



WEMA Board of Directors Meeting & Special Meeting

March 9, 2016 4:30PM

Radisson Paper Valley Hotel - Appleton 2016 Governor's Conference

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)
Tom Hall, NW Region (Rusk)

John Ennis, Secretary (Walworth)
Bobbi Hicken, Treasurer (Fond du Lac)
Natalie Easterday, NE Region (Shawano)
Matthew Marmor, EC Region (Calumet)
Carl Stenbol, SE Region (Milwaukee)

Board Members via Conferenced Call:

None

Others Present:

Sign-in Sheet

1. Call to Order

Meeting was called to Order by President, Amy Nehls at 4:42pm. The sign-in sheet was passed around and will be kept on file.

2. Roll Call of Board Members

Roll call of board members was completed and all were present. A wooden plaque of appreciation was presented to Past President, Joe Meagher, in recognition for his service and leadership.

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

Motion to approve the Agenda and allow President to go out of order, as needed to efficiently conduct the meeting was made by Gary Skolarz (Marquette), second by Carl Stenbol (SE Region Rep). **Motion Carried.**

4. Approval of the January 6, 2016 board meeting minutes

Motion to approve the January 6, 2016 minutes as printed by Carl Stenbol (SE Region Rep), second by Stacy Ofstad (Iron). **Motion Carried.**

5. Treasurer's Report – Bobbi Hicken

Treasurer's Report was provided by Bobbi Hicken, the 2015 Annual Treasurer's Report and the March 9, 2016 Treasurer's Report were distributed and are on file. Currently WEMA has 122 members. The members were told that if their name was not on the sign-in list to sign-in at the bottom and see Treasurer Hicken after the meeting, to make arrangements to complete the needed membership requirements and pay dues. Treasurer Hicken also provided a summary of WEMA's current tax filing status and standing, which is currently up to date. The Treasurer advised that the association was assessed a penalty for not filing but the accountant that assisted filed a request to have the penalty waived, which was granted. The Treasurer also said that the credit card limit had been reduced to \$1500 and that a new application for a higher credit limit was completed, but was denied due to revenue. The Treasurer and the President still have credit cards but they also now have check cards, so there should no longer be a problem getting items purchased. Discussion was held on a Vice-Treasurer position that is identified in the by-laws, this was discovered and researched deeper in the past few months, as the by-laws were being reviewed. The position was created



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back in March of 2013 but had never been filled. The by-laws state that the position can be an appointment from the WEMA board and has no term limit. The intent would be to have this position appointed every two years in October, during the same year that the Treasurer is elected. The position will be on the audit committee and work with the treasurer so they could fill the treasurer position, if needed. Kristen Sailer (St. Croix) expressed interest. Motion by Carl Stenbol (EC Region Rep) to appoint Kristen Sailer as the Vice Treasurer, second by Keith Hurlbert (SE Region Rep). **Motion Carried.**

6. Appointment of new West Central Region Representative

With Tom Hurley vacating his position at Eau Claire County, the West Central region nominated Kristen Sailer (St. Croix) as their WEMA Region Representative. Motion by Tom Hall (Northwest Region Rep) to appoint Kristen Sailer as the West Central Region Representative, second by Vice-President, Nick Flugaur. **Motion Carried.**

7. 2016 IAEM Conference

The 2016 IAEM Scholarship was announced and presented by Vice-President, Nick Flugaur. Past President, Joe Meagher, gave an overview of the National IAEM conference. The idea of a scholarship was discussed at the Annual WEMA meeting in November 2015. The WEMA board determined that the scholarship would pay for air fare, hotel and registration for the scholarship recipient. Ground transportation, meals and other incidentals would be the responsibility of the awarded scholarship recipient. As a requirement of the application, the 2016 scholarship recipient will be required to actively participate in the WEMA conference planning subcommittee for a period of 2 conferences – 2016 and 2017. The application will be released around April 1, 2016. The completed application will be due July 8, 2016. Applicants will be reviewed and an award will be made at the July 14, 2016, WEMA board meeting.

8. Read/Take Action on Suggested By-law Changes - Nick Flugaur

Vice-President, Nick Flugaur, highlighted the proposed changes to the by-laws:

Remove the Nominating Committee, as nominations can be submitted to an elected officer or nominations are permitted from the floor. This included removing any references to the Nominating Committee.

