

Richland County Emergency Management

Committee Meeting Minutes

May 17, 2019 at 9:00am

Attendance: Kerry Severson; Marty Brewer; Darin Gudgeon; Violet Johnson, NHS

Absent: Jeanetta Kirkpatrick

1. The meeting was called to order at 9:00am.
2. Notification was given and the agenda was posted. A motion was made by Severson and seconded by Brewer to approve the agenda. The agenda was approved.
3. Brewer made a motion to approve the last meetings minutes, seconded by Severson. Minutes were approved.
4. Gudgeon informed the committee that in a meeting last year, the Committee had authorized repairs to be completed by Michael Marshall Carpentry with a bid of about \$1,700, however the repairs were never completed. The Command Post had been overwintered in the Sheriff's Department Impound lot and despite best efforts, it was exposed to ice and snow, further damaging it. Some minor repairs were completed to seal it and reduce the potential of more damage. Three other bids were requested with only one being returned. The company, out of DeForest, estimated repairs to cost about \$3,500, addressing the damage to the roof and corner. They stated that it was structurally sound. In order to buy a new trailer, it would cost \$24,000. Gudgeon noted that it had been determined to include building a shelter for the Command Post in the 2020 budget. He also informed the committee that the generator repairs came in lower than the initial estimates, costing about \$700. Brewer made a motion to approve the presented bid to repair the Command Post, to be paid out of the Maintenance and Repairs line. It was noted that that line would be over budget but the salary will balance it out due to the lack of filling that position at this time. Severson seconded the motion. Motion carried.
5. The Committee was updated on the CDBG-EAP progress and Violet Johnson from Neighborhood Housing Services presented information regarding a complication with a case from 2016. Johnson informed the Committee that as part of the program, the bid process does not need to take place if the homeowner is already working with a contractor. This was the case in this particular instance, with the final inspection taking place and the invoice of approximately \$17,000 being paid. As part of the program, they have a 1-year warranty on the work done. While there were details in the cement work that the homeowners were not initially pleased with, the work passed inspection but within a year it was seen that the cement began to crack. A letter was sent to request the original contractor to correct the situation. Another inspection took place, and the list of defects was compiled and sent to the contractor with the Right to Cure information. This particular contractor is no longer in business and has verbally offered to pay the homeowners, though the grant funds are from the State therefore the money would go back to the grant and the project would be rebid. The contractor is still liable for the defects as he did own the business at the time. The contractor stated that he would send a certified letter

committing the funds however it was never received. NHS, it was noted, is just facilitating the grant program and has no standing in the situation. While individuals at the State level have been involved, no guidance has been given on how to proceed. Brewer made a motion to move the issue forward onto Corporation Council with Gudgeon and NHS being informed of any steps taken. Severson seconded. They also requested the State be contacted again to give guidance from previous instances and the opinion of their Corporation Council.

6. The contract with Vernon County Hazardous Materials Team was discussed. Though Gudgeon could not find the original contract, he stated that the contract has been updated with an addendum due to changes in types of response, now covering more drug lab scenes. There was an incident where there was no responsible party in which the municipality requesting the service was billed, which led to the need to clarify billing practices within the contract. The old contract was open-ended whereas this contract will be renewed on a two-year basis by the committee and reviewed annually by the LEPC. There was discussion as the contract was read through with the committee agreeing that two items be addressed. 4.01(b) was identified as needing to be reworded as it is Richland County's grant funds and therefore they should be able to be used by the County without having to ask permission from Vernon County, though the contract could be interpreted to mean that at this time. 5.01(b) currently reads that an incident commander would not be able to request a different hazardous materials response team until either the Vernon County EM Director or the Hazardous Materials Team provided written permission to do so. It was noted that in a situation where this team would be needed, time is of the essence and waiting for written permission may be detrimental to response. It should be changed to state that this team will be the first choice for response and in the case that this team is unable to respond within an appropriate amount of time, the incident commander has the authority to request an alternate. Brewer made a motion to have this contract reviewed by Corporation Council with the proposed changes. Severson seconded the motion. Motion carried.
7. The next meeting was scheduled for June 17th at 9am. One item requested to include would be the purchase of a car port to cover the Command Post the remainder of summer and fall.
8. Brewer made a motion to adjourn, seconded by Severson. The meeting adjourned at 10:13am.