



# WEMA Board of Directors Meeting

July 14, 2016 10:00AM

Mid-State Technical College-Stevens Point  
Room CER 634

## Board Members present:

Amy Nehls, President (Dodge)  
Joe Meagher, Past President (Dodge)  
Keith Hurlbert, SW Region (Iowa)

Nick Flugaur, Vice President (Ho-Chunk)  
Natalie Easterday, NE Region (Shawano)

## Board Members via Conferenced Call:

Bobbi Hicken, Treasurer (Fond du Lac)  
Carl Stenbol, SE Region (Milwaukee)  
Tom Hall, NW Region (Rusk)

Mike Baker, WITEMA (Potawatomi)  
Kristen Sailer, WC Region (St. Croix)

## Others Present:

Sign-in Sheet

1. Call to Order at 10:00 am By President Nehls
2. Roll call of members was done verbally to let call in members know who was present and a sign in sheet was provided for physical attendees.
3. Motion was made and seconded for approval of agenda as presented. **Motion Carried.** Motion was made and seconded to allow President to go out of Order, as needed, to efficiently conduct the meeting. **Motion Carried.**
4. Motion was made and seconded to accept the May 4, 2016 board meeting minutes. **Motion Carried.**
5. Treasurer's Report was presented by Bobbi Hicken. The report was for the first half of our fiscal year January 1 to June 30, 2016, all required filings have been submitted and bills are paid to date. Balance reported at \$27,651. Motion made and seconded to approve the treasurers report as submitted. **Motion Carried.**
  - a. 2016 IAEM Conference was discussed. The conference will be in October, the week after our conference, in Savannah Georgia. The member scholarship was awarded to MEMBER Scholarship Application to a Kaylynn Gresham and will cover the cost of airfare, lodging and registration costs for the conference.
  - b. Board determined Bobbi Hicken will attend to represent the WEMA board.
6. Suggestion from Lisa Olson-McDonald to offer a WEMA Scholarship with extra WEMA funds. Lisa provided an overview of how the Wisconsin Land Information Association (WLIA) awards a yearly scholarship. Lisa provided documents to support her information along with a copy of the application. Lisa believed this to be a model that would fit our mission. WLIA uses a 501c3 to manage the scholarship. They award 2 to 4 scholarships in the amount of \$500-\$1000. There was

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no conclusive discussion on how a 501c3 is formed. As presented by the treasure WEMA currently has \$27,000 on hand – this would be good seed money to support the scholarship. It was discussed that soliciting donations and auction items may not be necessary. There was a lot of discussion on what to do with the \$27,000 on hand and if the intent was to use it on behalf of the association or to give scholarships or another use. Additional discussion was held on putting the funds in an interest bearing account or a money market, as the Certificates of Deposit (CDs) will be coming due in 2017. Further info was tabled to the October Annual Meeting. Members of WEMA thought the scholarship was an interesting option but due to not wanting to spend all the association funds they felt the scholarship would need to be self-sustaining (donations/auctions/etc.). Due to the amount of work that would be involved in funding the scholarship and the board already taking on the conference responsibilities, it was decided to table until the October membership meeting to see if there was someone interested in being responsible for the project.

7. New Elected Officials Training (WI Towns & Counties Associations) – Tom Hall reported elected officials that were new county board members went to training and there was very little training offered on what EM is and does. President Nehls and Eric Burmeister covered educational topics and covered what emergency management does and what we bring to the table at a Wisconsin Counties Association educational meeting in April 2015. Discussion about going to the conference that County Board Members have every year and that WEMA may attend to educate the county board members, would be easily done since Amy and Eric have the power point to present. Amy said that it had been suggested but the WCA contact mentioned that an application process is done to select presentations for the annual convention. The group believed WEMA should be reaching out to do more education with WCA, the Town's Association and the Municipal Association. Amy said she would work on this as time permits and asked that if the board members had a contact to forward it to her.
  
8. President Nehls met with Administrator Satula prior to the WEMA meeting (last Thursday) and had a good discussion. WEM is working on training, in efforts to rectify the issues submitted via a letter by WEMA. On July 28<sup>th</sup> the CEM committee will be meeting with Gary and working on training offerings and offering more courses being hosted at Volk Field or Fort McCoy. There is still an issue with funding and being able to bill the counties for overnight stays at the REACT center but WEM is working on getting it rectified. Amy also mentioned to Brian that at the yearly exercise and training workshop that many regions indicated that they would be interested in seeing EMI brining the Master Exercise Practitioner (MEP) course locally to Wisconsin.
  
