 has been received. The second half will be closed out in October 2009, assuming all requirements are met, the same amount of funding should be received.

17. EMERGENCY MANAGEMENT PLANNING GRANT / EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT GRANT

The 2010 budgeting grants have been awarded in the amount of \$79,580. Funding requires a 50% match but we can request up to that amount. Haugom also oversees Computer and Equipment as well as Interoperability grants which are pass through grant funds.

18. CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT PLANNING UPDATE

Haugom reported that all plans have been completed for department; her concern is that the plans will not be kept current. She has been working with the Health Department and Human Services to utilize empty offices in

the event of needing to relocate Courthouse operations. Human Services already is connected with the AS400 system which would allow financial activities for the County to continue. Haugom continues to work with Child Support on their programming requirements.

Kuhlman asked Haugom as to the timeframe of the County's All Natural Hazard Mitigation Plan. Haugom explained that it must be updated every five years.

19. TIME & PLACE OF NEXT MEETING

Time and place of the tentative next meetings are August 28, September 25 and October 23, 2009, Room 112 of the Jefferson County Courthouse, at 8:30 a.m.

20. ADJOURN

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