

## **Public Safety Committee**

### *Regular Meeting Notice and Agenda*

#### **Village of Cross Plains**

2417 Brewery Road

Cross Plains, WI 53528

(608) 798-3241

**Monday, July 20, 2015**

**6:30 pm**

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Public Comment – This is an opportunity for anyone to address the Committee on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.
- III. Reports
  1. Committee Chairperson
  2. Committee Members
  3. Police Chief
- IV. Committee Discussion
  1. Discussion and action regarding meeting minutes from June 8, 2015.
  2. Discussion and action regarding a revision to the Job Description for the Police Officer position as recommended for consideration by the Police Commission.
  3. Discussion regarding data collection worksheets for the Dane County Hazard Mitigation Plan.
  4. Discussion regarding Committee Purpose, Identity, and Future Agendas Items
- V. Next Meeting Date – August 10, 2015 at 6:30 pm
- VI. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality 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 governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or [matt@cross-plains.wi.us](mailto:matt@cross-plains.wi.us).

# **Public Safety Committee**

## *Meeting Minutes*

**Village of Cross Plains**  
2417 Brewery Road, PO Box 97  
Cross Plains, WI 53528  
(608) 798-3241

**Monday, June 8, 2015**

**6:30 pm**

I. **Call to Order, Pledge of Allegiance, and Roll Call**

Steve Schunk called the regular Public Safety Committee meeting to order at 6:30 pm.

Present: Cindy Kalscheur, Tom O'Connel, and Steve Schunk.

Not-Present: Terry Walker.

II. **Public Comment** – None.

III. **Reports**

1. Committee Chairperson

- Welcomed everyone to the first meeting and stated that it was desired to keep the meeting format consistent going forward.
- Stated that one vacancy on the Committee is still in the process of being filled by the Village President.

2. Committee Members – None.

3. Police Chief

- Provided former draft of monthly report and discussed options for reporting going forward.

IV. **Committee Discussion**

**1. Introduction of and Welcome to New Committee Members** – Each Committee Member was afforded the opportunity to provide an introduction about themselves and why they desired to serve.

**2. Discussion regarding meeting process/procedures including Open Meetings Law** – A summary on Open Meetings Law was provided by the Administrator/Clerk-Treasurer.

**3. Discussion and action on future meeting schedule** – The Committee desires to meet on the second Monday of each month at 6:30 pm; however, the July meeting time will not work. Staff will poll the Committee for potential meeting dates in July.

**4. Discussion regarding Committee Purpose, Identity, and Future Agendas Items** – The Committee discussed their role in the Organization and Community going forward with their work. Additional discussion will be held on purpose and identity at future meeting as future agenda items develop.

V. Adjournment

A motion was made by O’Connel, seconded by Kalscheur, and unanimously carried by the Public Safety Committee to adjourn the meeting at 7:00 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

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Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer

A. Police Officer. Police Officers are generalists responsible for a wide range of tasks associated with police service, including but not limited to the enforcement of laws and ordinances, the investigation of crimes and other incidents of public concern, the protection of life, property, civil rights and public order and other services which contribute to the individual and collective safety and welfare of citizens. Police Officers have the duty to be knowledgeable in the law and legal procedures; departmental policies and procedures; the skills, techniques and practices necessary to successfully discharge their responsibilities. They are expected to be diligent and aggressive in the performance of duties and responsibilities consistent with department policies and priorities, and to be mindful of department goals and objectives.

#### 1. Nature of Work

- 1) This is general police work in the Village of Cross plains. Individuals in this position are responsible for enforcing Village Ordinances, State and Federal laws. The individual shall patrol the Village of Cross Plains, in a patrol car and/or on foot. While individuals usually work alone, the nature of this work will require the position occupant to work and cooperate with all department members and the community and other agencies and departments.
- 2) Individuals in this position are responsible for performing routine patrols of streets and other public places to prevent or observe crimes, other law violations or disturbances of the peace and initiate appropriate action.
- 3) Individuals in this position are responsible for monitoring vehicular and pedestrian traffic and take the necessary steps to ensure the safe and lawful movement of vehicles and persons.
- 4) Individuals in this position are responsible for making initial and follow up investigations of reported crimes or other incidents warranting investigation.
- 5) Individuals in this position are responsible for making lawful arrests and assist in the prosecution of offenders by providing reports, testimony and evidence to support the prosecution of these offenders.
- 6) Individuals in this position are responsible for responding to medical emergencies and render aid until relieved by competent emergency medical personnel.
- 7) Individuals in this position are responsible for investigating suspicious circumstances.
- 8) Individuals in this position are responsible for preparing reports and otherwise document activity as required by State Law and Department Policy.
- 9) Individuals in this position are responsible for providing information to citizens or other assistance as appropriate.
- 10) Individuals in this position are responsible for identifying and reporting to the proper authority, situations affecting the safety and welfare of the community.
- 11) Individuals in this position are responsible for problem solving, in partnership with the community.
- 12) Individuals in this position are responsible for enforcing traffic laws within the Village of Cross Plains.

- 13) Individuals in this position are responsible for investigating traffic accidents, which occur within the Village of Cross Plains.
- 14) Individuals in this position are responsible for answering and investigating complaints from citizens regarding animal control.
- 15) Individuals in this position are expected to exercise a considerable degree of discretion in the execution of their duties, but shall always be guided in their actions by department policies and procedures.
- 16) All patrol staff are evaluated annually by the Chief of Police for the employee job performance.

## 2. Work Conditions

- 1) Personal hazard is inherent in this position.
- 2) Uniforms are required.
- 3) This position involves working during daytime and night hours, weekends, and holidays, depending on the officer's shift assignment and schedule.
- 4) This position is eligible for overtime compensation.
- 5) Individuals will work outside and be exposed to inclement and uncomfortable weather.
- 6) Individuals in this position may be exposed to contagious diseases and unsanitary conditions.
- 7) Individuals in this position have the potential for exposure to armed and dangerous persons.
- 8) Individuals in this position may be exposed to assignment transfers, temporary as well as permanent, based upon the needs of the department.
- 9) Because of the nature of the department services, the individual is subject to an on-call basis, twenty-four (24) hours a day, seven (7) days a week.

## 3. Job Requirements

- 1) The requirements listed for this position are established by the Village of Cross Plains Police Committee. The most current minimum requirements include:
  - a) Possess a valid driver's license, absent of any major traffic violation convictions.
  - b) No felony criminal conviction history.
  - c) No domestic violence related convictions.
  - d) Sixty (60) college credits (minimum) in Police Science or Criminal Justice.
  - e) Computer technical use and knowledge of basic operation of computer systems and software.

## 2) Selection Process

- a) Open, advertise, and accept applications for open position.

- b) Police panel interview.
- c) Comprehensive background investigation.
- d) Chief's interview.
- e) Upon conditional offer of employment:
  - 1. Physical examination (medical) with a drug screening.
  - 2. Psychological examination.
- f) Successful completion of Field Training Program.

#### 4. Job Retention

- 1) Dependent upon adequate demonstration of ability to satisfy job assignments, ability, skills, and knowledge.
- 2) Contingent upon obtaining and maintaining certification from the State of Wisconsin Department of Justice Training and Standards Board.
- 3) Maintenance of specified job skills.
- 4) Maintenance of physical condition, scaled to medical recommendations for employee's age and physical ability to perform the work required of his or her assignment.
- 5) Completion of and release from probation status.
- 6) Maintain minimum qualifications with firearms, officer-initiated activities, and all other requirements set forth by department policy, directives, or as tasked by the Chief of Police or supervisory personnel.

#### 5. Job Description. The job duties, responsibilities and key job elements for this position are identified below. It is noted that these are the duties and responsibilities of **all sworn members** of the Village of Cross Plains Police Department. Additional duties and responsibilities will be placed upon the individual, which will be dependant on the current assignment of the individual.

- 1) Operate a law enforcement vehicle during both day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and on road conditions affected by fog, smoke, rain, ice, and snow.
- 2) Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, when force may be used, and to what degree.
- 3) Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- 4) Communicate effectively while gathering information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and confidential informants. Shall attempt to develop new sources of information that can contribute to the facilitation of criminal investigations.
- 5) Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in defense of yourself and/or others.

- 6) Operate department computers. Dictate, type, and write investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- 7) Demonstrate communication skills in court and other formal settings.
- 8) Pursue suspects and perform rescue operations which may involve quickly entering and exiting patrol vehicles; physically lifting, carrying and dragging heavy objects, climbing over and pulling oneself over obstacles, through openings (door and windows); jumping from elevated surfaces, crawling in confined areas; balancing on uneven surfaces; using body force to gain entrance through barriers.
- 9) Load, unload, aim and fire handguns, long guns, and other agency firearms from a variety of positions, under conditions of stress, at levels of proficiency prescribed in firearms training.
- 10) Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, detaining people, and stopping suspicious vehicles and persons.
- 11) Engage in law enforcement patrol functions that include working different shifts, walking foot patrol and physically checking the doors and windows of building, business establishments, and residential properties to ensure that they are secure.
- 12) Effectively communicate with people by giving information and directions, mediating disputes, solving problems and advising of rights and processes.
- 13) Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as citations, affidavits and warrants.
- 14) Perform all lawful assignments as prescribed by the Chief of Police or his/her designee and perform miscellaneous services as required by State law, Village Ordinance and department policy.
- 15) Exercise reasonable care and good judgment in using, servicing, and maintaining police equipment, supplies, and facilities.
- 16) Possess and display a positive attitude about the law enforcement profession, and personal development.
- 17) Apply effective work and time management habits in performing assigned duties.
- 18) Participate in in-service training programs constructively and conscientiously.
- 19) Practice the responsibility of establishing and maintaining harmonious relationships with all members of the police department.
- 20) Prepare, submit, and maintain required reports and records in a timely, complete, accurate, and acceptable manner.
- 21) Thoroughly prepare cases and participate in their presentation for judicial disposition in a manner that enhances the opportunity for prosecution and conviction.
- 22) When called to appear for court, shall always be punctual, completely prepared and accurate, and carefully follows the instructions of the prosecutor.
- 23) Maintain close and continuing rapport with the community, based on mutual respect and a feeling of common interest in dealing with criminal behavior.

- 24) Respectfully observe the confidentiality of department records and information.
- 25) Conduct visual and audio surveillance of people, places and situations in an attempt to recognize signs of criminal activity.
- 26) Provide backup assistance to other public safety agencies, when mutual aid is requested.
- 27) Report all crimes and unusual situations that come to his or her attention.
- 28) Respond to calls for police services assigned by the Dane County Communications Center.
- 29) Respond to criminal violation calls, secure scenes to protect evidence, calls for assistance when assistance is needed, interview complainants and witnesses, take photographs and collect appropriate evidence.
- 30) Make arrests, search suspects for evidence, advise suspects of rights, seize controlled substances and stolen property, transport suspects to the police department or county jail, photograph, and interrogate suspects, deposit evidence in the department property room.
- 31) Shall render first aid to citizens in need and, if necessary, shall call for medical assistance.
- 32) Enforce traffic laws within the Village of Cross Plains by initiating police action when appropriate, and informing the Dane County Communication Center of such activities. Enforcement shall be through the means of traffic citations, traffic warnings and parking citations.
- 33) Respond to calls involving traffic accidents, emergencies, and disasters. Upon arrival, shall perform rescue functions, secure accident scene to protect victims and/or property, shall give first aid or call for medical assistance as needed.
- 34) Remove hazardous objects from roadways or report them to proper authorities while standing by to alert motorists.
- 35) Report all missing or defective regulatory signs to the proper authority.
- 36) When necessary and appropriate, shall submit recommendations to the Chief of Police regarding safety improvements.
- 37) Report any and all deficiencies in police vehicle equipment. This requires the officer to inspect vehicular equipment and supplies at the beginning of his/her shift.
- 38) When necessary and appropriate, shall render traffic control assistance.
- 39) Administer Standardized Field Sobriety Tests and Preliminary Breath Tests to drivers suspected of intoxication.
- 40) Inform crime victims of agencies that can assist them, and provide them with victim rights notification material.
- 41) Conduct crime scene searches, alone or in conjunction with evidence technicians.
- 42) Execute arrest warrants.
- 43) Conduct photo array line-up and photographic identification sessions.
- 44) Conduct follow-up investigations as assigned.
- 45) Maintain liaison with officers of other law enforcement agencies.

- 46) Shall not withhold information from department supervisory personnel regarding criminal investigations.
- 47) Shall tell the complete truth without inconsistencies or giving false information
- 48) Shall be responsible for identifying any investigation equipment and/or supplies, which require repair and/or replacement.
- 49) Shall be responsible for responding to citizen complaints and inquiries regarding animals within the Village of Cross Plains.
- 50) Shall meet and may exceed minimum officer initiated activity requirements as established for position.

## 6. Required Knowledge Skills and Abilities

- 1) Ability to display considerable care and effort at all times
- 2) Ability to display good judgment and initiative to enhance quality performances of police employees.
- 3) Demonstrate ability to communicate orally and in written form in a clear, concise, and precise manner.
- 4) Ability to handle situations in a logical, analytical, and objective manner.
- 5) Ability to understand and follow written and oral instructions.
- 6) Working knowledge and understanding of the criminal justice system and the relationships among system components.
- 7) Ability to deal courteously, but firmly, with the general public while under difficult and contentious circumstances.
- 8) Ability to make decisions, recognizing established precedence and practices, and to use resourcefulness and tact in meeting new problems.
- 9) Ability to act quickly and calmly in emergencies and under stressful situations.
- 10) Ability to establish and maintain effective working relationships with other employees and the general public.
- 11) Ability and skill in the operation of department vehicles and in handling and care of such.
- 12) Ability and skill in the operation, handling, and care of firearms and other police related tools and equipment
- 13) Demonstrated medical, psychological, and physical fitness and agility.
- 14) Current knowledge of the organization, functions, powers, laws, ordinances, procedures and policies of the Village of Cross Plains Police Department.
- 15) Considerable knowledge of the geography, street location, parks, and numbering system in the Village of Cross Plains.
- 16) Considerable knowledge of law enforcement agencies and of their methods of operation, responsibilities, limitations, and relations with other governmental jurisdictions.
- 17) Considerable knowledge of individual's legal rights and their relation to police procedures.

- 18) Ability to observe and apply current legal practices and techniques when handling an investigation, arrest, detention, and treatment of accused offenders.
- 19) Considerable knowledge and understanding of Village Ordinances and the State of Wisconsin Criminal Code.
- 20) Comprehensive knowledge and understanding of traffic laws within the State of Wisconsin.
- 21) Comprehensive knowledge and understanding of, along with the ability to apply, traffic investigative techniques.
- 22) Comprehensive knowledge of, and the ability to apply, investigative techniques and methods.
- 23) Ability to display effective organizational and coordination skills in a manner that maximizes the effectiveness and efficiency of departmental resources.
- 24) Possession and maintenance of certifications that are identified as being required by either State of Wisconsin Training and Standards Bureau, the Cross Plains Police Department Policies and Procedures, or the Chief of Police.
- 25) Ability to be truthful without inconsistencies or giving false information.
- 26) Demonstrated ability to safely and effectively operate department and personal equipment including but not limited to emergency vehicles, firearms, cameras, speed detectors, computers and two way radios.
- 27) Ability to perform essential job functions.

## 7. Expectations

- 1) The department prescribes to a **BALANCE APPROACH** in regards to activities. Activities occur in two distinctive ways; one is initiated by sources outside of the police department and is generally beyond the control of the department, as far as the number of calls or the types of calls. The second way activities are initiated is by the staff within the police department and this is well within the control of the department.
- 2) An increased amount of officer initiated activity demonstrates a professional commitment to the community and reflects a positive consequence on the reduction of illegal activity and a higher level of safety.
- 3) This section requires identification of certain definitions of words or phrases that are utilized in this section.
  - a) Quality Patrol Time – making a conscientious effort to patrol on every street within the Village of Cross Plains during the work shift, as well as patrolling identified streets when certain types of activities are well known and frequently occur. An example of this is near the schools when school is either starting or dismissing.
  - b) Officer-Initiated Activity – activities or actions an officer undertakes on his or her own initiative without specific directive to do so. Examples include, but are not limited to, building checks, abandoned

vehicle checks, stopping vehicles for moving violations, vacation checks, etc.,

- c) Moving Traffic Violation – a traffic violation that is occurring when the vehicle is being operated or driven as defined by State Statutes, to include equipment violations, but does not include parking violations. Officers are to note that when engaging in self-initiated stops for moving traffic violations, the officer is under no obligation to issue a citation, when a written warning will suffice. In some situations, merely identifying the infraction by written warning to the alleged offender will suffice. The issuing of a citation is at the discretion of the officer or otherwise directed by department policy. A traffic stop “counts” as a self-initiated activity regardless of whether a citation or written warning is issued.
  - d) Calls for Service – includes **Radio Calls**, which are initiated by the Dane County Communications Center or the administrative section. **Phone Calls**, which are initiated by the Dane County Communication Center or the administration section. **Walk-ins** are initiated either at the police department or on the street when the officer is approached by a citizen for information or help. **Assigned** is defined by the department as some type of activity for the officer to accomplish. Examples of this would be vacation house checks or parking ordinance enforcement. **Phone** is a direct call from a citizen (not received by a dispatcher or Administrative Assistant).
- 4) The following activities are the expectations of all personnel assigned to work as police officers and are by no means restricted to just these activities.
- a) Perform quality patrol time
  - b) Handle all calls for service as assigned.
  - c) Perform officer initiated activity by averaging no less than twenty-five (25) officer initiated activities per month. Also perform officer initiated activity involving stopping vehicles for moving traffic violations. ~~Officers will average no less than one (1) vehicle stop for every five (5) hours of logged patrol time.~~
  - d) Perform special traffic duties as needed or directed.
  - e) Complete all investigations as assigned.
  - f) Perform special duties as assigned or volunteered for, which include but are not limited to, traffic concerns, property room officer duty, court officer duty, department instructor, vacation house checks, parking ordinance violations, business checks, abandoned autos, other ordinance violation issues and any other activities or duties as assigned.
  - g) Other duties as assigned by the Chief of Police or supervisory personnel.



**Local Jurisdiction Data Collection Handbook**

**and**

**Dane County Natural Hazard Mitigation Plan 2015 Update  
Information**

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## Overview

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Dane County is in the process of updating its Natural Hazard Mitigation Plan (NHMP). The last plan update for the County was completed in 2009. Natural Hazard Mitigation Plans are important steps that communities take to assess the threat of various natural hazards in their area and make decisions on how to best limit the loss of life and property when the disasters occur. This workbook is meant to help facilitate the process of threat identification and assessment of the potential impact of these natural hazards. In addition to alleviating damage, natural hazard mitigation plans also help communities continue mitigation efforts by qualifying them for pre and post-disaster mitigation project grants from the federal government, pending Federal Emergency Management Agency (FEMA) approval.

This update of the Dane County NHMP is considered a multi-jurisdictional plan by FEMA. This means that in addition to the County-level plan that is being developed, each jurisdiction will have an annex attached to the plan addressing the need for hazard mitigation and the potential steps that can be taken. To produce a useful and updated hazard mitigation plan that meets your jurisdiction's and Dane County's needs, as well as the requirements of the Disaster Mitigation Act 2000 (DMA), essential information must be collected during the planning process. The information needed to support the planning process includes the following:

- Background information about jurisdictions in Dane County;
- Plans, technical studies, and data related to hazards and risks;
- Current governing codes, ordinances, regulations, and procedures whose intent is to minimize future losses and;
- An assessment of Dane County's technical and organizational capabilities to perform hazard mitigation/loss prevention functions.

It is important that the plan shows what Dane County and its communities are doing now to limit future disaster losses.

Natural Hazard Mitigation Plans are updated every five years in order to frequently assess and address the changing threat of natural hazards. In accordance with this idea, Dane County will for the first time address the threat of natural hazards in light of the region's changing climate. The County will examine climate trends and determine their projected impacts on the natural hazards this plan addresses. The rate of change in the trend can help determine the priority future mitigation practices should carry. The inclusion of climate change factors in hazard analysis will ensure Dane County takes appropriate steps to protect its citizen's personal and economic safety through mitigation efforts that consider the changing threat of natural hazards.

The planning process is heavily dependent on existing data to be supplied by each of the participating jurisdictions. The DMA plan development process does not require the development of new data, but requires existing data only.

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## What is Mitigation?

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Hazard mitigation is defined by FEMA as “any sustained action taken to reduce or eliminate long-term risk to human life and property from a hazard event.” The results of a three-year, congressionally mandated independent study to assess future savings from mitigation activities provides evidence that mitigation activities are highly cost-effective. On average, each dollar spent on mitigation saves society an average of \$4 in avoided future losses in addition to saving lives and preventing injuries (National Institute of Building Science Multi-Hazard Mitigation Council 2005).

Mitigation generally means reducing long-term risk from hazards to acceptable levels through predetermined measures accompanying physical development, for example: strengthening structures to withstand high winds or snow loads; elevating, removing or limiting development in flood-prone areas; clearing defensible space around residences in Wildfire Urban Interface (WUI) areas; or designing development away from areas of geologic instability.

Mitigation is different from emergency preparedness or response. Preparedness concentrates on activities which make a person, place, or organization ready to respond to a disaster with emergency equipment, food, emergency shelter, and medicine. Response activities may reduce damages, such as sandbagging during a flood, but this is a short term solution and requires advance warning and capabilities in place during the event. Mitigation of flood hazards through wise floodplain management is a long term solution.

## Participation

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Final FEMA approval of the multi-jurisdictional NHMP requires that each jurisdiction seeking approval participates in the planning process. For these jurisdictions, ‘participation’ means the community’s representatives will:

- Participate in countywide planning meetings, such as the Kickoff Meeting.
- Establish a local steering committee.
- Complete a hazard profile and vulnerability assessment based on local conditions.
- Develop problem statements, based on the risk assessment, the public, and local reps input.
- Develop a local mitigation strategy, including identifying projects specific to the jurisdiction.
- Participate in public outreach activities and conduct at least one public meeting.
- Review and approve draft plan documents.
- Adopt the final draft of the plan through formal resolution.

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## Natural Hazard Mitigation Planning Process

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Natural Hazard Mitigation Plans require that set criteria be met in the plan's formation before plan approval. The requirement for mitigation planning is set in the Disaster Mitigation Act of 2000. The requirements for local mitigation plans are codified in Title 44 Code of Federal Regulations (CFR) §201.6 and are administered by FEMA. FEMA outlines its requirements in the Local Mitigation Planning Handbook, found here: [http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema\\_local\\_mitigation\\_handbook.pdf](http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf). This is the process Dane County will be following for the 2015 NHMP Update.

The procedural steps for NHMP's as outlined by FEMA in its Local Mitigation Planning Handbook are:

|               |   |               |                               |               |                                       |
|---------------|---|---------------|-------------------------------|---------------|---------------------------------------|
| <b>TASK 1</b> | Determine the Planning Area and Resources | <b>TASK 4</b> | Review Community Capabilities | <b>TASK 9</b> | Create a Safe and Resilient Community |
| <b>TASK 2</b> | Build the Planning Team                   | <b>TASK 5</b> | Conduct a Risk Assessment     |               |                                       |
| <b>TASK 3</b> | Create an Outreach Strategy               | <b>TASK 6</b> | Develop a Mitigation Strategy |               |                                       |
|               |   | <b>TASK 7</b> | Keep the Plan Current         |               |                                       |
|               |   | <b>TASK 8</b> | Review and Adopt the Plan     |               |                                       |

As of the Kickoff meeting on June 9<sup>th</sup>, 2015, Tasks 1-3 are mostly completed. The remainder of this handbook will aid in completing the rest of these tasks, specifically Tasks 4 and 5.

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## Data Collection Guide

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This guide contains an explanation of the types of hazard mitigation/loss prevention data that is needed for the hazard mitigation planning process. This guide identifies specific requirements for the Risk Assessment Process, which includes the hazard identification, vulnerability, and capability assessments as well as defines requirements and provides a basis for development of the Mitigation Strategy.

The worksheets have been developed to assist with the data collection. These need to be completed by each jurisdiction participating in the planning process and will serve two purposes:

- They will help facilitate the collection of the necessary information to create a new or updated jurisdictional annex.
- They will function as evidence of participation in the planning process.

The information collected will support the development or update of the community attachments (aka jurisdictional annexes). **Note to previous participants in the 2009 Dane County Natural Hazard Mitigation Plan:** Please review your community's attachment while filling this out, and make note of changes. In some cases there may be little change.

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## Project Reference

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Please refer to the existing plan 2009 Dane County Natural Hazard Mitigation Plan located online at: [http://www.co.dane.wi.us/emergency/mitigation\\_plan.aspx](http://www.co.dane.wi.us/emergency/mitigation_plan.aspx)

The 2004 Flood Mitigation Plan can be referenced here:  
<http://www.danewaters.com/management/floods.aspx>

The planning process is being led by Dane County Emergency Management, with professional planning assistance from various other public offices including Dane County Planning and Development, Dane County Department of Administration, Dane County Land and Water Resources Department, University of Wisconsin-Extension, and the University of Wisconsin-Madison Department of Urban and Regional Planning.

### **Natural Hazard Mitigation Plan Update Project Lead:**

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### **Project Associate:**

Phil Rynish  
Dane County Emergency Management and UW-Madison Urban and Regional Planning  
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## The Risk Assessment Process

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The risk assessment process includes three components: hazard identification, vulnerability assessment, and capability assessment. Data needs and worksheets for each of the risk assessment components are included in this guide. This information will be used to form the basis of your jurisdiction's new (or updated) mitigation strategy.

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## Hazard Identification and Ranking

The hazard identification and ranking is a means to quantify and compare the characteristic of each of the hazards, and identify those that are most significant for planning purposes. Use the following to guide the completion of worksheet #1 on the following page.

1. *Attributes of the hazard itself.* These are factors related to the natural occurrence of each hazard, without any consideration of potential impacts.
  - Area of Impact – does the event occur in isolated areas, affecting only a single unit of government, a wider area, affecting multiple units of government, or a regional, affecting the entire County or many counties?
  - Past History, Probability of Future Occurrence – based on past experience, how likely is it that an extreme event will occur in the future?
  - Short-Term Time Factors – to what extent is the event predictable in the short term? Is there enough warning time to allow people to act to protect themselves and their property?
2. *Direct impacts on people and property.* These are rankings of the short-term, immediate effects of each hazard, based on past events.
  - Impact on General Structures - to what extent could an extreme event impact the buildings and infrastructure of the County?
  - Impact on Critical Facilities – to what extent could critical facilities be impacted? The impact on critical facilities is an important measure of the extent to which the essential functions of government and the local economy could be disrupted.
  - Impact on Vulnerable Populations – to what extent could people with special needs be impacted? This is an important measure of the immediate human needs that would be created in the initial response to the event.
3. *Indirect or secondary impacts.* The potential for long-term, far reaching impacts of each event are difficult to quantify, however, these broad categories were used:
  - Social Impact – to what extent could the hazard disrupt individual lives and the social structure of the community?
  - Economic Impact – to what extent could business and industry be disrupted?
  - Severity of Other Associated Secondary Hazards – does the hazard have the capacity to create other, secondary hazards and how severe could those secondary hazards be? For example, an ice storm causing a long-term, wide-area power outage.

| Hazard       | Hazard Attributes |  |                         | Impact Attributes                               |                               |                               |  |                 |  | Total |
|--------------|-------------------|--|-------------------------|---|-------------------------------|-------------------------------|--|-----------------|--|-------|
|              |                   |  |                         | Primary Impact (Short Term - Life and Property) |                               |                               | Secondary Impact (Long Term – Community Impacts) |                 |  |       |
|              | Area of Impact    | Past History, Probability of Future Occurrence | Short Term Time Factors | Impact on General Structures                    | Impact on Critical Facilities | Impact on At-Risk Populations | Social Impact                                    | Economic Impact | Severity Of Other Associated Secondary Hazards |       |
|              | (1-5)             | (1-5)  | (1-5)                   | (0-5)   | (0-5)                         | (0-5)                         | (0-5)  | (0-5)           | (0-5)  | (0-5) |
| Dam/Levee    |                   |  |                         |   |                               |                               |  |                 |  |       |
| Extreme Cold |                   |  |                         |   |                               |                               |  |                 |  |       |
| Extreme Heat |                   |  |                         |   |                               |                               |  |                 |  |       |
| Drought      |                   |  |                         |   |                               |                               |  |                 |  |       |
| Expansive    |                   |  |                         |   |                               |                               |  |                 |  |       |
| Flood        |                   |  |                         |   |                               |                               |  |                 |  |       |
| Fog          |                   |  |                         |   |                               |                               |  |                 |  |       |
| Hail Storm   |                   |  |                         |   |                               |                               |  |                 |  |       |
| Landslide    |                   |  |                         |   |                               |                               |  |                 |  |       |
| Lightning    |                   |  |                         |   |                               |                               |  |                 |  |       |
| Tornado      |                   |  |                         |   |                               |                               |  |                 |  |       |
| Wildfire     |                   |  |                         |   |                               |                               |  |                 |  |       |
| Windstorm    |                   |  |                         |   |                               |                               |  |                 |  |       |
| Winter Storm |                   |  |                         |   |                               |                               |  |                 |  |       |
|              |                   |  |                         |   |                               |                               |  |                 |  |       |
|              |                   |  |                         |   |                               |                               |  |                 |  |       |

**Worksheet #1 Name of Jurisdiction:**

Rank each category on a scale of 0 to 5 or 1 to 5 based on the experience and perspective of each planning team member. A ranking of zero means “no concern.” A ranking of five means “highest concern.”

## Dane County Local Hazard Mitigation Plan Worksheet #2: Historic Hazard Event

Name of Jurisdiction: \_\_\_\_\_

Please fill out one sheet for each significant hazard event with as much detail as possible. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

|  |  |
|--|--|
| Type of event                            |  |
| Nature and magnitude of event            |  |
| Location                                 |  |
| Date of event                            |  |
| Injuries                                 |  |
| Deaths                                   |  |
| Property damage                          |  |
| Infrastructure damage                    |  |
| Crop damage                              |  |
| Business/economic impacts                |  |
| Road/school/other closures               |  |
| Other damage                             |  |
| Insured losses                           |  |
| Federal/state disaster relief funding    |  |
| Opinion on likelihood of occurring again |  |
| Source of information                    |  |
| Comments                                 |  |

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return by mail, email, or fax to:  
**Dane County Emergency Management;**  
 Attn: Dave Janda and Phil Rynish  
 Room 2107, Public Safety Building  
 115 West Doty Street  
 Madison, WI 53703  
 Phone: (608) 283-3989, Fax: (608) 266-4500  
 Email: [rynish.phil@countofdane.com](mailto:rynish.phil@countofdane.com)

---

## Previous Hazard Events

Through the Data Collection Guide, the Village of Cross Plains noted specific historic hazard events to include in the community profile. These events have been incorporated into the appropriate hazard chapters in the base plan. These events had a particular impact on the community beyond the impacts and events recorded in the Dane County Hazard Mitigation Plan. This is not a comprehensive summary of past incidents, as the hazard profiles collected in the main Mitigation Plan include other events that may have historically impacted the jurisdiction. The events noted by this jurisdiction in the Data Collection Guide include:

### ***June 7, 8, & 12, 2008***

Heavy rains resulted in flash flooding as water reached depths of 3 feet or more and several cars stalled. This was the last of 6 flash floods in Dane County on 3 different days. The first one occurred on June 7th, the next two on June 8th, and the last three on June 12th. In all six cases, damage to homes, businesses, and crops was noted. It was nearly impossible to break down the damages by flash flood event. Therefore, the collective breakdown is provided in this last June 12th flash flood StormData entry for Dane County. Some farm fields remained flooded into early July. The breakdown for residential home losses were: 2,020 minimally affected, 248 with minor damage, 109 with major damage, and 3 destroyed (total of \$6.797 million). The breakdown for business losses were: 152 with minor damage, and 3 with major damage (total of \$677 thousand). Crop losses were estimated at \$64.6 million. Public sector damage was about \$6.067 million. Several roads and bridges sustained damage. A series of clusters of strong to severe storms ahead of a cold front moved east/northeast across south-central and southeast Wisconsin. Copious amounts of moisture were available that allowed repeated heavy rains. Additionally, there was sufficient vertical wind shear to allow for the generation of supercell thunderstorms with rotating updrafts that led to seven tornadoes in this part of the state of Wisconsin.

## Asset Inventory

Assets include the people, property, and critical facilities within the Village of Cross Plains that are exposed to hazards in general. Inventories of property, essential infrastructure, and natural, cultural or historic resources help provide a comprehensive picture of the community and provide a method of assessing exposure to hazards by establishing the improved and total values, capacities and populations for these assets. It also forms the basis for estimating potential losses, where possible.

Page from 2009  
Plan detailing past  
events. Provided  
again for reference.

## Dane County Local Hazard Mitigation Plan Worksheet #2: Historic Hazard Event

Name of Jurisdiction: \_\_\_\_\_

Please fill out one sheet for each significant hazard event with as much detail as possible. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

|  |  |
|--|--|
| Type of event                            |  |
| Nature and magnitude of event            |  |
| Location                                 |  |
| Date of event                            |  |
| Injuries                                 |  |
| Deaths                                   |  |
| Property damage                          |  |
| Infrastructure damage                    |  |
| Crop damage                              |  |
| Business/economic impacts                |  |
| Road/school/other closures               |  |
| Other damage                             |  |
| Insured losses                           |  |
| Federal/state disaster relief funding    |  |
| Opinion on likelihood of occurring again |  |
| Source of information                    |  |
| Comments                                 |  |

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return by mail, email, or fax to:  
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 Attn: Dave Janda and Phil Rynish  
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 115 West Doty Street  
 Madison, WI 53703  
 Phone: (608) 283-3989, Fax: (608) 266-4500  
 Email: [rynish.phil@countofdane.com](mailto:rynish.phil@countofdane.com)



## Monday Night Storm: Extensive Damage in Cross Plains



UPDATE Posted Tuesday, June 22, 2010 -- 5:11pm

By Zac Schultz

Cross Plains: You only need to listen for the sound of chainsaws and woodchippers to find the storm damage in the Village of Cross Plains.

Marc Kavinsky wants to see it all. Kavinsky is one of two Meteorologists with the National Weather [Service](#) trying to determine if this was the work of a tornado. "Trying to validate what we saw on the radar yesterday. The radar showed that something developed very rapidly right over the Cross Plains area."

He walks through yards, looking at downed trees and roof debris, trying to get the full story from the people. "Talking to people, [listening](#) to what they have to say. What did they see, what did they hear?"

Each piece of damage gets noted on the map. "I'm trying to diagram where the trees are blown, in which direction."

The evidence in this part of town isn't overwhelming, but it makes a solid case for a tornado. "I'm probably leaning toward a weak tornado."

Farther east at the cemetery, the story changes. "It's not as apparent as further southwest of here."

Even though one cedar tree fell in four separate directions, Marc thinks the damage at the cemetery was not caused by a separate tornado, but rather really [strong](#) straightline gusts on the northern edge of the first tornado. "I'm not seeing enough evidence to say there was a second tornado here."

---

Click [HERE](#) To View Your Pictures And Videos Of Severe Weather

UPDATED Tuesday, June 22, 2010 --- 1:20 p.m.

National Weather Service confirmation:

EF1 Tornado in Cross Plains, Dane County, 13 miles west of the State Capitol, Madison, WI. Max wind 90 mph. Path 0.3 miles in length. 40 yards wide. Began at American Legion Dr. and Silvia Pine Way. Ended at Caesar St. and Silvia Pine Way. Major tree damage. Shingle damage to some homes.

---

POSTED: Tuesday, June 22, 2010 1:45 a.m.

By NBC15's Dana Brueck

One of the hardest hit areas -- the village of Cross Plains in western Dane County.

Officials set up a command post at the local police department as crews worked to clear the streets.

In parts of Cross Plains there is evidence of a powerful storm: the post for a basketball hoop bent over a [vehicle](#), downed streets signs and toppled trees.

"My most beautiful blue spruce in the world," one [woman](#) says.

It landed on her garage.

"When we moved here 25 years ago... it was shorter than me," she says.

John Dahlk, who's lived in Cross Plains more than 40 years, says what he has seen is unlike anything in his history of living here.

"Mailboxes started flying... and branches started flying... never seen anything like it."

John led us to the area of St. Francis Xavier Catholic Church, and another giant tree was shredded.

"I mean that tree is peeled like a banana."

Nearby, the cemetery tells a similar story: branches litter the ground along with knocked over headstones.

John says his son reported seeing a funnel [cloud](#).

"He just said he was standing in his front yard, and he saw a funnel cloud going sideways."

"The people who live just down the street from me... said they saw a branch go by the window and saw the funnel cloud come down," Jared Gundlach says.

Jared lives behind the cemetery on the northeast side of the village.

He suffered no damage to his home but did lose a large tree in his front yard.

"A guy that lives right across the street from me, he had about a volleyball sized hole in the roof... a couple of other neighbors lost trees... lost window. Everybody's out of [power](#)."

This is where Jared's Maple Tree used to stand 80 feet tall. The stump is split. He has since tried to chop it up, clean up the area in front of his home.. but when he looked out his front window after the storm passed, this massive tree was actually blocking the street.

"I gotta send a shout out and thank all of my neighbors. I must've had 60 people there... helping me cut up my tree so thank you everybody who helped me," Jared says.

The village's police chief considers Cross Plains lucky.

He says he received no reports of injuries.

Neighbors along St. Francis Street say power was restored around 11 p.m. in their area.

---

NBC15 615 Forward Drive Madison, Wisconsin 53711 Business: 608-274-1515 Newsroom: 608-274-1500

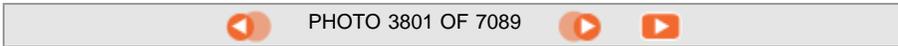
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Submitted June 21, 2010

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E-MAIL

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E-MAIL

Add your comment (200 characters)



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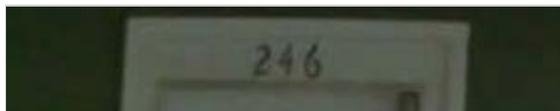
### COMMENTS

There are no comments for this photo.

Nickname

E-MAIL

Add your comment (200 characters)



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Keep Your Pet Happy This Summer!

[CLICK HERE](#)



## Dane County Local Hazard Mitigation Plan Worksheet #2: Historic Hazard Event

Name of Jurisdiction: \_\_\_\_\_

Please fill out one sheet for each significant hazard event with as much detail as possible. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

|  |  |
|--|--|
| Type of event                            |  |
| Nature and magnitude of event            |  |
| Location                                 |  |
| Date of event                            |  |
| Injuries                                 |  |
| Deaths                                   |  |
| Property damage                          |  |
| Infrastructure damage                    |  |
| Crop damage                              |  |
| Business/economic impacts                |  |
| Road/school/other closures               |  |
| Other damage                             |  |
| Insured losses                           |  |
| Federal/state disaster relief funding    |  |
| Opinion on likelihood of occurring again |  |
| Source of information                    |  |
| Comments                                 |  |

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return by mail, email, or fax to:  
**Dane County Emergency Management;**  
 Attn: Dave Janda and Phil Rynish  
 Room 2107, Public Safety Building  
 115 West Doty Street  
 Madison, WI 53703  
 Phone: (608) 283-3989, Fax: (608) 266-4500  
 Email: [rynish.phil@countofdane.com](mailto:rynish.phil@countofdane.com)

## Matt Schuenke

---

**From:** Janda, David <Janda@countyofdane.com>  
**Sent:** Thursday, February 16, 2012 5:18 PM  
**To:** 'sbalis@charter.net'; 'rflanigan@cityofedgerton.com';  
'randall.pickering@city.fitchburg.wi.us'; 'thomas.blatter@city.fitchburg.wi.us';  
'eruckriegel@cityofmadison.com'; 'wostrenga@ci.monona.wi.us';  
'pmarsh@ci.monona.wi.us'; 'crigdon@ci.stoughton.wi.us'; 'gleck@ci.stoughton.wi.us';  
'sfaust@cityofsunprairie.com'; 'bernie.coughlin@ci.verona.wi.us';  
'ron.rieder@ci.verona.wi.us'; 'shopcats@charter.net'; 'arv@dewittross.com';  
'khampton@towncg.net'; 'clerk@towncg.net'; 'chasslinger@town.dunn.wi.us';  
'bloomd@town.madison.wi.us'; 'info@town.middleton.wi.us'; 'montrose@chorus.net';  
'darnold@town.oregon.wi.us'; Vogel, Donna Forward; 'dtjfarms@tds.net';  
'pings@merr.com'; 'townofspringdale@mhtc.com'; 'thspring@chorus.net';  
'heartstone@hughes.net'; 'claudia@spwl.net'; 'scwetlands@gmail.com';  
'clerk@townofvermont.com'; 'dcombs@town.verona.wi.us'; Town of Vienna; Wilson,  
Thomas G; 'tina@windsorwi.gov'; 'adowns@mhtc.net'; 'ratrapper31@hotmail.com';  
'normad@ci.cambridge.wi.us'; 'dwiedenbeck@village.cottage-grove.wi.us'; 'act112  
@charter.net'; 'dlkoenig72@yahoo.com'; 'fursethd@vi.deforest.wi.us';  
'swilke@villageofmaplebluff.com'; 'hellenbrand@marshall-wi.com';  
'scott.miller@mcfarland.wi.us'; 'dpettit@vil.oregon.wi.us'; 'kanderson@shorewood-  
hills.org'; 'jhelt@vil.waunakee.wi.us'; 'bkeil@ci.middleton.wi.us'; 'dchadwick@marshall-  
wi.com'; Flynn, Debra  
**Subject:** APPLICATION FOR THE HAZARD MITIGATION GRANT PROGRAM  
**Attachments:** HMGP Environmental Instructions.doc; Attachment 2 DMA Form139A Acq-Reloc-FP.doc;  
Attachment 3 BCA PROPERTYDATAWORKSHEET.doc; Attachment 4  
DamageAssesWkst.xls; Attachment 5 - Acquisition Budget Worksheet.doc; Attachment 6  
Assurances for Property Acquisition Projects.doc; Attachment 7 Model Deed  
Restrictions.doc; Attachment 8 RentalInfo-USCOE-DOTContacts(8-10).doc; Attachment 9  
Notice of Voluntary Interest.doc; Attachment 10 FEMA Form 009-0-3 Declaration and  
Release.pdf; Attachment 11 Floodproofing Budget.doc; Attachment 12 AttachmentA-  
FEMAModelAcknowledgements.pdf; Attachment 12 Model Acknowledgement of  
Conditions.doc; Attachment I Acq-Relocation-Elevation-Checklist.doc;  
Form1017AAssurances.doc; HMGP Application Insructions.doc; Attachment 14 DMA  
Form139 - All Other Projects.doc; Attachment 15 - Damage Assessment Worksheet.xls;  
Attachment 15 Safe Room Guidance and Worksheets.doc; HMGP Application 1966-DR  
Memo.pdf; HMGP General Information.doc  
**Importance:** High

Dane County Hazard Mitigation Plan Participants,

I am forwarding some information about a hazard mitigation grant opportunity resulting from the Groundhog Day Blizzard disaster declaration last winter. Any jurisdiction in the state with an approved mitigation plan is eligible to apply for project funds. That includes Dane County and most of the local jurisdictions within the County. There is a pretty short turn-around time on this, applications are due April 16th. Let me know if you are interested in applying and I'll help as best I can.

Please forward this information to anyone else within your organization as you see fit.

Dave

David Janda, Interim Director  
Dane County Emergency Management  
Room 2107, Public Safety Building  
115 West Doty Street  
Madison, WI 53703  
Phone: (608) 267-1591  
Fax: (608) 266-4500

---

-----Original Message-----

**From:** Gray, Roxanne - DMA [<mailto:Roxanne.Gray@Wisconsin.gov>]

**Sent:** Friday, February 10, 2012 2:42 PM

**To:** DMA DL WEM CO EM DIR; DMA DL WEM TRIBES; 'Angela Pierce'; 'Chris Straight'; 'Dave Bonifas'; 'Boxhorn, Joseph E.'; 'dlandeau@ncwrpc.org'; 'jlaumann@ncwrpc.com'; 'Amy Seeboth'; 'efowille@eastcentralrpc.org'

**Cc:** DMA DL Wem Regional Offices; Sommers, Katie - DMA; Boldt, Susan - DMA; Campbell, Kathryn - DMA; /o=WIMail/ou=Messaging-Service-AG/cn=Recipients/cn=cstone; Angel, Kathleen - DOA; Ashley, Sheila; Boldt, Susan - DMA; Brueske, Stephen; Clay, Tim; Cullen, Scot - PSC; Devore, Janet K - DHS; Draeger, Jim R - WHS; Fasick, Robert - DOT; Ferris, Brian W - DSPS; Flogstad, Greg; Foldenauer, Dennis; Fowler, Dave (MMSD); Foye, Keith W - DATCP; Galloway, Meg M - DNR; Goulka, Robert; Hart, Megan; Heinrich, Joe - DMA; Heinrichs, Gary G - DNR; Herreid, Peter E - DOA; Hunkins, Drew M - OCI; Kalscheur, Katherine - DOA; Kapela, Rusty - DMA; Winnebago County; Lang, Keith; Mueller, Scott; Neuert, Don L - DHS; O'Connor, Patrick J - DMA; Ramsden, John; Satula, Brian - DMA; Sheffer, Ralph - DNR; Skjolaas, Cheryl; Sommers, Katie - DMA; Stoikes, Robert A - DMA; Watson, Robert M - DNR; Wells, Lori; Wencl, Ron; Woodbury, David O - DNR; Zien, Terry

**Subject:** APPLICATION FOR THE HAZARD MITIGATION GRANT PROGRAM

**Importance:** High

Section 404-Hazard Mitigation Grant Program (HMGP) funds are available as a result of federal declaration 1966-DR declared April 5, 2011. We previously solicited applications, however, the applications received were submitted under declaration 1933-DR. So we are considering additional applications. **Please forward this information to the communities within your county that may be interested in applying.** Applications are due no later than **April 16, 2012.**

Attached is a memo outlining program requirements and criteria of the projects. In addition, I have included general information regarding the HMGP, instructions for completing the application, environmental instructions, and HMGP Form 1017A Assurances. These are applicable for all applications.

There are two different project applications. The type of project will determine which application will need to be completed.

For **Acquisition/demolition/relocation** projects you will need to utilize **Attachments 1 - 10**. For **floodproofing including elevation** projects you will utilize **Attachments 1-4 and Attachments 11-13**.

**All other projects** will need to utilize **Attachments 14 to 15**.

In addition, for individual or community **safe rooms**, you will need to utilize **Attachment 16**.