9. WEMA Standing Committee Reports
  - a. AUDITING COMMITTEE
    - i. Schedule summer audit date for 9/12/2016
  
  - b. CONFERENCE COMMITTEE

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- i. Joe gave an update on 2016 WEMA Conference to be held in Green Bay at Tundra Lodge. Conference will be October 12<sup>th</sup> with state sponsored preconference training. Conference committee has met a handful of times and most of the general and break outs have been determined.
  - ii. Update on Request for Proposal (RFP) for 2017 & 2018 – RFP will be sent out in emails to board members for review. Please review, we hope to make final decision made at the WEMA conference.
- c. **MEMBERSHIP & INFORMATION COMMITTEE** – Natalie Easterday reported
- i. Natalie Easterday reported that the website cut over date to a new host, Wild Apricot, will be at or around August 31, 2016
- d. **CONSTITUTION & BY-LAWS COMMITTEE** – Nick Flugaur nothing to report
- e. **LEGISLATIVE COMMITTEE(S)**
- i. WEMA/WEM CEM Committee – Darrin Gudgeon (Richland), Sheena Kohler (Rock), Bill Stolte (Waukesha)
    - Meeting scheduled for July 28, 2016.
  - ii. WEMA/WEM EPCRA Workgroup - Carl Stenbol reported  
WHOPPERS is a good tool for Tier II reporting, however, there needs to be additional training and that maybe revenue from EPCRA fees could be used. The WHOPRS workgroup agreed that it would make sense to spend the money generated from Tier II submission to have training for the reporting end users. The EPCRA workgroup will be holding a meeting 28<sup>th</sup> in Stevens Point with a full agenda on “compliance”. Carl will also be presenting the findings of the WHOPRS workgroup to the EPCRA workgroup, which was to recommend suspending any updates to the WHOPRS planning module as very few counties plan on using the planning module due to its limitations. Carl is getting ready to wave the white flag and concede that WHOPRS is NOT the planning tool that he had hoped for.
  - iii. WEM HS Funding Advisory Committee – Carl Stenbol & Natalie Easterday
    - i. President Nehls received a letter from WEM making the official appointment of Carl & Natalie from 2014 – 2018.
  - iv. WEM Comprehensive Response Workgroup  
Amy Nehls & Joe Meagher were unable to attend as the meeting was scheduled for today.

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- v. Strategic Plan Workgroup – Matthew Marmor  
Matthew submitted an update to President Nehls stating that there was nothing to report as WEM hasn't scheduled any additional meetings. Administrator Satula had told President Nehls, during their meeting, that the process for the strategic plan has changed and a new facilitator needs to be assigned. There will be an internal survey developed by Paul France, Robby Stoikes and Lara Kenny.
- vi. E-Sponder/Incident Management Software Workgroup – Phil Rentmeester (Marathon).  
Phil said the workgroup finished their job and that the software is at the RFP/RFQ stage so there is nothing more to report.
- vii. Plan of Work Workgroup – Amy Nehls  
The workgroup is finishing up and waiting for the final approval from the Administrator so the 2017 POW can be sent out in August. Not a lot of change from 2016 just getting everyone used to the new “grant format” before making the change to E-grants in 2018.
- viii. Governor's Conference Planning Committee
  - i. WEMA member to “take on an area of responsibility for the conference”  
Amy e-mailed Gary about this and according to his email they are starting to work on the governor's conference and WEM would like to invite a member or members to participate in a work group and to take on an area of responsibility. His e-mail also mentioned the Incident Command structure and that the WEMA member would be part of the structure. Amy wasn't entirely happy with the response as it didn't really detail what the “responsibility” would be. WEMA is not looking to send a representative to have to be responsible for the Governor's Conference but a member to attend the meetings to collaborate on the theme and training to make sure that it is beneficial to WEMA members. The board also discussed where a WEMA member would fit as part of the command structure in conference planning, as they wouldn't be finance and shouldn't have to do operations or logistics. Suggestion from Nick to ask who WEMA's liaison is and that we are not interested in doing the planning for WEM. Keith Hurlbert volunteered to be the WEMA liaison for the Governor's Conference. There was also discussion on the WEMA pre-conference training and Michelle Hartness has asked Gary (per President Nehls request) to offer something regarding cyber security, donation management and disaster response and recovery.
- ix. State VOAD – Donna Haugom (Jefferson)  
Nothing reported.
- x. WICAMS Workgroup – Joe Meagher

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Joe reported that he attended Miles Paratus to help with WICAMS. During the event questions were raised on how the system would be made available for accountability at events, one concept was discussed to have Regional Directors have a cache available of reader machines and counties could download the IC/Tracking program as needed. Recent concerns have been raised on purchasing keys for the IC/ tracking phone application and that individual counties will not be able to purchase keys for the original \$250 estimate because Salamander advises they will not do individual data entry. Joe reported it seems things have gone a bit up in the air since the loss of Paul Kittson as our Identisis/ salamander contact, Paul was on board from the concept of WICAMS and now new people need to get caught up. No definite answers were given so we will wait for additional information from WEM. Someone suggested to do more training on this at all hands meeting coming up to showcase how WICAMS was used at Miles Paratus successfully.

## 10. Comments from Board Members

Natalie Easterday asked if other counties were having trouble getting HAZMAT technician training offered due to the class sizes, she said that she recently was given permission to host a training through NWTC even though she only had 7 students. President Nehls indicated that she and Administrator Satula had discussed changes that WEM is working on with the HMEP grant and HAZMAT training and costs, since it is not consistent throughout the state.

## 11. General Discussion

## 12. Next Meeting Dates

The WEMA Annual Meeting will be held on October 12, 2016 at 4:00PM. The meeting will be held at the WEMA Conference location (Tundra Lodge, Green Bay, WI).

## 13. Adjournment

Motion to adjourn by Keith Hurlbert, second by Natalie Easterday. **Motion Carried.** Meeting adjourned at 11:45 am.

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