

Village of Cottage Grove
POLICE DEPARTMENT

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Daniel L. Layber
Chief of Police

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Memorandum for the Emergency Government Plan for the Village of Cottage Grove

The Village of Cottage Grove Emergency Government Director has been tasked with creating and implementing an emergency preparedness plan for the Village. The Cottage Grove Emergency Preparedness Plan contains information related to how the Village will react to an emergency, what functions each agency shall perform, who has authority to declare an emergency, who is responsible for coordinating the activities, phone directories of key people, and appropriate documentation for assessing the damage. The plan will never be complete. Agencies will always be redefining their roles and rewrite emergency response policy specific for the agency. The first edition simply provides the key elements and an overall structure from which to build an ever more useful plan.

The planning and purpose of this plan is mandated by Wisconsin Statute 323.14. All local government units shall adopt an “effective” program of emergency management consistent with the state plan of emergency management and appoint a head of emergency management services. While mandated, an emergency plan ultimately seeks to minimize loss of life and property damage to residents of the Village and to determine how the locale can quickly restore operations to minimize economic loss to persons and businesses.

The plan includes implementing an Emergency Preparedness and Mobilization Committee. This committee would be made up of Village of Cottage Grove Board members and other emergency response staff who are contracted by the Village of Cottage Grove for services. This committee is designed to assist in the coordination of all emergency function within the Village of Cottage Grove.

Under the current Village ordinance there is a Joint Emergency Government Committee that exists between the Village and Town of Cottage Grove. That joint committee serves as the primary emergency management committee of the Village. We have provided the Board two ordinance options to address how to approach the existing committee and the new Emergency Preparedness and Mobilization Committee.

Ordinance Option A creates the Emergency Preparedness and Mobilization Committee and eliminates the Joint Emergency Committee. Under Option A, the Emergency Preparedness and Mobilization Committee would serve as the sole emergency management committee.

Ordinance Option B creates the Emergency Preparedness and Mobilization Committee and keeps the Joint Emergency Committee in place. Under Option B, the Emergency Preparedness and Mobilization Committee would serve as the primary emergency management committee. The Joint Emergency Committee would have a reduced planning and advisory role, limited to matters relevant to joint emergency operations with the Town of Cottage Grove.

The two ordinance options are identical in all other respects. They make minor technical changes and bring Village ordinances into conformity with the Emergency Preparedness Plan.

It is the recommendation of staff, after Village Board review, the emergency preparedness plan be approved by the Village Board as presented. Staff also recommends that Village ordinances be updated to reflect the plan.

Matthew Wagner, Lieutenant
Emergency Government Director
Village of Cottage Grove Police Department