Regional Representatives: There are term limits in the by-laws for Regional/WiTEMA Representatives, since they have never been followed, it was recommended we remove the term limit. The entire section on Regional/WiTEMA representatives was re-worded because the practice detailed in the by-laws was not being followed. President Nehls reminded everyone that the purpose of the Regional/WiTEMA representative was that they should be giving updates on the discussion and activities of the board to their respective WEM region.

General Counsel: It was recommend we reword the section about General Counsel that states WEMA may appoint General Counsel, when necessary.

Vacancies: Reword to give the President the ability to appoint members to vacant positions with confirmation of 2/3 of the WEMA board.

Meeting Frequency: Remove the wording that detailed bi-monthly meetings on the second Thursday and change to meeting 4 times a year during the months of January, May, and July, in addition to the Annual meeting in October and the Semi-Annual meeting at the Governor's Conference. The Agenda



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would be out 48 hours prior to the meeting but also added wording for 24 hour notice for an emergency meeting.

Weighting of the Board: Changed to exclude Immediate Past President.

Conference Committee: Removed wording that indicates the planning committee should represent the region in which the annual conference is to be held.

Article IX - Annual Meeting: Discussion held on if the meeting at the Governor's conference is a board meeting or a semi-annual meeting, as many of the members attend to give input. Changed the paragraph to read the annual meeting is held in October and the semi-annual meeting is held in March or April, in conjunction with the Governor's Conference.

Roger Miller (Stockbridge-Munsee) commended that with today's technology, WEMA should be able to accommodate members to attend remotely. Roger was assured that there is a conference call number sent out prior to the board meetings and all members are encourage to call-in or attend in person.

Motion by Matt Dykstra (Portage), to accept the by-laws with proposed changes, second by Kristina Page (Jackson). **Motion Carried.**

9. President invited to WCA Judicial & Public Safety Steering Committee Meeting

President Nehls told the group that she had received an invitation to the Wisconsin Counties Association (WCA) Judicial & Public Safety Steering Committee meeting on Friday, March 18, 2016. President Nehls stated that anyone who had any suggestions or concerns they wanted brought up to the WCA committee should contact her. Matthew Marmor (Calumet) suggested she bring up the continued support for funding of the Wisconsin Disaster Fund.

10. FEMA Disaster Deductible Concept, currently out for comment

President Nehls provided a brief overview of the conference call she was invited to with FEMA Administrator, Craig Fugate, and a handful of other FEMA and IAEM representatives on Friday, February 26, 2016. During the conference call, Administrator Fugate indicated that the risk to the federal budget is high do to the increase in disaster declarations. The DHS Inspector General (IG) and Government Accountability Office (GAO) have suggested an increase to the disaster damage threshold per capita amount, maybe even doubling the current rate. Administrator Fugate said that given the volatility of disasters something has to change, so he had suggested the idea of a disaster deductible, or a way for states that are proactive in mitigation to "buy down" the amount needed for the disaster threshold. There are still many unanswered questions but the purpose of the Advanced Notice of Proposed Rulemaking is to make everyone aware and to open the discussion to options and to what the questions and concerns with the deductible concept might be. IAEM and Administrator Fugate encouraged associations, as well as individual counties to submit comments, however it was stressed that the comments need to be submitted promptly as the due date is March 30, 2016. According to WEM Recovery Section Supervisor, Robby Stoikes, if the state threshold, which is currently \$1.49 per capita, was increased to the recommended \$2.17 per capita, in the last 10 years only four declared disasters would have been eligible. If the state threshold was increased to \$4.61 per capita, only one declaration, the 2008 Floods, would have been eligible. President Nehls worked with Robby Stoikes to write a position letter on behalf of WEMA, which was passed out to the members present. Motion was made by Carl Stenbol (SE Region Rep) to authorize the President to send the letter to FEMA and to provide an electronic copy to the counties, as an example if



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they wish to submit something on their counties behalf, second by Kristina Page (Jackson). **Motion Carried.**

11. WEMA Standing Committee Reports

a. NOMINATING COMMITTEE

Will be removed from future agendas.

b. AUDITING COMMITTEE

Committee consists of Vice-President, Immediate Past President and a member-at-large. It was suggested that the newly appointed Vice-Treasurer, Kristen Sailer, be the third member (member-at-large) of the audit committee. The summer audit date will be scheduled at one of the next WEMA board meetings.

