LINCOLN COUNTY
Emergency Management Committee
Agenda
Wednesday, May 11th, 2016 9:00am
Lincoln County Service Center – Room 248

1. Call Meeting to Order

2. Elections of Officers
   a. Vice Chair
   b. Secretary

3. Approve Minutes of Previous Meeting

4. Review Vouchers

5. Grant Receipts received

6. 2016 Budget request

7. Approval of Land Services Group as workgroup for updating Pre-Disaster Mitigation plan

8. Director's Report (past activities and upcoming activities) and questions

9. Next Meeting

10. Adjourn

Distribution:
EM Members –Robert Lee (electronic), Mike Loka (electronic), Bill Zeitz, Patricia Voermans (electronic), Kortney Pike, Robert Reichelt, Mayor Taskay (electronic) and Mayor Bialecki (electronic)
Administrative Coordinator
Other County Board Supervisors
Department Heads

Service Center – Posted on _____ at _____ .m by _____
News Media – Notified on _____ at _____ .m by _____
Courthouse – Posted on _____ at _____.m by _____
Tomahawk Annex – Posted on _____ at _____. m by ____

There may be a quorum of other Lincoln County committees present at this meeting. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statue.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be consider in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SEESIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours <u>unless</u> proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, nay member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than $25.00 nor more than $300.00 for each violation.

* Amended Meeting Minutes of Lincoln County Emergency Management Committee Wednesday, March 2, 2016 at 8:00am Lincoln County Service Center-Room 248 801 N. Sales Street, Merrill, WI 54452

MEMBERS PRESENT: Robert Lee, Bill Zeitz, Bill Bialecki, Clarann Stocker, Kortney Pike and Mike Loka

MEMBERS NOT PRESENT: Robert Reichelt, Ryan Schwartzman

VISITORS: Jeff Kraft

1. **Call Meeting to Order:** Chair Lee called the meeting to order at 8:00a.m.

2. **Approve Minutes of Previous Meeting:** Minutes had previously been sent out after the last meeting. Copies were available for review by those who wanted them. M/S by Bialecki/Stocker to approve the minutes of the previous meeting. Motion carried All Ayes.

3. **Review Vouchers:** A list of vouchers was sent out with the packet. Kraft explained some of the voucher items, specifically the HAZ-MAT grant reimbursement item for Merrill and Tomahawk Fire departments. M/S Loka/Bialecki to place on file. Carried, all ayes.

4. **Grant receipts:** A list of grant receipts was sent out with the packets. Kraft explained the Emergency Management Performance Grant and EPCRA (Emergency Planning and Community Right-to-know Act) grant and how they work. Placed on file.

5. **Review and approve Resolution authorizing Hazardous Materials Strategic Plan:** Kraft handed out the final draft that had been done by Corporation Counsel. Discussion on history of Local Emergency Planning Committee formation and responsibility to establish a Lincoln County Hazardous Materials County wide/Strategic Plan. Plan is required by state to be approved by a resolution of county board as official plan as stated. M/S Loka/Zeitz to approve resolution and forward on to county board for approval. Motion carried, all Ayes.

6. **Budget Modification:** Kraft advised that budget modifications needed to be done on last year's budget to cover overages in specific parts of budget and that overall budget was still within amount approved. M/S by Lee/Bialecki to approve. Carried, all ayes.

7. **Budget Carryover request:** Kraft advised that previously the committee had approved the purchase of an Unmanned Aerial vehicle. Item was not able to be purchased before end of last year and a request is being made to carry over last year's money to this year for the approved purchase. Discussion on policy for use. M/S Loka/Stocker to approve carryover request. Carried, all Ayes.

8. *** Pre-Disaster Mitigation Plan grant approval and Request to Approve NCWRPC agreement –** Kraft advised committee of grant being approved by WEM and FEMA. Discussion on previous plan and need to do update. Discussion on North Central Wisconsin Regional Planning Commission involvement with the planning process. Kraft requested a M/S and approval of the committee on utilizing the grant and approval of the agreement with NCWRPC. M/S by Zeitz/Loka to approve utilizing grant and agreement with NCWRPC. Carried, all Ayes.

