EMERGENCY GOVERNMENT COMMITTEE
NOTICE OF PUBLIC MEETING

Thursday, August 1, 2019  6:30pm  Emergency Services Building
4030 County Road N
Cottage Grove, WI

1. Determine that a quorum is present and that the meeting was properly posted.
2. Call to order.
3. Public Appearances – public’s opportunity to speak about any subject that is not specific agenda item.
4. Discuss and consider approval of prior meeting minutes.
5. Update on meeting table connectivity.
6. Update on new computer
7. Emergency Plan for Aster Senior Leaving
8. Discussion of budget
9. Discussion of emergency plan for extreme weather events
10. Process for review of overall emergency plan
11. Reports from Department Representatives and committee Members
   a. Cottage Grove Police Department
   b. Cottage Grove Fire Department
   c. Deer-Grove EMS
   d. Monona Grove Schools
   e. Landmark
   f. Hydrite Chemical
   g. Committee Members
12. Future Agenda Items
13. Date and Time of next meeting
14. Adjournment

ALL AGENDA ITEMS ARE SUBJECT TO ACTION
Respectfully submitted by Sarah Valencia

Notice: Persons needing special accommodations should call 839-5021 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the agenda items above.
EMERGENCY GOVERNMENT COMMITTEE

NOTICE OF PUBLIC MEETING

Tuesday, July 9, 2019 6:30 pm  Emergency Services Building
4030 County Road N  Cottage Grove, WI

1. Determine that a quorum is present and that the meeting was properly posted.
   Attendees: S. Valencia, J. Williams, L. Kieck, M. Fonger (voting members). Also
   present J. Molstad (Aster), DGEMS Chief E. Lang, Town Chair Kris Hampton.

2. Call to Order at 6:30 PM

3. Public Appearances – public’s opportunity to speak about any subject that is not a
   specific agenda item. None.

4. Discuss and consider approval of prior meetings minutes. Motion by Kieck/Fonger to
   approve as printed carried 4-0.


6. Discussion of new computer: Chief Lang recommended buying an off-lease model
   computer from Horstman Networks, Inc. Approval was done two meetings ago, not to
   exceed $700 and using Hydrite donated funds.

7. Update on meeting table connectivity: A low bid of $651 from Electrical Solutions to
   update the table was discussed. Motion by Valencia/Kieck to accept the bid from
   Electrical Solutions, not to exceed and using Hydrite donated funds carried 4-0.

8. Update of Aster Emergency Plan from Kris Hampton: Joe Molstad from Aster and the
   committee agreed that the entire complex has a much bigger issue than just fire.
   Hampton will talk to the Hustons, Molstad will go up with his level. We should also
   look at Kindred Hearts.


10. Reports from Department Representatives and Committee Members:
   a) Cottage Grove Police Department: No Report
   b) Cottage Grove Fire Department: No Report
   c) Deer-Grove EMS: No Report
   d) Monona Grove Schools: No Report
   e) Landmark: No Report
   f) Hydrite Chemical: No Report
   g) Committee Members: No Report

11. Future Agenda Items: Aster (entire Huston complex), table, computer, emergency
    plan.

12. Date and Time of next meeting: August 1, 2019 at 6:30 PM.
13. Adjournment: Motion by Fonger/Kieck to adjourn carried 4-0.
# Town of Cottage Grove
## Emergency Government
### Budget vs. Actual