c. CONFERENCE COMMITTEE

WEMA Conference Planning Committee reported that the location decision for the 2016 conference is tentatively the Tundra Lodge in Green Bay. The dates will be October 10 – 13, with the main conference day being Wednesday, October 12, 2016. The committee consists of the following members:

Joe Meagher - Chairman, John Ennis – Vice-Chairman, WEMA Board Members, Jim McNabb (Fond du Lac), Gary Skolarz (Marquette), Tracy Nollenberg (Kewaunee), and Kristina Page (Jackson).

d. MEMBERSHIP & INFORMATION COMMITTEE

Natalie Easterday (NE Region Rep) suggested a change to the WEMA logo. Natalie felt the old logo focused more on what Emergency Managers do versus what the Association is supposed to do, Natalie thought rebranding the logo would give a professional look to the association. The new logo sample was passed around. Motion to approve the logo as presented by Matthew Dykstra (Portage), second by Carl Stenbol (SE Region Rep). **Motion Carried.**

Natalie also reported on her website research, the attendees agreed that our current website is “clunky and hard to navigate” and Natalie advised that it is even harder to modify and update. Natalie has researched other options and believes that Wild Apricot is a web site host that will best fulfill WEMA’s needs. The cost is \$900.00/ year, which Treasurer Hicken, stated is less than our current provider. Motion made by Carl Stenbol (SE Region Rep) to approve Natalie Easterday to work on the transition to Wild Apricot for the WEMA website, second by Matthew Dykstra (Portage). Motion Carried

e. CONSTITUTION & BY-LAWS COMMITTEE

The changes to the by-laws were handled in an earlier agenda item, however, Vice-President Flugaur, requested any future suggestions, additions, or corrections to the by-laws be forwarded to him.



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f. LEGISLATIVE COMMITTEE and OTHER AD-HOC COMMITTEES

i. **WEMA/WEM CEM Committee**

Gary Wieczorek, WEM Exercise and Training Supervisor, planned to meet this evening to discuss training with the committee members. President Nehls asked Gary to start looking at the list of basic required courses and the CEM courses, as she has seen articles on EM forums that are talking about FEMA going to the EMPP (Emergency Management Professional Program), offered at EMI. The forums had further discussed that FEMA may start to tie funding to these types of courses and that other states are starting to move to this model and bring the classes to their state, Gary indicated that he didn't think that EMI was willing to bring the courses to the state. Many are starting to look at the FEMA training as a national standard that could be recognized by all the states, as currently most of the state's certification process are very germane to each state. President Nehls also asked Gary and the committee to start looking at the number of basic and CEM training offerings and the frequency, as with the new model of offering the courses at a regional level, many of the scheduled courses are not held because the minimum of 15 students are not being met. The suggestion was made that the courses be held at Volk field or Ft McCoy as they were in the past (around 8 years ago). The state no longer covers lodging but the cost at these two locations is significantly cheaper than a hotel room and it is a relatively central location in the state. President Nehls has already had a conversation with Rick at the REACT center, and he expressed a desire to host classes. Motion made by Past President, Joe Meagher, to provide a formal written letter to WEM requesting changes and improvements be made based on suggestions made during this discussion, second by Keith Hurlbert (SW Region Rep). **Motion Carried.**

ii. **WEMA/WEM EPCRA Workgroup**

Carl Stenbol (SE Region Rep), reported all the workgroup positions have been filled and the next workgroup meeting is scheduled for March 23, 2016.

iii. **WEM HS Funding Advisory Committee**

Carl Stenbol (SE Region Rep) and Natalie Easterday (NE Region Rep) reported that the next funding advisory meeting will be April 12, 2016 and they have been working closely with WEM on the current HS funding. Lara Kenny, HS grants program director, reported that they are working hard to get the funding out to the counties promptly after it is received. In order to meet the requirements of getting the funding out in time, Lara indicated a grant acknowledgment form, and if needed a de-obligation letter, will be sent out to counties for signature.

iv. **WEM Comprehensive Response Workgroup**

When questioned on the ICS and NIMS Advisory group, Patrick O'Connor, Response and Recovery Bureau Director, indicated it has been molded into this work group. President Nehls attends these meetings and indicated that the meeting had been scheduled for December 2015 had been cancelled and rescheduled.



