

**JEFFERSON COUNTY
LAW ENFORCEMENT/EMERGENCY MANAGEMENT
COMMITTEE MINUTES
January 25, 2013**

Present: Committee Members – Paul Babcock, George Jaeckel, Dwayne Morris, Ed Morse
Also present: Gary Petre, John Molinaro, Donna Haugom and Kim Buchholz.
Absent: Pam Rogers.

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** – No changes.
5. **COMMUNICATIONS** - None
6. **CITIZEN COMMENTS** – None
7. **APPROVAL OF MINUTES FROM DECEMBER 28, 2012 MEETING**
Jaeckel moved to approve the meeting minutes of December 28, 2012 meeting, seconded by Morse as written. Motion carried.
8. **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) EXECUTIVE SUMMARY**
Haugom distributed the resolution and Executive Summary to all present. The Executive Summary was distributed to all county board members in their county board meeting packet last month. The resolution will be go before the County Board in February 2013. **Motion made by Morse, seconded by Jaeckel, to forward the resolution to the County Board for their consideration at the February 2013 meeting. Motion unanimously approved.** Haugom noted that she will not be present at the February County Board meeting.
9. **VEHICLE FOR EMERGENCY MANAGEMENT**
Haugom informed the committee that Emergency Management purchased a Jeep Grand Cherokee for their vehicle. The vehicle came in under budget. Lights and radio have been installed. Awaiting decaling which should happen shortly.
10. **CONTINUITY OF OPERATIONS PLAN**
Haugom distributed a copy of the Business Continuation Planning and Recovery Roles for Teams and Business Units. This document shows the teams that have been developed and what their roles are in developing the plan as well as what their roles are during a disaster recovery. This is an important plan and needs to be accomplished. It is anticipated that this project will be completed in July/August. Discussion occurred. A tabletop exercise will be conducted when the plan is completed.
11. **WE VOLUNTEER**
Haugom distributed a packet of draft forms and policies that Emergency Management has developed for a Jefferson County volunteer program. Emergency Management has been working over the past year with WE Volunteer as a pilot program. Haugom briefly reviewed the documents. Multiple departments are currently utilizing volunteers but there is not a countywide policy or program being followed. Emergency Management will continue to recruit and handle disaster volunteer management. Haugom suggested that management of a Jefferson County volunteer program fall under the direction of the Human Resources Department. Discussion occurred. Petre stated that there is an unfunded position for

a volunteer coordinator in Human Resources. Petre and Molinaro both indicated that a volunteer coordinator is needed but has not been a reality due to budget restrictions. Emergency Management will also be providing Corporation Counsel and Human Resources with the packet of information.

12. HAZARD MITIGATION PLANNING GRANT

Jefferson County has received a \$1.6 million dollar grant for continued acquisition and demolition of properties affected by the 2008 flood. The County's match portion is 12.5% or \$210,000. The County's matching money will come from the funding that was designated to flood mitigation through the sale of land for the by-pass. The grant includes 15 properties with 20 structures; one property has six structures. The majority of the properties are on Blackhawk Island. Discussion occurred.

13. TRAINING/EXERCISES

Emergency management staff will be attending or has participated in the following trainings and presentations.

- a. WI Voluntary Organizations Active in Disasters (VOAD) Faith Based Conference, 3/3-5/13
- b. WI Emergency Management Governors Conference, 3/6-8/13
- c. Computer-Aided Management of Emergency Operations (CAMEO)
Mapping Applications for Response Planning & Local Operational Tasks (MARPLOT)
Areal Locations of Hazardous Atmospheres (ALOHA) Training, 2/19-21/13
- d. Tabletop Exercise – Watertown WWTP, 10/25/12
- e. Tabletop Exercise – Fort Atkinson Water Utility, 12/18/12
- f. Presentation to Nursing Students, 11/29/12

14. TIME & PLACE OF NEXT MEETING

The next meeting will be held on Friday, February 22, 2013 in Room 12 of the Jefferson County Courthouse.

15. ADJOURN – Motion to adjourn made by Jaeckel, seconded by Morse. Meeting adjourned at 9:26 a.m.