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<tbody>
<tr>
<td><strong>50140 - Emergency Gov't Expense</strong></td>
<td>2,182.82</td>
<td>2,504.93</td>
<td>(322.11)</td>
<td>1,052.00</td>
<td>1,500.00</td>
<td>(448.00)</td>
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<td>Funded By Hydrite Donation</td>
<td>(1,364.92)</td>
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<td>(615.00)</td>
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<td>Budget vs. Actual Less Hydrite Funding</td>
<td>817.90</td>
<td>1,500.00</td>
<td>(682.10)</td>
<td>437.00</td>
<td>1,500.00</td>
<td>(1,063.00)</td>
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<td><strong>TV Mounting and Cell Phone Boosters</strong></td>
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<td><strong>30400 - Designated For Emergency Government</strong></td>
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<td>2018 Hydrite Donation</td>
<td>(2,000.00)</td>
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<td>EOC Cellular Booster Purchase</td>
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<td>EOC TV and Mount Purchase</td>
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<td>2019 Hydrite Donation</td>
<td>(2,000.00)</td>
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<td>Power Pole - Electrical Solutions</td>
<td>615.00</td>
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<td><strong>Total Emergency Government Fund Balance</strong></td>
<td>(2,020.08)</td>
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Extreme Temperature Planning

In the event that the National Weather Service issues an extreme temperature alert and the forecasted condition will likely impact the Village of Cottage Grove and/or the Town of Cottage Grove the following protocol will be followed.

Extreme temperature alerts to be included in this procedure include:

- Excessive Heat Watches: Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. A Watch is used when the risk of a heat wave has increased but its occurrence and timing is still uncertain.
- Heat Advisory: A Heat Advisory is issued within 12 hours of the onset of extremely dangerous heat conditions.
- Excessive Heat Outlooks: Potential exists for an excessive heat event in the next 3-7 days. An Outlook provides information to those who need considerable lead-time to prepare for the event.
- Wind Chill Watch: A wind chill watch is issued when dangerously cold wind chill values are possible.
- Wind Chill Advisory: Wind chill advisory is issued when seasonably cold wind chill values but not extremely cold values are expected or occurring.

1) Extreme temperature alert announced.
2) Emergency Director or designee contacts (email and/or telephone) the following groups of people:
   - Emergency services personnel (Police, Fire, EMS)
   - Appropriate village and town department heads
   - Emergency government committee members
   - Town Chairperson and Village President

Purpose of email:
- Provide known details regarding extreme temperature watch.
- Provide next steps (ie. Continue to monitor, conference call needed, etc.)
- If call-in necessary, the email will include date, time, and call-in information.

3) If Conference Call needed:
   - Emergency Director will take notes on necessary action and distribute to all on email list.
   - Planning and next steps to consider during meeting could include:
     - Discussion regarding vulnerable populations (see appendix for ‘Vulnerable Populations’)
     - Discussion regarding locations to serve as potential shelter (see appendix for ‘Potential Shelter Options’)
     - Discussion on department planning needs – ie. Need more EMS staff on call?
     - Discussion regarding community events that may be impacted by the extreme temperature.
     - Ensure lines of communication open between Emergency Personnel and Emergency Director.
     - Determine what needs to be communicated to the public, how the information should it be communicated, and on what timeline
     - Clear next steps noted.
     - Additional conference calls scheduled as necessary.
In the event that the National Weather Service issues an extreme temperature warning and the condition will impacts the Village of Cottage Grove and/or the Town of Cottage Grove the following protocol will be followed.

Extreme temperature warnings to be included in this procedure include:
- Excessive Heat Warning—An Excessive Heat Warning is issued within 12 hours of the onset of extremely dangerous heat conditions.
- Wind Chill Warning: A wind chill warning is issued when dangerously cold wind chill values are expected or occurring.

1) Extreme temperature warning issued.
2) All non-Emergency Personnel to remain in appropriate shelter.
3) Frequency of communication determined between Police Department and Emergency Director.
4) Emergency Director emails the following people with updates during extreme weather events.
   - Emergency services personnel (Police, Fire, EMS)
   - Appropriate village and town department heads
   - Emergency government committee members
   - Town Chairperson and Village President
5) In the event a catastrophe occurs that wasn’t planned (ie. Power outage), Police Department to contact Emergency Director immediately.
6) As appropriate and able, Emergency Director connects with above group to determine next steps and follow necessary protocols.

If we need:

Transportation
Food
Shelter
Water
Sanitary Stations
Clothing
Medical Care