9. **Directors Report:** Report of previous activity had been included in the packet. Kraft went over some things he is working on. The Pre-Disaster Mitigation plan update will be a major project over the next eighteen months involving Lincoln County, the cities of Merrill and Tomahawk and the townships with planning meetings and public meetings. Kraft also advised that a Mass Casualty Incident full Scale exercise that will be done next spring. Discussion on exercise by committee. A grant has been received by Health Department and they are working with Emergency Management to develop a website for emergency response dissemination of information. Discussion followed. Placed on file.

10. **Next meeting:** Call of the chair

11. **Adjourn:** M/S Bialecki/Loka to adjourn. Carried, all ayes at 8:47a.m.

Minutes prepared by Jeff Kraft

Emergency Management

Vouchers
03-02-16 to Present

Holiday Inn Express Wis Dells	Travel/Training	$	267.00
Jeff Kraft	Travel	$	635.88
Total		$	902.88

Grant Receipts
03-02-16 to Present

Computer and HAZ-MAT Equipment grant redistribution	$ 381.00
Total	$ 381.00

PROJECTION: 2017 2017 - LINCOLN COUNTY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

EMERGENCY MANAGEMENT			2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 DEPARTMENT	PCT CHANGE
10520052	511000	SALARIES	1,047.93	.00	.00	.00	.00	.00	.0%
10520052	520000	EMP BENEF	792.15	.00	.00	57.80	.00	.00	.0%
10520052	530000	HAZMAT	4,958.00	5,000.00	5,000.00	.00	.00	5,000.00	.0%
	COMMITTEE SIGNATURES:								
10520052	553000	ADVERTISIN	129.50	500.00	500.00	.00	.00	500.00	.0%
10520052	554001	PRINT ALLO	255.75	600.00	600.00	125.91	.00	600.00	.0%
10520052	560000	SUPPLIES	2,185.02	250.00	250.00	16.45	.00	250.00	.0%
10520052	561400	SAFETY VST	.00	750.00	750.00	.00	.00	750.00	.0%
10520052	581001	WARNING	1,218.92	1,100.00	1,100.00	.00	.00	4,600.00	318.2%
10520052	581003	HRDWR OTLY	12,702.58	.00	.00	.00	.00	.00	.0%
10520060	411100	PROP TAX	-23,877.00	-27,135.00	-27,135.00	-27,135.00	.00	-30,200.00	11.3%
TOTAL UNDEFINED PROJECT			-587.15	-18,935.00	-18,935.00	-26,934.84	.00	-18,500.00	-2.3%
10023	EPCRA								
10520052	435280	10023 EPCRA	-11,351.25	-7,801.00	-7,801.00	.00	.00	-7,800.00	.0%

PROJECTION: 2017 2017 - LINCOLN COUNTY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

