



WEMA Board of Directors Meeting
May 4, 2016 10:00AM
Mid-State Technical College-Stevens Point
Room CER 634
MEETING MINUTES

Board Members present:

Amy Nehls, President (Dodge)
Bobbi Hicken, Treasurer (Fond du Lac)
Natalie Easterday, NE Region (Shawano)

Nick Flugaur, Vice President (Ho-Chunk)
Joe Meagher, Past President (Dodge)
Keith Hurlbert, SW Region (Iowa)

Members via Conferenced Call:

Mike Baker, WITEMA (Potawatomi)
Carl Stenbol, SE Region (Milwaukee)
Kristen Sailer, WC Region (St. Croix)
Tanna McKeon (Green)
Maria Holl (Pepin)

Matthew Marmor, EC Region (Calumet)
Tom Hall, NW Region (Rusk)
Eric Burmeister (Marinette)

Others Present:

Matt Dykstra (Portage)
Michelle Hartness (WEM)

Pat O'Connor (WEM)

1. Call to Order

Call to Order by President Nehls at 10:10am at the Mid-State Technical College Community Room.

2. Roll Call of Board Members

Roll call of board members and a sign-in sheet was passed around.

3. Approval of Agenda and allow President to go out of Order, as needed to efficiently conduct the meeting

Motion to approval the Agenda and allow President to go out of order, as needed to efficiently conduct the meeting was made by Nick Flugaur (Ho-Chunk), second by Natalie Easterday (Shawano). **Motion Carried.**

4. Approval of the March 9, 2016 board meeting minutes.

Motion to approve the March 9, 2016 board meeting & special meeting minutes as printed by Tom Hall (Rusk), second by Keith Hurlbert (Iowa). **Motion Carried.**

5. Treasurer's Report – Bobbi Hicken

Treasurer's Report was distributed and presented by Treasurer, Bobbi Hicken. Motion to accept Treasurer's Report as presented by Keith Hurlbert (Iowa), second Natalie Easterday (Shawano). **Motion Carried.**

6. Governor's Conference Vendor Thank you to WEMA from WEM

President Nehls read the Thank you note from WEM, which thanked WEMA for being a vendor at the Governor's Conference.



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7. 2016 IAEM Conference

President Nehls reviewed the 2016 IAEM Conference scholarship application, which was released via e-mail to members on April 7, 2016. Applications are due to President Nehls or Vice-President Flugaur by July 8, 2016. The WEMA scholarship recipient will receive paid airfare, registration and lodging for the 2016 IAEM conference. Meals and other expenses will not be covered by WEMA. Upon receiving the scholarship the recipient acknowledges their attendance is mandatory at the Sunday Governmental Affairs Meeting, in addition, the recipient will also be required to participate in the 2016 and 2017 WEMA Conference Planning. There will be 1 scholarship recipient and one member of the WEMA board selected to attend the 2016 IAEM conference at the July 14, 2016 WEMA board meeting.

8. EPCRA Computer & Equipment Grant

President Nehls stated that she had received at least four e-mails from counties that highlighted concerns and issues with the EPCRA Computer & Equipment Grant. President Nehls had a phone conversation with Administrator Satula on May 2, 2016, specifically about the concerns and stated that a workgroup that specifically concentrates on the EPCRA Computer and Equipment Grant would be the best solution, Administrator Satula had indicated that he thought the EPCRA workgroup had worked on the grant. Per Carl Stenbol (Milwaukee), last year in the EPCRA workgroup discussed conducting a complete review of the grant procedure and policy, however the grant was sent out to the EPCRA workgroup members via e-mail in December and they didn't have another meeting before the grant was released. Carl Stenbol (Milwaukee) agreed that a workgroup, concentrating only on the EPCRA Computer and Equipment Grant, should be formed and said he would support Michelle Hartness and the POW workgroup members taking a look at the EPCRA Computer and Equipment Grant. Patrick O'Connor and Michelle Hartness said that they would take the suggestion back to Administrator Satula and Greg Engel. President Nehls said that she thought the e-mail steamed from frustrations that the county emergency managers have had the last several years, and some of the issues detailed including the following:

E-mail/comments from multiple counties

- a. Incorrect match calculation in the spreadsheet
- b. Spreadsheet document released before being tested, had to release another version
- c. Allowable computer purchases deviate from past practice and is never passed on to counties
- d. Drones not being eligible purchases and never passed on to the counties

President Nehls also indicated that the counties have sent e-mails or tried to contact WEM staff but either received no answer or the "run around". Matt Dykstra (Portage) also indicated that he felt that the grant staff not being available in the office at the time of grant close-out, and no backup being available, was unacceptable. Michelle Hartness advised the group that WEM takes customer service very seriously and when they are made aware of a problem it is addressed and communicated back to the counties, however, there are some concerns with personnel issues that they cannot let the counties know.

9. WEMA Standing Committee Reports

a. **AUDITING COMMITTEE** – Vice President

Vice President, Nick Flugaur, asked Kristen Sailor and Bobbie Hicken for their schedule so they could schedule the annual audit this summer. The 3 will setup a meeting in early September so the audit will be ready for the annual meeting.



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b. **CONFERENCE COMMITTEE** – Immediate Past President

The WEMA Conference Planning Committee is Joe Meagher - Chairman, John Ennis – Vice-Chairman, WEMA Board Members, and Tracy Nollenberg (Kewaunee) and Kristina Page (Jackson). Jim McNaab (FDL Co.) has requested to be removed from the committee and Gary Skolarz (Marquette) is no longer an EM. Joe has updated the Request for Quote (RFQ) for and sent it out for 2017 & 2018. A few quotes for 2017 & 2018 have been received and the deadline to reply is June 1, 2016. Discussion was held on anyone interested in attending Annual Safety Conference at the Kalahari to find new vendors. Joe has save the date cards that he could send with the attendee to hand out to the vendors. Motion to pay one members expo hall admission by Nick Flugaur (Ho-Chunk), second by Natalie Easterday (Shawano). **Motion Carried.**

A specific theme for the 2016 conference has not been determined. One of the speakers will be Taylor Killand, Joe saw her presentation on PTSD at the 2015 IAEM conference. President Nehls also stated that she has confirmation that the Mayor of Green Bay will provide an opening welcome and that Judd Freed, IAEM Region 5 president, will also be given time to speak about IAEM during opening remarks.

President Nehls indicated that during her discussion on May 2, 2016, with Administrator Satula he stated that WEM understands WEMA's concerns with a representative of WEMA not being part of the Governor's Conference planning, so they asked WEMA to appoint someone, President Nehls said they would appoint someone who is currently on the WEMA conference planning committee. Administrator Satula then asked that WEMA also show the same courtesy to WEM by including a WEM employee on the WEMA planning conference committee, President Nehls indicated to Administrator Satula that Michelle Hartness has been at all the conference planning calls and working with the venue, on behalf of WEM.

c. **MEMBERSHIP & INFORMATION COMMITTEE** – Natalie Easterday (Shawano)

Natalie has been delayed on transitioning to the new website, she hopes to have it live by the end of May.

d. **CONSTITUTION & BY-LAWS COMMITTEE** – Vice President

Vice President, Nick Flugaur (Ho-Chunk), said that the changes made in March were comprehensive and he has not received any further suggestions. Nick indicated any suggestions for changes should be sent to him.

e. **LEGISLATIVE COMMITTEE** – President Nehls

President Nehls gave an update on Wisconsin Counties Association (WCA) Judicial & Public Safety Steering Committee Meeting that she attended on March 18, 2016. President Nehls plans to attend future meetings of the committee, so let her know if you have any concerns or suggestions that you feel should be brought to WCA's attention.

10. **WEMA Ad Hoc Committee Reports**

a. **WEMA/WEM CEM Committee** - Darrin Gudgeon (Richland), Sheena Kohler (Rock), Bill Stolte (Waukesha)

During their telephone call on May 2, 2016, Administrator Satula informed President Nehls that Training I& G memo she cited in her letter no longer exists and that training is



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addressed in the POW guidance. President Nehls advised Administrator Satula that she is very familiar with the POW guidance, and that it indicates basic training requirements but not Certification (CEM) training, so the county EM's have to refer to the old I&G because there is not a new policy to replace it. Administrator Satula will follow-up on this. Administrator Satula also indicated that his staff said all the training listed in the WEMA letter had been listed on the state training portal last year, President Nehls asked if the training was actually held versus listed. President Nehls also indicated that depending on where it is held, some counties cannot travel and pay for hotel expenses due to budget constraints, which is why the trainings should be hosted at Volk Field to give everyone equal opportunity to attend training in a central location and also has a very reasonable overnight charge. Michelle Hartness stated that the WEM has also changed the policy to allow Regional offices to apply for and host training at the region office, in the past they had to go through a County EM office. Vice President Flugaur said it is important we have cost effective lodging to meet the needs to hold classes and make them available reasonably priced, as their region has tried hosting several trainings but could not get enough attendees in the region so they had to cancel the class. It was also brought up that hosting MEP training at Volk Field was also requested by several regions at the State Training and Exercise Workshop, Michelle Hartness said Gary Wieczorke, Exercise & Training Supervisor, will be attending a workshop at EMI to hopefully obtain new information on future training goals and initiatives from FEMA.

b. ***EPCRA Workgroup*** – Carl Stenbol

This agenda item has been moved up due to Carl being on the conference call and having to attend another meeting. Carl reported on the April 18, 2016, meeting of the workgroup the group conducted a review of the 2016 EMPG reporting and Michelle provided a report on the POW workgroup. Susan Meilahn provided an update on the WHOPERS platform upgrade and indicated it is still a work in progress. WEM is also working with the vendor to archive records in WHOPRS. Carl indicated that the group reviewed WEM policy and procedures for identification of facility inspectors. President Nehls indicated, based on her opinion and her extensive work with the POW workgroup, this workgroup doesn't seem to follow the footprint of a regular workgroup. During the meeting on April 18, the format seemed to be more of a meeting where WEM tells the attendees what WEM is going to do, but calls it a workgroup because they had the partners/counties present. President Nehls stated that Greg Engle was not as open to discussion and suggestions by the workgroup. Carl agreed that the group had different direction and suggestions for policy versus procedure, but hoped that Greg Engel and Susan Meilahn would be sending out a revised document for the next meeting. President Nehls indicated that she also told Administrator Satula her concerns with the EPCRA workgroup during their May 2, 2016, phone conversation. President Nehls said she intends to attend at least one more EPCRA workgroup meeting but if the meeting format and tone did not change she would be coming back to WEMA to see if they desire to continue supporting and attending the workgroup, as everyone's time is valuable and if the workgroup is not seeing progress WEMA doesn't want to waste anyone's time. There was also concern with a comment made at the EPCRA workgroup that if an exercise is funded by the HMEP grant, the exercise cannot be used toward a county's POW exercise credit. Michelle Hartness and Pat O'Connor will take this concern back to WEM to be addressed.



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- c. ***WEM HS Funding Advisory Committee*** – Natalie Easterday (Shawano)
The state HS Funding Advisory Committee is proposing a 4 year term (currently 2 year) for its members. Natalie advised it is a lot easier to see the big funding cycle over a four year cycle as with a two year cycle the member is just getting familiar with the process and projects and then the term ends and another member needs to be trained. Motion by Matthew Marmor to appoint Natalie Easterday and Carl Stenbol to the HS Funding Advisory Committee as the WEM representatives for the remainder of the four year term, second by Bobbi Hicken. **Motion Carried.**
- d. ***WEM Comprehensive Response Workgroup*** – Amy Nehls
The comprehensive workgroup met on Thursday, April 14, 2016, and Amy participated via conference call. The group discussed the changes in the mobilization guide and the list of state resources.
- e. ***Strategic Plan Workgroup*** – Matthew Marmor (Calumet)
Matthew was present via conference call for the March 30, 2016 meeting. During the meeting Administrator Satula walked through a review of the 2014- 2015 strategic plan, which was internal to WEM. EMAC process discussed to make sure that this upcoming plan works all the processes into the updated plan. A survey will go out to strategic plan work group, which will cover questions on strengths, weakness, opportunity, and threats. Including the counties on the survey was suggested by President Nehls, as this will give everyone the opportunity to participate. Matthew will make this suggestion at the next meeting.
- f. ***E-Sponder/Incident Management Software Workgroup*** – Phil Rentmeester (Marathon)
Phil was unable to make the WEMA meeting but sent email update to President Nehls. Phil stated that the committee went over draft RFP at the last meeting and it is now ready to be released. In the future an evaluation committee will be formed in the end to determine the final vendor selection. Phil believes that the concerns and voice of the many individuals has certainly been heard. Discussion was held as to when E-Sponder would be done and it was determined that a final cutover date has not been identified. Michelle Hartness also stated that she had been attending the meetings and while it was reported by many partners that having one system for all users would be valuable, Public Health and the hospitals were not interested in changing systems, so while they are helping fund the new system, Public Health and hospitals will continue to operate on the PCA portal WITRAX.
- g. ***Plan of Work Workgroup*** – Amy Nehls
President Nehls reported that at the May 29, 2016, meeting the group did a final once over of the grant announcement and workbook. There have been several changes made and the new workbook has been enhanced, thanks to Bobbi Hicken for her efforts on the workbook. Michelle Hartness will be meeting with the E-Grants programmer to discuss transition in 2018 and several from the workgroup will assist with the programming process and testing. Michelle and Amy also indicated that the workgroup plans to look at the county-wide strategic plan.



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- h. **State VOAD** – Donna Haugom (Jefferson)
No report.
- i. **WICAMS Workgroup** – Joe Meagher (Dodge)
Joe reported that many counties have been expressing interest or indicated that they will be implementing WICAMS. The next workgroup meeting will be held Friday, May 27, 2016.
- j. **Wisconsin Land Information Council (WLIC)** – Maria Holl (Pepin)
Maria attended the meeting on March 24, 2016 and they discussed the first draft of the plan. The group has decided not to force counties to comply with a requirement to run LIDAR flights. There was concern from the group with counties having to submit the address layer on a yearly basis and how this requirement might affect future funding of local 911. Maria sent an e-mail to all WEMA members detailing the plan and the concerns and asked any input be sent directly to her.

11. Comments from Board Members

Matt Dykstra (Portage) brought up the NIMS changes proposed by FEMA and was concerned because until he had received the IAEM e-mail, passed on by President Nehls, he was not aware of any discussion, guidance or updates. Matt feels that WEM should be passing that information on to the counties. Matt also cited the recent Public Assistance changes that were also forwarded to the counties by WEMA, he stated that it is unacceptable that county agencies are not receiving updates from the state on significant issues like these, especially when all the counties will also be affected by the changes. Michelle Hartness apologized and said she would take responsibility for not passing on the information and that the lack of communication from the state to the counties would be addressed within WEM.

President Nehls also mentioned that recently the mitigation group (Robyn and Anita) had been at the EC region meeting and mentioned all the great changes to the recovery plan that they have been making and that the counties should like them, President Nehls had encourage Robyn to send the plan to all the counties, even if it is in draft form. President Nehls said that if WEM is doing planning and other activities on behalf of the counties they should let the counties know and solicit input. The discussion was had that sometimes draft items being passed around are taken out of context, or taken as enacted when they are just draft. President Nehls said that she and Administrator Satula had also had the discussion on May 2, 2016, that the old I&G memos are no longer in effect as they have been replaced by WEM policy, but President Nehls said that the new policies also need to be sent to the counties. If the counties do not see any communication they continue work form invalid data.

Keith Hurlbert (Iowa) expressed concern that the “WEM brand” is being replaced by DMA in recent communications he has received. Michelle Hartness and Pat O’Connor indicated that their e-mail has DMA in the format but anything else coming out from WEM should have a standard signature line for WEM and they would relay the message.



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12. Next Meeting Dates

The meeting dates are as listed:

Board Meeting - July 14th – 10AM – Noon – Stevens Point

Annual Meeting - October 12 – 4:30PM – Tundra Lodge, Green Bay (WEMA Conference)

13. Adjournment

Motion to adjourn by Keith Hurlbert (Iowa), second by Natalie Easterday (Shawano). **Motion Carried.** Meeting adjourned at 12:10PM.