

PORTAGE EMERGENCY PLANNING COMMITTEE MEETING

Minutes for Friday, November 1, 2013

MEMBERS PRESENT: Fire Chief Simonson, Police Chief Manthey, Police Dept. Asst. Chief O'Neill, EMS Director Jon Erdmann, City Attorney Spankowski, City Administrator Murphy, Director of Public Works Redelings, School Representative Messer.

OTHERS PRESENT: Diana O'Neill, American Red Cross Representative, County Emergency Mgmt. Dep. Asst. Johnson

MEMBERS ABSENT: Mayor Tierney, Railroad Administrator Meierhoff, and Fire Dept. Capt. Hudgens

Meeting was called to order at 10:05 a.m.

1. **APPROVAL OF MINUTES FROM LAST MEETING**

A motion was made by Chief Manthey and seconded by EMS Director Erdmann to approve the minutes from the July 26, 2013 meeting. Motion passed unanimously.

2. **OLD BUSINESS:**

Hazmat Course Updates: Kathy Johnson advised that she does not have any new course updates.

Update the City's Emergency Operation Plan: Various changes were made to the plan. Chief Simonson advised that we hope to have all changes made and copies distributed at the beginning of the year.

Emergency Shelters: Public Works Director Redelings advised that they received a block grant of \$80,000 for emergency shelters. They put out bid requests for renovating the Fairground Grandstands, but did not receive any bids. He has information for purchasing some stand-alone shelters and is looking at possibly purchasing 3 of them to be placed in various public locations with possibly one right in the Wauona Trailer Park area. Other concerns were about how to open/close these shelters during an emergency. He is looking into getting that done remotely. Need to have some sort of battery packs to get that done as well as lighting inside. Need to have some sort of bathroom arrangements as well as seating arrangements, ex. benches. Bob is hoping to have all of this set up by next season.

3. **NEW BUSINESS:**

All Hazards Training: Asst. Chief O'Neill went over the emergency situation training that was conducted at the County Court House on October 25, 2013. He would eventually like to do similar training in all City buildings so that all departments will know what the procedures are during an emergency situation.

The schools in Columbia County are currently reviewing their emergency response procedures and are looking at implementing the use of flip charts showing what those procedures are.

American Red Cross: Diana O'Neill discussed what the American Red Cross can provide to the City and/or County during a disaster or emergency situation. They are currently gathering a list of emergency shelter locations within Columbia County. If assistance is required, the number to contact is the main office at 877-618-6628. They will then contact the person who is on call and will respond. Another service they provide is "Safe Welfare Linking"; where a client's information is posted on their website and family members or interested parties can look to see if they are OK and what assistance they require.

Other Training: Kathy Johnson advised that on December 2, 2013 there is a 2 day workshop being held in Madison on Mass Fatalities. A few of this committee's members are going to be attending.

Tabletop Exercise: On December 12, 2013 CP Rail is looking to conduct a tabletop exercise. There are two meetings scheduled, November 4th and November 18th, that will be held at the CP Rail yard here in Portage.

4. **ADJOURNMENT**

A motion was made by Public Works Director Redelings and seconded by City Administrator Murphy to adjourn the meeting at 10:49 a.m.

The next meeting is scheduled for Friday, January 24, 2014 at 10:00 a.m. in Conference Room #1.

Respectfully submitted,

Chris Essex
Recording Secretary

/ce