

**Village of Cottage Grove Emergency Preparedness Committee**  
**Meeting Minutes of October 29, 2020**

Due to the COVID-19 pandemic, this meeting took place virtually via Zoom

- 1. Call to Order.** The Meeting was called to order at 4:02pm by Village President John Williams.
- 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, Trustee Melissa Ratcliff, Emergency Government Director Matt Wagner, Jerrud Rossing, Mike Elder, Dave Volenberg, EMS Chief Eric Lang, Parks, Rec & Forestry Director Sean Brusegar, Director of Public Works JJ Larson, and Village Administrator Matt Giese.
- 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. Those in attendance briefly introduced themselves and described their role with the Village or their respective employers.
- 4. Discuss and Consider Nomination of Chairperson and Secretary.** The Emergency Preparedness Plan dictates the Director serve as the Chair of the Committee. Brusegar nominated Larson to be Secretary, second by Ratcliff. Motion passed by unanimous voice vote.
- 5. Overview of The Emergency Preparedness Plan.** Director Wagner gave an overview of the Emergency Preparedness Plan. State statutes require that municipalities have a plan developed, and following the separation from the joint committee with the Town, Police Lieutenant Wagner was named Emergency Government Director and developed this plan for the Village. Wagner described how events will be handled at the local level, but always have support available as needed from the County, State and Federal Government should it become necessary. Wagner explained that we will want to get plans from the larger buildings in the Village as well as the hotels currently in development. Wagner described how the set-up with the Village departments is beneficial because the Police, Parks, and Public Works Departments are all housed in the same building and have good working relationships. Wagner mentioned that a hazard analysis should be conducted in the future.
- 6. Remaining Funds from Town of Cottage Grove.** Wagner has been in contact with the Town and they have worked out that the remaining funds from the Joint Committee will be split.
- 7. Incident Command System (ICS) Training.** Wagner briefly described the trainings that the members of this Committee will be taking. ICS 100 is a broad introduction, ICS 700 is an introduction to the NIMS system and ICS 300 is more in-depth training on expanding incidents.
- 8. Preparation of Emergency Preparedness Kits.** Wagner will be preparing the "bags" and have them placed strategically around the Village. The plan for each kit is to have a laptop, radios, appropriate maps, and building plans.
- 9. 2021 Budget.** Wagner and Giese discussed the budget and options for 2021 should this Committee see a need for additional funds.

**10. Future Agenda Items.** Meetings are planned to be held quarterly, or additionally as needed. Wagner said the plan is to meet in January, April, July and October and he will send out a poll when we get closer to the meeting time to find a time that works for all.

- Update on progress
- Update on member trainings
- Development of binders for all members

Wagner clarified for the Committee that the Emergency Operations Center (in the Fire Station) is still a jointly owned facility and the Village would have access to it in an emergency. Giese said that in emergency involving both the Village and Town, the Village would move operations to the Municipal Services Building and allow the Town to utilize the EOC.

Volenberg brought up funds that were donated by Hydrite to the Joint Committee and Wagner confirmed that he had discussed this with representatives from the Town and the remaining donated funds will be split between the Village and Town.

**11. Adjournment.** Motion by Ratcliff, seconded by Williams to adjourn at 5:00pm. Motion carried with a unanimous voice vote.

Respectfully submitted by JJ Larson, Director of Public Works.

Approved on: