LINCOLN COUNTY
Emergency Management Committee
Agenda
Wednesday, September 14th, 2016 9:00am
Lincoln County Service Center – Room 248

1. Call Meeting to Order
2. Approve Minutes of Previous Meeting
3. Review Vouchers
4. Grant Receipts received
5. 10 year plan for Emergency Management review and approval
6. Policy and Procedure review and approval for UAV
7. Director's Report (past activities and upcoming activities) and questions
8. Next Meeting
9. 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 unless 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.

Emergency Management

Vouchers
05-15-16 to Present

Amazon	Supplies	$	102.99
Northway Communications	Supplies/Equipment	$	118.00
Pack-n-tape	HAZ-MAT Equipment grant **	$	2,130.25
NCWRPC	Pre-Disaster Mitigation Plan Grant ***	$	7,500.00
NSA Aerial	Equipment/Outlay	$	4,680.96
Clarey's Safety Equipment	HAZ-MAT Equipment Grant **	$	2,836.51
NTC	Training grant ***	$	455.00
NSA Aerial	Equipment/Outlay	$	3,845.00
NTC	Exercise training grant ***	$	500.00
Merrill Fire Dept.	Exercise training grant ***	$	1,338.26
Haunted Sawmill LLC.	Exercise training grant ***	$	400.00
Rod's Towing	Exercise training grant ***	$	200.00
Salvation Army	Exercise training grant ***	$	2,431.00
WEMA	Conference Registration	$	80.00
Tundra Lodge	Room Reservation–WEMA Conference	$	82.00
Jeff Kraft	Travel	$	292.68
Total		$	26,994.65

NOTE: ** = percentage reimbursed by grant (60-80%)
*** = 100% reimbursed by grant

Emergency Management

Grant Receipts
05-11-16 to Present

EMPG grant first half 2016 (Sept. 15 to Mar. 16) reimbursement	$14,509.40
EPCRA grant first half reimbursement	$ 3,900.50
Training grant reimbursement (Merrill FD HAZ-MAT OPS)	$ 455.00
Training Exercise Grant reimbursement (Merrill FD full scale exercise)	$ 4,908.44
Total	$ 23,773.34

Jeff Kraft
EM Director

Departmental Ten Year Long Range Plan

Department: Emergency Management

Mission Statement: The mission of the Lincoln County Emergency Management Department is to utilize effective planning, training, and coordination to continually assist with the development of the mitigation, preparedness, response, and recovery capabilities of Lincoln County and its political subdivisions for emergencies resulting from all hazards. The goal is to lessen the loss of life and reduce injuries and property damage during any natural or technological incident or event.

Department Program Changes: None proposed at this time.

Statutory Mandates: Wisconsin Statutes 323 is the governing statute for Emergency Management. Specifically 323.14 & 15 provide the requirements for counties in regards to Emergency Management. 323.60 and 323.61 provide specific requirements for the LEPC.

Personnel Changes: Over the next ten years there will be a need to replace the Director through retirement at some point.

Department Structural Changes: The current staffing situation in the Emergency Management department is one part-time (24 hour/week) director. Previously there had been a full time Director. With the work load for this department there will be a need to look at increasing the hours for part time or consider a full time Director again. A number of projects or programs that should be done through the EM office or are required to be done are either on the back burner or not done to the fullest point that they could be.

Legal Issues: None at this time.

Financial: Wisconsin Emergency Management provides grant funding to cover 50% of the wages, fringe benefits and operating costs of the Emergency Management program through the Emergency Management Performance Grant. Also, the Emergency Preparedness and Communities Right to Know grant provides an amount determined by a formula. These funds are not guaranteed to always be available as federal funds to the state are reduced. Also, there may be reductions due to part-time status versus full-time status sometime in the future.

Information Technology: The state of Wisconsin (Wisconsin Emergency Management) is steadily increasing its use of computerized programs. County Emergency Managers are required to or need to be preparing to use this technology to comply with the Plan of Work requirements for the EMPG and EPCRA grants that are a vital part of the Emergency Management program at the local level. Such programs are in use for credentialing, grant writing and reporting, Hazardous materials reporting, response and review. Also, emergency communications, damage assessment, and critical incident response all use Information technology.

Capital Improvement Projects (CIP): None planned at this time.

LINCOLN COUNTY

EMERGENCY MANAGMENT
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Subject: Unmanned Aerial Systems (UAS)		
Policy/Procedure UAS-611	**EFFECTIVE DATE:**	**LAST UPDATED:**

Unmanned Aerial System (UAS) Operations

611.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

611.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) – A powered, aerial vehicle that carries or is equipped with a device that, in analog, digital, or other form, gathers, records, or transmits a sound or image, that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, and can fly autonomously or be piloted remotely (Wis. Stat. § 175.55).

Unmanned aerial vehicle (UAV) – An aircraft that is capable of sustaining flight and that operates with no possible direct human intervention from, on or within the aircraft. The term does not include an unmanned aircraft that is flown within the line of sight of the operator and is strictly for hobby or recreational purposes.

611.2 POLICY

Unmanned aerial systems may be utilized to enhance the office's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

611.3 PRIVACY

Criminal investigations involving the use of the UAS potentially involve privacy considerations. Absent a warrant or exigent circumstances, no UAS shall intentionally record or transmit images

of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure) (Wis. Stat. § 175.55). The operator of an unmanned aerial vehicle (UAV) may record or transmit images that are viewable with the camera/video equivalent of unassisted vision from a height of 400 feet or less.

611.4 PROGRAM COORDINATOR

The Sheriff will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers, if any, have completed any required FAA and office-approved training in the operation and applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform Office protocol for submission and evaluation of requests to deploy a UAV. Deployment of the UAV shall require written authorization of the Sheriff or the authorized designee.
- Developing protocol for conducting criminal investigations involving the UAV including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAV deployment.
- Developing operational protocol governing the deployment and operation of a UAV including, but not limited to, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities and fully documenting all missions.
- Developing UAV inspection, maintenance and record keeping protocol to ensure continuing airworthiness of a UAV up to and including its overhaul or life limits.
- Retaining images and data in accordance with the established records retention schedule.
- Developing protocols to ensure that all downloaded and retained media that are intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Facilitating law enforcement access to images and data captured by its UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Sheriff.

611.5 USE OF UAS

The UAS will be operated within the guidelines provided by the FAA. Only authorized operators

who have completed the required office and FAA training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas where there is no protectable privacy interest or where a warrant has been obtained. In all other instances, legal counsel should be consulted.

The UAS, or images and data produced by the UAS, shall not be used to conduct personal business of any type.

UAS operations shall only be conducted during daylight hours and a UAV shall not be flown over populated areas without FAA approval.

A UAS may generally be used in the following circumstances (Wis. Stat. § 175.55):

- In a public place
- To assist in an active search and rescue operation
- To locate an escaped prisoner
- To surveil a place or location for the purpose of executing an arrest warrant
- When there is reasonable suspicion to believe that the use of the UAS is necessary to prevent imminent danger to an individual or to prevent the imminent destruction of evidence

611.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any

  type. The UAS shall not be weaponized.

611.7 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the records retention schedule.

611.8 TRAINING

All office members authorized to operate or access the UAS shall receive appropriate training.

Lincoln County Emergency Management

Jeff Kraft – Director
Report of Activities

05-11-16 to Present

05/10/16	Submit HAZ-MAT equipment grant to WEM
05/11/16	EM Committee meeting
	Meeting at Sheriff's Office
	Meeting at NTC in Merrill
05/12/16	WISCOM Rollcall
	Meeting at Sheriff's office and Merrill FD
	Severe Weather Spotter training
05/13/16	Meeting with exercise planner from WEM and set up at NTC for full scale exercise
05/14/16	Full Scale Mass Casualty Incident training Exercise at NTC
05/17/16	Meeting at Jefferson elementary School to discuss tornado safety
05/25/16	Wisconsin valley improvement/WPS table top Dam exercise
05/26/16	Department Heads meeting
05/31/16	Regional Meeting
06/01/16	Website design meeting
	Meeting at Health Department
06/02/16	NEWCOM meeting
06/08/16	Update King's dam EOP
06/09/16	WISCOM rollcall
	Deliver emergency Response Guidebooks to response agencies
06/14/16	Regional Meeting
06/15/16	Court Security Meeting
	Website Design meeting
	Tornado Watch info put out
06/21/16	Assist at Merrill FD with set up for HAZ-MAT OPS training through grant
	UAV demo and meeting with response agencies
06/23/16	Land Services Group Meeting to work on Pre-disaster Mitigation Plan update
06/28/16	Safety Planning committee meeting
	LEPC meeting
06/30/16	Department heads meeting
07/06/16	Website design meeting
	Submit quarterly report to WEM for pre-disaster mitigation plan update
07/07/16	Submit After Action Report/Improvement Plan for Full Scale Exercise to WEM after completion
07/12/16	Regional meeting
	Submit quarterly report on exercise grant
07/18/16	Submitted closeout report for training grant and reimbursement

	Check with Highway Commissioner and some townships for possible road damage from previous storms and heavy rain
07/25/16	Emergency Services Group meeting at NTC
07/27/16	Work on ID cards for Corning Volunteer Fire Department
08/02/16	Annex H update
	Merrill Waste Water Treatment Plant off-site plan update
	PCA off-site plan update
	Work on an issue with Severe weather pager activation and siren activation
08/03/16	Northland Stainless off-site plan update
	WAL-MART off-site plan update
	Interflex Group off-site plan for new facility work
	Work on design setup for Pine River Fire Department ID cards
	Weather Advisory put on county website
08/04/16	NEWCOM meeting in Rhinelander
08/09/16	Regional Meeting in Wausau
08/10/16	Do Disaster Declaration for Town of King for storm damage 7/20-21/16 and submit to WEM
	Do Uniform Disaster Situation Report for Town of King damage and submit to WEM
	Travel to Anglers Ave for photos of damage cleanup
08/16/16	Do Exercise Grant reimbursement document submission to WEM
08/17/16	Safety training
	Submit additional photos to WEM from Town of King storm damage
	Website design meeting
08/24/16	Website design meeting at Health department
08/25/16	Department Heads meeting.
8/31/16	Meeting with new EMS coordinator for Tomahawk EMS
09/07/16	Land services Group meeting
09/08/16	WISCOM rollcall, Wisconsin Valley Improvement/WPS functional Dam exercise
09/13/16	Regional Meeting