

Village of Cottage Grove Emergency Preparedness Committee
Meeting Minutes of June 14, 2022

This meeting took place virtually via Zoom

1. Call to Order. The Meeting was called to order at 4:05pm by Emergency Government Director Wagner.

2. Determination of Quorum and That the Agenda Was Properly Posted. It was determined that a quorum was present and the agenda was properly posted. Members present were Village President John Williams, Emergency Government Director Matt Wagner, Director of Parks, Rec & Forestry Sean Brusegar, Director of Public Works/Deputy Administrator JJ Larson and Dave Volenberg. Trustee Melissa Ratcliff, EMS Chief Eric Lang, Fire Chief Archibald, Police Chief Layber and Village Administrator Matt Giese, were absent and excused.

3. PUBLIC APPEARANCES-Public's Opportunity to Speak About Any Subject That Is Not A Specific Agenda Item. No members of the public were in attendance.

4. Discuss And Consider The Minutes From The Emergency Preparedness Meeting On April 20, 2022. **Motion** by Williams, seconded by Brusegar to approve the minutes as presented. Motion passed by unanimous voice vote.

5. Discuss and Consider Approving Updates To Emergency Preparedness Plan Director Wagner presented the plan and called out a few minor updates that had been made including the Village logo, addition of the new elementary school and Landmark's new company name. There were also minor language clean-up items addressed. He stated the plan was sent to department heads for additional review as well. **Motion** by Wagner, seconded by Williams to approve the updates to the Emergency Preparedness Plan. Motion passed by a unanimous voice vote.

6. Discuss Emergency Action Plans Included In Permit Request For Large Events Director Wagner reported that he and Director of Parks, Rec & Forestry Sean Brusegar had recently attended a training from the National Weather Service. One of the takeaways from that training was the potential to require permittees to produce Emergency Action Plans in order to receive Village permits for large outdoor events. Director Wagner intends to research other communities and consult the Village insurance representatives, and perhaps bring a recommendation back to the Committee at a future meeting.

7. Round Table Discussion Director Wagner reported that the plan is to hold a Tabletop Exercise later this fall in October or November. He will work with Dane County Emergency Management on coordination.

8. Future Agenda Items Potential recommendation on requiring Emergency Action Plans for large outdoor event permits and Fall Tabletop Exercise.

9. Adjournment Motion by Williams, seconded by Brusegar to adjourn the meeting at 4:16pm. Motion carried with a unanimous voice vote.

Respectfully submitted by JJ Larson, Director of Public Works/Deputy Administrator

Approved on: