



WEMA BOARD OF DIRECTORS MEETING

Wednesday, JANUARY 6, 2016 – 1:07PM

Wausau State Patrol
2805 Martin Ave., Wausau

Board Members present:

Amy Nehls, President (Dodge)

Nick Flugaur, Vice President (Ho-Chunk)

Joe Meagher, Past President (Dodge)

Keith Hurlbert, SW Region (Iowa)

Mike Baker, WITEMA (Potawatomi)

John Ennis, Secretary (Walworth)

Bobbi Hicken, Treasurer (Fond du Lac)

Natalie Easterday, NE Region (Shawano)

Matthew Marmor, EC Region (Calumet)

Board Members via Conferenced Call:

Carl Stenbol, SE Region (Milwaukee)

Tom Hall, NW Region (Rusk)

Others Present:

Jeff Kraft, Lincoln

Phil Rentmeester, Marathon

Michelle Hartness, WEM

Pat O'Connor, WEM

Lisa Olson-McDonald, WEM

Steve Fenske, WEM

Randy Books, WEM

1. Call to order

President, Amy Nehls, called the meeting to order at 13:07.

2. Treasurer's Report – Bobbi Hicken

a. Update on tax returns

The tax returns for previous years have been completed. In one of the back tax years we showed an income but the correct tax form showing income was not filed so there will be a penalty assessed for around \$600, our accountant is going to file a petition to get the penalty dismissed. For the 2015 tax year we have to file half the year as a taxable entity and half the year as non-for-profit.

b. Update on credit card

BMO Harris reduced amount of credit from \$5000 to \$1500.00, without an explanation, the reduction in credit caused several problems in October for the WEMA conference and for the

IAEM conference. Bobbi Hicken, Amy Nehls, and Joe Meagher met with BMO to put in an application for a \$5000 limit but it has been denied. BMO Harris did give the association a check card, which will be utilized if needed. Bobbi and Amy are working on finding a new bank, but it has to be large enough to have branches throughout Wisconsin, for future board members.

The 2016 membership cards should be sent out soon. For members that still need to pay or want to pay by credit card, please contact Bobbi Hicken.

While looking at the treasurer's printed report for the year and the conference there were several questions. The conference had 133 people registered and 127 people attended. Eventzilla was used for registration and did not charge us for cancellations. Motion made to approve the treasurer's report as printed by Natalie Easterday, second by Nick Flugaur. **Motion Carried.**

3. WEM Presentation – Michelle Hartness & Patrick O'Conner

a. 2017 POW

The workgroup for the 2017 POW met prior to today's WEMA meeting. The workgroup reviewed lessons learned for POW2016, looked at planning and set an outline for 2017 POW and related projects and discussed future plan of work years (2018). The workgroup set an outline to complete any needed updates on the 2017 plan of work, any additional projects the group wanted to undertake (Strategic Plan) and dates for future meetings were set.

b. Redistribution

Pat reviewed the current calculation for EMPG Funding - \$12000 Base, 75% Population, and 25% Land Mass and there has been discussion on revamping the formula but it was decided this was the most straight-forward calculation. With the current funding about 1/3 of the counties do not use meet their match (items in EMPG budget worksheet) to get the full amount of the funding that they are eligible for, this is where the dollars come from for redistribution. In the past the remaining EMPG funding was sent as a Redistribution to eligible counties that had met the match yet didn't get the 50% wage/benefits. In order to fund projects at WEM that no longer have a budget item or grant funding (IE: All hands Directors meeting, E-Sponder, etc.) WEM will start using the remaining EMPG funds for those items and not pay a redistribution, as WEM said these projects benefit all the counties.

c. E- Sponder Steering Committee

Pat stated that WEM has received notice from the E-Sponder vendor that the software would no longer be supported after 2017, in anticipation of the end date, WEM created a steering committee to look at what items need to be included in an Request for Proposal (RFP) for a new software. Amy said she had correspondence with Gregg Engel and asked about having a WEMA member of the steering committee. Gregg said he would be acceptable to that and told Amy that the current steering committee members are: Phil Rentmeester (Marathon) Bill Stolte (Waukesha), Sheena Kohler (Rock) and Brad Henricks (Langlade). After further discussion the WEMA board thought that the members already picked for the workgroup would be a good representation of county directors for WEMA, Phil Rentmeester was present at the board meeting and agreed to keep the WEMA board updated on the progress of the committee. The WEMA board thought this would be agreeable to have Phil as the WEMA representative and still keep the numbers of the steering committee manageable. It was discussed that a few alternate software have been reviewed to give the steering committee ideas of what others can provide and that there has also been discussion with other partners about their needs, such as using one program for WEM needs, public health needs, and hospitals.

d. WEM Strategic Plan Work Group

Michelle reported that the original workgroup that met about 3 years ago had disbanded because the work had been completed, however they are now looking for a WEMA member to sit on a new workgroup to revise the strategic plan for the next 3 years. There will be several shareholder agencies on the workgroup, including WEMA and WITEMA. The workgroup intends to create a survey to send to stakeholders to see what is being done well and what needs

improvements. The workgroup will meet twice a month for the first few months and then slow down until the plan is complete. The first meeting will be in February 2016, the representative can attend by phone, if needed. WEM would like to have the name of the WEMA representative as soon as possible (Jan 25th). Mike Baker said WITEMA would take this to their leadership to get their member. Matthew Marmor volunteered to be the WEMA representative.

4. 2015 International Association of Emergency Managers (IAEM) Conference

a. Update by Joe Meagher & John Ennis

Joe said it was a good conference but prior year's conferences have been better. The first day was a large discussion on amounts of money to be distributed to the states. It was also rumored that FEMA might be making a change to the ICS structure, possibly adding a new layer, but nothing was confirmed. Some of the good presentations were Hints for your EOC, Bakken Crude, Animal and Search/Rescue resources, and Jan McInnis,

b. IAEM Conference who attends? Scholarship for WEMA members, send 2 WEMA board members or WEMA Conference Committee Chairperson – Group Discussion

At the annual meeting in October the membership and board discussed some type of scholarship for WEMA members to attend the IAEM. The board discussed several options – sending 2 board members, sending 1 WEMA member and 1 board member, sending the WEMA conference committee chairperson, etc. After much discussion it was the consensus of the board that WEMA would pay airfare, hotel, and the conference fee, any additional costs would be paid by the attendee. It was also the consensus of the board that 1 board member and 1 member-at-large (general membership) would be selected, but anyone attending from the general membership should have some responsibility to help without conference, as all the board members pitch in to help with the conference. The board thought there should be an application process and that the requirement to help with the conference should be listed on the application. Nick Flugaur volunteered to create a simple draft application to review at the March meeting, with e-mail updates/suggestions before the March meeting. The application would be rolled out to the membership, after being approved in March, and applications would be due back in July so they could be reviewed at the July WEMA meeting. The WEMA board will then select the attendees for the 2016 IAEM conference, which will be held October 14 – 20, 2016. The board realized that the IAEM conference is the week after the WEMA conference but will put the application out there to see who shows interest.

5. 2016 WEMA Conference

a. IAEM Conference Attendee Feedback and Survey Results – Joe Meagher

Joe reported that he had sent a Survey Monkey poll and overall there was good reviews. Joe passed out the results for the survey for the board to review. There was then discussion on getting more vendors. Some ideas to get more vendors was to work on some type of incentive for conference attendees to visit the vendors, maybe getting a card from each vendor visited and then the attendee that creates the best poker hand wins a prize, or some type of punch card for visiting the vendors. There was also discussion on getting additional vendors by attending some other conferences, such as the Wisconsin Safety Council (May 16 – 18) or WEMSA (January 27 – 30) and hand out save the date cards for the WEMA conference. Amy also asked the board if we should purchase Survey Monkey Pro Gold Level (\$300.00 annual fee) to create a more accurate and robust survey of what attendees want. After further discussion it was noted that Eventzilla, which we use for registration/payment, already has a great survey tool.

b. Dates - Stay the same or change due to venue availability?

The consensus of the board was to stay with the same week as usual. The WEMA conference will be Wednesday, October 12, 2016. The pre-conference training will be Monday, October 10, 2016 and Tuesday, October 11, 2016; and the All-Hands meeting will be Thursday, October 13, 2016.

c. Venue Suggestions – Joe Meagher

Some venues may require a year to a year and a half to reserve the facilities due to demand. Amy and Joe said they had gotten several suggestions for other venues throughout the state and if anyone had additional suggestions to send the contact information to Joe.

- d. Review/Update RFP – Amy Nehls & Joe Meagher
Amy said that Joe has the Request for Proposal (RFP) in a good template that he just updates the dates on yearly, so they hope to get the RFP out by the end of January, after WEM reviews it.
- e. Thoughts/Suggestions on registration?
The board thought that using Eventzilla for registration and payment went well
- f. Conference Ideas
Natalie Easterday suggested hiring a professional photographer to take head shot photos of the attendees would be a good benefit for the attendees, who could then use it for their website, speaking engagements, etc. The title of “EM the Profession” was suggested by Natalie Easterday. There was also discussion on idea is to attract more people to the social events and vendor area.
- g. IAEM President requesting to speak at WEMA Conference – Amy Nehls
Amy received an e-mail from the President of IAEM Region 5, Judd Freed, who would like to give a brief presentation on IAEM and the benefits of being a member. The board thought this would be a good idea but didn’t want to make it a breakout or lunch presentation, as we encourage attendees to visit the vendors at those times. The board advised Amy to contact Judd and ask him to give a brief, 15 minute, presentation after the opening remarks for the conference in October.
- h. Conference Planning Committee Volunteers – Amy Nehls & Joe Meagher
Since they attended IAEM Joe and John Ennis are already on the planning committee. Amy said that after last year’s conference she had the following people volunteer to help with the 2016 conference: Jim McNabb (Fond du Lac), Gary Skolarz (Marquette), and Tracy Nollenberg (Kewaunee). Anyone else interested in helping with the 2016 conference should contact Joe or Amy.

6. WEMA Standing Committee reports – Amy Nehls

Amy said she had added this to the agenda because the committees listed below are the standing committees per the by-laws, however, she knows there are several other sub-committees or workgroups that exist. There has also be some issues in the past with general members being called a WEMA representative on committees and workgroups, without the knowledge of WEMA, one time the person was not even a WEMA member. Amy just wanted to review all the committees/workgroups and get it documented as to who is on what committee/workgroup.

- a. **NOMINATING COMMITTEE**
This committee hasn’t been utilized much in the past, as nominations are usually taken from the floor at the annual meeting. Currently there are no members on the nominating committee. The board discussed amending the by-laws to remove the nominating committee. The positions of Vice- President and Treasurer will be up for election at the annual meeting in October 2016.
- b. **AUDITING COMMITTEE**
Per the by-laws the members of the auditing committee are as follows: Vice- President, Immediate past president, and one member at large. The auditing committee met with Bobbi Hicken last September to review the books.
- c. **CONFERENCE COMMITTEE**
The 2016 committee will be Joe Meagher, John Ennis, and the new volunteers listed above.
- d. **LEGISLATIVE COMMITTEE**
 - i. **WEMA/WEM CEM committee**
At the annual meeting in 2015 Darrin Gudgeon (Richland), Sheena Kohler (Rock), and Bill Stolte (Waukesha) volunteered to help WEM with reviewing the Certified Emergency Management (CEM) courses and process. Amy wanted to have additional discussion on the training offerings and having training at Volk Field/React Center or

Fort McCoy but ran out of time, these items will be added to the board agenda for March.

- ii. WEMA/WEM EPCRA Workgroup – Carl Stenbol
Carl Stenbol (Milwaukee) is the WEMA representative for the WEMA/WEM EPCRA workgroup. Carl gave a brief overview of the EPCRA workgroup meeting, at the meeting the workgroup discussed EPCRA and the things that they could change versus items cannot be changed because they are written into the law. WEM sent out brochures to all reporting facilities to remind them of the Tier II reporting timeframe, counties should have gotten an email about it.
- iii. WEM HS Funding Advisory Committee – Carl Stenbol Natalie Easterday
The WEMA representatives to the WEM Funding advisory committee are Carl Stenbol (Milwaukee) and Natalie Easterday (Shawano).
- iv. WEM Comprehensive Response Workgroup – Amy Nehls & Joe Meagher
Joe and Amy represent WEMA on the WEM Comprehensive Response Workgroup, Nick Flugaur (Ho-Chunk) and Kaylynn Gresham (Oneida) also attend for WITEMA.
- v. Other WEM Committees.
Other committees and workgroups that exist are as follows:
Strategic Plan Work Group: Mathew Marmor (Calumet)

E-Sponder/Incident Management Software workgroup: Phil Rentmeester (Marathon)

Plan of Work Workgroup: Amy Nehls (Dodge), Joe Meagher (Dodge), Natalie Easterday (Shawano), Bobbi Hicken (Fond du Lac), Tom Hall (Rusk), Keith Hurlbert (Iowa), Carl Stenbol (Milwaukee). The workgroup will need a new member from the West Central Region for 2016, as Tom Hurley has resigned his position.

Governor's Conference – Amy will make contact with Gary on this as the WEMA representative working on the Governor's Conference should also be assisting with the WEMA conference.

State VOAD: Donna Haugom (Jefferson), Carl Stenbol (Milwaukee) is the alternate

WICAMS Workgroup: Joe Meagher (Dodge), Bill Stolte (Waukesha)

e. **MEMBERSHIP & INFORMATION COMMITTEE**

The website committee falls under the membership and information committee and Natalie Easterday (Shawano) is the main contact for the website. Natalie has some ideas for the website, as our website is outdated and somewhat difficult to work on. At the annual WEMA meeting, Maria Holl (Pepin) had offered to send a website contact to Natalie. Steve Fenske also volunteered to help Natalie with providing a website contact. Natalie will work to put together some ideas for the March meeting. Natalie also manages the WEMA Facebook page, which probably gets more hits than the website.

f. **CONSTITUTION & BY-LAWS COMMITTEE**

This committee is only used when there is an update needed to the by-laws or constitution and Nick Flugaur (Ho-chunk) worked as a committee of 1 for the last by-law update in 2013. After further discussion, it was decided that Nick should look at the by-laws again, at least to make the following changes: eliminate the nominations committee and add verbiage that nominations will be taken from the floor at the annual membership meeting; and change the verbiage in the meetings section about the board meeting the second Thursday, bi-monthly to read board meetings will be held in January, March, May, July, with the annual membership meeting in October. There was further discussion on the frequency of meetings and it was the consensus of the board to schedule meetings in January, March, May, July and October. Over the past years the March meetings has somewhat evolved into a general membership meeting, almost like a semi-annual meeting. The board discussed the intent of the March meeting and the by-

laws and decided that the March meeting would be considered a regular board meeting, however, since it is held in conjunction with the Governor's conference general members will be encourage to attend and will be able to bring up any concerns/discussion items under the General Discussion area of the agenda. The board then set the 2016 board meeting dates, as per item #9 below.

7. Comments from Board Members:

a. WEM Logo – Natalie Easterday

Natalie thinks the website and WEMA logo send a conflicting message that focuses more on the response element of Emergency Management. Natalie wants to work on making the message more consistent message with a goal of a more professional product, she will have some ideas for the March meeting.

b. General WEMA E-Mail Address for President, VP, Secretary, and Treasurer

Natalie agreed that the website should have separate addresses for each of the elected officers and that will be one of the items she works on for the website update.

c. Exercises – Exercise Contractors and limited WEM staff – Amy

This item will be moved to the March board meeting and will also include a discussion on training.

8. General Discussion

Amy updated the board that as of this morning, she received an e-mail from Tom Hurley (Eau Claire) that he had resigned his position with the county, effective the end of the week, to take a position in Missouri. Since he will no longer be a county EM, Tom will also be unable to serve as the West Central Region representative to WEMA. Tom expressed his gratitude to WEMA and all the county EM's. The WEMA board extended their best regards to Tom in his future position and their thanks to him for his work on the 2016 POW workgroup.

9. Next Meeting Date

Discussion on how often the board should meet as the By-Laws state the meetings will be bi-monthly, but that hasn't been done for many years. The next meeting date would be the Governor's Conference on March 9, 2016 in Appleton. The meeting at the Governor's Conference is still a meeting of the board and not a semi-annual meeting, it just pulls more attendees as they are already there for the conference. The annual meeting is always held in October in conjunction with the WEMA conference. The board of directors decided on the following meeting dates and times for 2016:

March 9th – 4:30 – Governor's Conference, Appleton

May 4th – 10AM – Noon – Stevens Point

July 14th – 10AM – Noon – Stevens Point

October 12 – Annual Meeting – 4:30PM – WEMA Conference location

10. Adjournment

Motion made by Matthew Marmor, second by Keith Hurlbert to adjourn the meeting. **Motion Carried.**
The meeting adjourned at 3:07PM.