EMERGENCY MANAGEMENT	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 DEPARTMENT	PCT CHANGE
10520052 511000 10023 SAL WAGES	7,604.62	8,050.00	8,050.00	2,485.40	.00	8,330.00	3.5%
10520052 520000 10023 EMP BENEF	3,866.85	4,425.00	4,425.00	1,266.99	.00	4,420.00	-.1%
10520052 555000 10023 EPCRA TRAV	250.00	350.00	350.00	.00	.00	350.00	.0%
10520052 560000 10023 EPCRA SUP	140.27	350.00	350.00	.00	.00	400.00	14.3%
TOTAL EPCRA	510.49	5,374.00	5,374.00	3,752.39	.00	5,700.00	6.1%
10027 EMPG							
10520052 435280 10027 EMPG	-36,104.16	-27,000.00	-27,000.00	.00	.00	-30,200.00	11.9%
10520052 511000 10027 SAL WAGES	22,776.77	24,143.00	24,143.00	7,456.29	.00	24,990.00	3.5%
10520052 520000 10027 EMP BENEF	11,579.86	13,268.00	13,268.00	3,800.94	.00	13,260.00	-.1%
10520052 555000 10027 EMPG TRAV	2,860.56	3,150.00	3,150.00	1,093.72	.00	3,150.00	.0%
10520052 560000 10027 EMPG SUP	1,543.95	1,500.00	1,500.00	314.65	.00	2,000.00	33.3%
TOTAL EMPG	2,656.98	15,061.00	15,061.00	12,665.60	.00	13,200.00	-12.4%
10066 EMERG MGMT TRAINING GRANT							
10520052 435230 10066 OTH LE GRT	-1,962.00	.00	.00	.00	.00	.00	.0%
10520052 560000 10066 TRAIN GRAN	1,962.00	.00	.00	.00	.00	.00	.0%
TOTAL EMERG MGMT TRAINING GR	.00	.00	.00	.00	.00	.00	.0%
10080 PRE-DISASTER MITIGATION GRANT							
10520052 435280 10080 PRE-DISAST	.00	-40,250.00	-40,250.00	.00	.00	-40,250.00	.0%
10520052 560000 10080 PRE-DISAST	.00	41,000.00	41,000.00	.00	.00	41,000.00	.0%
TOTAL PRE-DISASTER MITIGATIO	.00	750.00	750.00	.00	.00	750.00	.0%
10151 HAZMAT RESPONSE EQUIPMENT GRANT							
10520052 435280 10151 HAZMAT EQU	-8,160.00	-8,250.00	-8,250.00	-381.00	.00	-7,150.00	-13.3%

PROJECTION: 2017 2017 - LINCOLN COUNTY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

EMERGENCY MANAGEMENT	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 DEPARTMENT	PCT CHANGE
10520052 530000 10151 HAZMAT EQU	5,410.42	6,000.00	6,000.00	.00	.00	6,000.00	.0%
TOTAL HAZMAT RESPONSE EQUIPM	-2,749.58	-2,250.00	-2,250.00	-381.00	.00	-1,150.00	-48.9%
TOTAL EMERGENCY MANAGEMENT	-169.26	.00	.00	-10,897.85	.00	.00	.0%
GRAND TOTAL	-169.26	.00	.00	-10,897.85	.00	.00	.0%

** END OF REPORT - Generated by Dawn Bergs **

Lincoln County Emergency Management

Jeff Kraft – Director
Report of Activities

02-25-16 to Present

03/02/16	EM Committee meeting
03/03/16	NOAA spring flooding webinar
03/08/16	Cyber Security training
03/09/16	Governor's Conference
03/10/16	Governor's Conference
03/15/16	Heat stress grant meeting with Health Department
	Shelter planning meeting with Health & Social Services Staff
	Active shooter drill planning meeting
03/16/16	Exercise planning meeting
03/22/16	Regional Meeting
03/23/16	Pre-Disaster Mitigation Plan update planning meeting with NCWRPC
03/29/16	Radio Interview at WJMT on Tornado Awareness Week
03/30/16	Meeting with Exercise planning committee
03/31/16	Department Heads meeting
	Complete all requirements for 1st half POW for WEM
04/05/16	Exercise and training workshop
04/07/16	NEWCOM meeting
	Pre-Disaster Mitigation grant quarterly report
04/12/16	Regional Meeting and Regional table top exercise
	Quarterly report to WEM on exercise grant
04/13/16	Tornado drills at county buildings
04/14/16	State Wide tornado drills
	WISCOM roll call
04/19/16	Debris Management training
04/20/16	Debris Management training
04/21/16	Debris Management training
04/25/16	Emergency Services Group Meeting
04/26/16	Lincoln Hills Disturbance plan review and work stoppage table top exercise
04/27/16	exercise planning committee meeting
04/28/16	Emergency Management department overview to new county board
04/29/16	Department head meeting
05/04/16	Department Head meeting – 10 year planning
	Meeting with American Red Cross, Health and Social Services Department Heads
05/05/16	Meeting to update Hazzard Vulnerability Assessment – Health Dept.