

Richland County Emergency Management
Committee Meeting Minutes
July 23, 2021 at 9:30am

Attendance: Kerry Severson; Marty Brewer; David Turk, via Zoom; Darin Gudgeon.

Absent: Not applicable.

1. The meeting was called to order at 9:33am.
2. Notification was given and the 8-point agenda was posted. A motion was made by Brewer and seconded by Turk to approve the agenda. The agenda was approved.
3. Brewer made a motion to approve the last meetings minutes, seconded by Turk. Minutes were approved.
4. The 2022 budget was presented. Gudgeon stated that he appreciated the new budget sheets provided this year to assist in showing the Board the role played by the Department. Gudgeon discussed the Federal and State mandates for the position as well as the cycle of work done with mitigation, preparedness, response, and recovery. Typically, preparedness and recovery are the most challenging. He also explained the role defined by EPCRA. There were 19 different services listed as mandated functions with no non-mandated functions provided noted. Gudgeon discussed the Department's goals for 2022 with some additions by the Committee. Gudgeon extended his appreciation for the assistance by other departments in the transition from the Emergency Operations Plan to the Emergency Response Plan, specifically recognizing Clinton Langreck, Clay Porter, Roger Petrick, Tracy Thorson, Angie Rizner, and Rose Kohout. Gudgeon also informed the Committee of a flood plain restoration project the Department will be participating in for 2022 which may require some financial support. Gudgeon overviewed the State Aid that funds the Department, which is determined based upon geographical size, population, and other factors. Typically, the Department receives annual funding between \$27,800 and \$28,500. For 2022, there will be a one-time additional increase with the Department set to receive about \$36,000. Without this increase, the Department would not be able to make the mandated \$0 Levy increase. With this increase in State funding, there will now also be an increase to the Department's budget with no impact on the levy. There are no services to restore from 2020, however Gudgeon pointed out an anticipated shortfall in the 2023 budget. The budget was discussed showing minimal changes from the previous budget. It was noted that the Department pays for contracted maintenance on the radio repeaters serving the fire and EMS services; these serves do not pay for any maintenance in the repeaters. The Committee recognized there was little to adjust and recognized increases were reasonable to expect to accommodate the transition to a new facility. At this time, all costs associated with the move are currently covered by the project budget with oversight by the Joint Ambulance Committee. Brewer recognized the need for the budget sheets to now include a line item for utilities, as Emergency Management has not been paying utilities for space used in the Courthouse but would be for the new facility. At this time, the current surplus in funds due to the additional State Aid will be placed into the budget for intent to use for utility expenses. If

funds are available, Gudgeon recommended use toward the flood plain project, as it will have a great impact on many. The committee agreed.

The Committee provided feedback after budget review. Turk stated there was ample documentation to show that the across the board guidance does not work for small departments with no services available to cut. Any changes would impact the response capabilities which would impact the entire county. Brewer stated his appreciation for the level of documentation regarding the existing needs. The Committee was also appreciative to have the additional State funding and recognized that establishing the 2023 budget may be more of a struggle. Brewer made a motion that this budget be referred on to the County Administrator and Finance and Personnel Committee, seconded by Turk. Motion carried.

Darin reviewed the EPCRA 2022 budget, which primarily consists of funding by State Aid for contract payments for the Hazardous Materials team based in Viroqua. This year, there will be some funding from this budget put toward a new computer and projector. It was noted in discussion that no funding is earmarked for per diems in the EPCRA and Emergency Management budgets. Attendance to meetings are typically paid for by members' employer agencies. Gudgeon does not expect any impact to the levy in this budget. Turk made a motion, seconded by Brewer, to approve this budget and refer it on to the County Administrator and Finance and Personnel Committee. Motion carried.

5. It was recognized by the Committee that the Command Post continues to need permanent storage. Funding up to \$20,000 is available in the bond for building such a structure. It was overviewed that other departments have expressed interest in adding square-footage to this structure for storage of their items as well but nothing has been officially voted upon by other boards or committees at this time. It is anticipated that an MOU would be written with the other entities sharing the cost of construction, insurance, maintenance, and utilities of the structure. It was recognized that there are delays in construction projects so the anticipated timeline would be for construction in early 2022. The Committee agreed that the project should not be delayed while waiting for other departments to approve involvement. Severson suggested to include this item on the next LEJC agenda for discussion and approval for use of space currently included in the impound lot. Gudgeon will seek more current estimates of project costs recognizing that the building would need electrical now but could wait for installation of water and heat.
6. Gudgeon informed the Committee of events in response to COVID-19 since the last Committee meeting. Response has not ended. Despite the EOC being closed and operations being back to normal capacity, Situation Reports are still being published weekly which document statistics globally as well as ongoing efforts to combat the effects of the pandemic. It was noted that the State discontinued PPE distribution through County EOCs; eligible partners are now to request PPE as necessary through DHS.
7. The next meeting was set for October 1, unless a meeting is required earlier.
8. Turk made a motion to adjourn, seconded by Brewer. The meeting adjourned at 11:25am.