

Richland County Emergency Management  
Committee Meeting Minutes  
September 6, 2019 at 9am

Attendance: Kerry Severson; Jeanetta Kirkpatrick; Darin Gudgeon.

Absent: Marty Brewer.

1. The meeting was called to order at 9:06am.
2. Notification was given and the agenda was posted. A motion was made by Kirkpatrick and seconded by Severson to approve the agenda. The agenda was approved.
3. Kirkpatrick made a motion to approve the last meetings minutes, seconded by Severson. Minutes were approved.
4. Gudgeon updated the committee on a CDBG case with a potential conflict of interest. A person is eligible for the CDBG program but is a contracted employee of Richland County. County Corp Counsel was notified and stated that they did not identify any conflict of interest. Following the process as advised by State officials, the case now needed to be brought before the Committee as the final step to determine if a conflict exists. The concern was that the person who signs the person's paychecks would be the same person signing the CDBG check, should one be provided. The CDBG program can cover eligible expenses up to 50% of the value of the home. Program eligibility is still being investigated; there was discussion of program and situational parameters.
5. Per the Plan of Work, contracts are now required for planning, exercises, or other areas covered by non-County employees. Gudgeon drafted a contract using a template as advised by Corp Counsel with the agreement outlining the work to be done by JT Heinen Global Consulting and amount to be paid for such work. Kirkpatrick made a motion to authorize this contract be moved forward to Corp Counsel and to the County Board for approval, seconded by Severson. Motion carried.
6. Gudgeon explained that the Plan of Work has changed to include extra tasks. Where it previously only needed three public awareness campaigns, it now requires six. This year, Gudgeon has identified these campaigns to include tornado awareness, disaster preparedness, EPRCA, Stop-the-Bleed, and two others to be determined. The Emergency Response plan will also be changing over to have Emergency Support Functions (ESF) rather than annexes. ESFs are more task driven where annexes are more agency driven. The Plan of Work also requires more plans be reviewed each year.
7. Gudgeon requested an update on funding for the Command Post storage shed. Kirkpatrick stated that at this project is currently expected to be funded through borrowed money for capital expenditures. Gudgeon stated that he has gotten information through rough specs and has an estimate of \$19,250 for the cost of the project. This has not been bid out. Kirkpatrick stated that she would make sure that it was included in the funding. Gudgeon stated that he had been following up with the Richland Center Police Department and Richland Center Fire Department on their needs and whether this would be the best use of tax-payer money to be built as a joint-use building with the expenses shared. It would remain a County building but costs for repairs or expenses would be split evenly based on an MOU not yet drafted. Gudgeon

informed the Committee that the Command Post has been repaired, under budget, and there was work done by Mike Wertz, Steve Krueger, and Tim Dehnart. It is expected to be moved to the fairgrounds after the Richland County Fair concludes. Gudgeon stated that he would continue to develop partnerships with the other entities but didn't want to do so if it was expected that this project would be put off again. Kirkpatrick stated that there was a meeting on September 16<sup>th</sup> that would determine project funding. Gudgeon also pointed out that the Mutual Aid Association has been using a space in the Town of Richland garage that will not be available for use within the next year. Gudgeon expects the Association may be interested in the partnership as well. He noted that there was potential for this project to have County-wide impacts. There are other possible funding sources that need to be looked into further.

8. The next meeting was set for October 4, 2019 at 9am.
9. Kirkpatrick made a motion to adjourn, seconded by Severson. The meeting adjourned at 10:02am.