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- v. **Strategic Plan Workgroup**
Matthew Marmor (EC Region Rep) was named to the workgroup but indicated that no meetings have been scheduled.
- vi. **E-Sponder/Incident Management Software Workgroup**
Phil Rentmeester (Marathon) indicated the workgroup has met four (4) times, in those meetings they have discussed the required “must have” elements versus the elements that are “nice to have”. In request to the E-Sponder usage survey that was sent out there have been 800 responses. The Request for Quote (RFQ) will be released by May. The goal is to have something to replace E-Sponder chosen by 2017.
- vii. **Plan of Work Workgroup**
President Nehls reported the group has been meeting at least twice a month to work on the 2017 POW. WEM has advised that EGRANTS will be used for the Plan of Work starting in 2018. The EGRANTS programming will start the summer of 2016 and if the programming goes well, the workgroup intends to hold training sessions in early 2017 PRIOR to rolling it out for the 2018 POW.
- viii. **Governor's Conference Planning Committee**
President Nehls said she had sent Gary Wieczorke an e-mail asking who the WEMA representative was on the Governor's Conference planning committee, with the intent that they make sure the same person also sits on the WEMA conference planning committee for continuity. Amy received an e-mail back from Gary that there is no longer a committee for the Governor's Conference and that conference duties have been assigned to WEM staff members as part of their normal work responsibilities. Amy indicated that she has heard concerns from a few members that there is no longer a Governor's Conference Committee, which was also echoed by Bill Stolte (Waukesha) when he stated it is essential to have WEMA represented in the Governor's Conference Planning. Gary indicated that WEMA doesn't include him on their conference planning, however, President Nehls reminded Gary that WEMA sends him a yearly e-mail indicating the conference theme and suggestions for pre-conference training. Administrator Satula suggested that he and President Nehls have a separate conversation about this issue. President Nehls recommended WEMA members submit their concerns, comments, and suggestions on the Governor's Conference evaluation survey. Response Section Supervisor, Michelle Hartness, indicated that the All-Hands meeting would now be her responsibility and she would like to assist on the WEMA conference planning committee.
- ix. **State VOAD**
Donna Haugom (Jefferson) indicated that the annual state VOAD meeting will be held on April 28, 2016. At the 2015 meeting they discussed how to promote and retain interests in VOAD, especially during non-disaster times.
- x. **WICAMS Workgroup**
Past President, Joe Meagher, reported this group meets quarterly. WiCAMS processes, procedures and concerns are always discussed. The system has been upgraded to SAAS,



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which has made big improvements to efficiency with data input, given the ability to have signatures print on the card and also made improvements to incident management accountability. With the incident management accountability software it was mentioned that “software keys” are needed and they need to be purchased in groups of five (5). There was discussion on this but since there has been no decisions made, Joe said he would update everyone as the discussion evolves.

12. Comments from Board Members

a. Exercises - Exercise Contractors and limited WEM staff

President Nehls expressed concern with the exercise requirement for the plan of work due to the workloads and number of WEM exercise staff. In order to complete an exercise series, many counties use exercise contractors, however, the eligible rate for exercise contractors was cut, so many are no longer taking on new exercises. President Nehls asked what the counties are supposed to do to meet their requirements if WEM doesn't have staff to assist and if they don't have the county funds to offset the cost of a contractor. Lara Kinney, HS grants program director, indicated that WEM recently looked at this and intends to increase the pay for contractors in the next round of exercise grants.

b. E-Grants usage by contractors

President Nehls was told that exercise contractors will no longer be able to access E-Grants on behalf of the counties (they are contracted with) to input and close-out grants. Administrator Satula indicated this policy has been reviewed due to concerns with security, after reviewing the policy it was determined that it is counter-productive to the cyber hygiene policy. President Nehls indicated that WEM should send out a notification to counties when they decide to make a policy or long standing procedural change. President Nehls also mentioned that many county EM directors have not had training on E-Grants. Lara Kinney indicated that she and the other grant specialists are always willing to work with the counties on using E-Grants. It was also suggested to have an E-Grants training session at the WEMA conference.

13. General Discussion

Carl Stenbol (SE Region Rep) gave a short overview of the “Ready Badger” application that was created in the South East region as a “one stop shop” for preparedness and recovery information. Carl requested that the “Ready Badger” application be considered for a break out session at the October WEMA Conference.

14. Next Meeting Dates

The next meeting dates are as listed:

Board Meeting - May 4th – 10AM – Noon – Stevens Point

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

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

15. Adjournment

Motion to adjourn by Tom Hall (NW Region Rep), second Gary Brown (Pierce). **Motion Carried.**
Meeting adjourned at 7:15pm.