If you are interested in applying for a planning grant to develop or update an existing all hazard mitigation plan, you will need to contact Katie Sommers, 608-242-3222, [katie.sommers@wisconsin.gov](mailto:katie.sommers@wisconsin.gov), to get the application packet.

The Hazard Mitigation Assistance (HMA) Unified Guidance can be found at [www.fema.gov/government/grant/hma](http://www.fema.gov/government/grant/hma). Section IX.A covers guidance for Property Acquisition and Structure Demolition or Relocation for Open Space; Section IX.C. Hazard Mitigation Assistance for Safe Rooms; and IX.E. Structure elevation.

If you have any questions or problems with the forms, please do not hesitate to call me; Susan Boldt at 608-242-3214; or Katie Sommers at 608-242-3222.

## Dane County Local Hazard Mitigation Plan Worksheet #2: Historic Hazard Event

Name of Jurisdiction: \_\_\_\_\_

Please fill out one sheet for each significant hazard event with as much detail as possible. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

|  |  |
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| Insured losses                           |  |
| Federal/state disaster relief funding    |  |
| Opinion on likelihood of occurring again |  |
| Source of information                    |  |
| Comments                                 |  |

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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 Madison, WI 53703  
 Phone: (608) 283-3989, Fax: (608) 266-4500  
 Email: [rynish.phil@countofdane.com](mailto:rynish.phil@countofdane.com)

## Matt Schuenke

---

**From:** Renee Bratton  
**Sent:** Wednesday, December 19, 2012 3:34 PM  
**To:** Renee Bratton  
**Subject:** December 20 Snow Event

**Importance:** High

Good Afternoon,

Village Staff and Emergency Responders are adequately prepared to handle the snow event that is likely to be a severe blizzard on or around December 20. At its peak, this storm may be difficult to control for the purposes of snow removal. Staff will be working diligently to keep main roads navigable and address the remaining local roads as soon as they can. Patience is key as we will all be working to ensure no major issues or problems develop, and if they do the Village will respond accordingly.

**GARBAGE and RECYCLING COLLECTION may be cancelled for Thursday.** Town and Country Sanitation will make every effort to collect on Thursday as they normally do; however, the storm may require tomorrow's collection to be cancelled. ***If garbage and recycling collection is cancelled on Thursday, pick-up will instead take place on FRIDAY, DECEMBER 21.*** Please be mindful of the effort the collectors will have to endure regardless of the date of pickup. Garbage cans and recycling bins can easily be weighed down or frozen with snow making the collectors job more difficult. Please try to keep the containers free of snow and ice to assist in their collection efforts.

Please let me know of any questions and share this email with anyone else that would find this email useful.

Thanks,

Matt Schuenke  
Village Administrator/Clerk-Treasurer  
Village of Cross Plains  
(608) 798-3241 x 105

## Matt Schuenke

---

**From:** Matt Schuenke  
**Sent:** Thursday, December 20, 2012 11:32 AM  
**To:** Matt Schuenke  
**Subject:** UPDATE: Storm Plan

Good Morning,

As of about 10 am this morning, Public Facilities employees have been through nearly every road in the Village with exception to a few side streets and cul-de-sacs. They will get what they were not able to now and have begun the process outlined below for a second time. We are starting to get to the worst parts of this storm, but at least this snow appears lighter than the wetter snow that was waiting for us this morning. It appears that if the storm falls in line with weather predictions, then most of the Village will be cleaned up by daylight tomorrow following several more rounds of cleanup through the night.

One truck has been lost for this storm unfortunately. The red sewer pickup proposed for replacement this coming year has a broken transmission. There is still enough equipment for 8-10 people to work through the storm.

Please let me know if you have any questions. I am available in the office at (608) 798-3241 x 105 or by cell phone (608) 520-1694..

Thanks,  
Matt

Matt Schuenke  
(608) 798-3241

---

**From:** Matt Schuenke  
**Sent:** Wednesday, December 19, 2012 3:02 PM  
**To:** Matt Schuenke  
**Subject:** FW: Storm Plan

To: Village Board and Village Staff

From: Village Administrator/Clerk-Treasurer

*Delivery Method: Email via BCC.*

Please see the email below from the Public Facilities Director regarding tomorrow's snow event. They are adequately prepared to handle the event but only time will tell as to how severe the storm will be. Severe snow storms such as these are always frustrating for everyone as they are typically difficult to control at their peak and require time to get sufficiently cleaned up. Patience is key as we will all be working to ensure no major issues or problems develop, and if they do we'll respond.

Additionally, Town and Country Sanitation has yet to make a decision regarding garbage and recycling collection for tomorrow. They plan to make a decision early am on Thursday and will notify me of their plan. If they DO NOT collect tomorrow, they will complete the collection on Friday at their normal time.

Jerry will be tied up with the snow removal response, but I will be in the office. If you, the public, or anyone else has any questions they should contact me at (608) 798-3241 at extension 105. I would encourage people to contact me first before you try Jerry if need be.

Thank you.

---

**From:** Jerry

**Sent:** Wednesday, December 19, 2012 10:37 AM

**To:** Matt Schuenke

**Cc:** [cpfirechief@charter.net](mailto:cpfirechief@charter.net); [tjanssen@crossplainspolicewi.com](mailto:tjanssen@crossplainspolicewi.com); [Hillebrand@co.dane.wi.us](mailto:Hillebrand@co.dane.wi.us); [cpemsdirector@charter.net](mailto:cpemsdirector@charter.net); Tom Janssen ([TJanssen@crossplainspolicewi.com](mailto:TJanssen@crossplainspolicewi.com))

**Subject:** Storm Plan

Matt and Village Board –

Matt has asked for a summary of my plan to handle the pending storm – I feel funny about doing this for the first time - in 29 years I've never had a "plan" this far ahead of the storm event – there are just too many variables that won't be known until the storm actually arrives.

Basics –

1. Every piece of equipment and truck that has snow handling capabilities will be out. Tandem Axle Freightliner – Single axle Freightliner – F550 Ford – Dodge Pickup – GMC Pickup – Bobcat – Toolcat – Case tractor with Blower – Dodge 1 ton dump truck and Simplicity tractor for sidewalks.
2. All regular full time employees will be working along with up to 5 part time employees that are qualified to operate snow removal equipment.
3. We operate on a "slip seat " system so various people will be operating various pieces of equipment as needed or determined over the course of the event.

Variables –

1. What time the storm gets here.
2. Intensity
3. Duration
4. Air Temperature
5. Wind speed and direction
6. Equipment failures

Known –

1. Collector Streets – Park, Valley, Brewery, Thinnes/Airport, Bourbon – will be kept passable to traffic for emergency vehicles and Plow trucks will respond to emergency calls to facilitate access support for Fire and EMS calls.
2. Streets and cul-du-sacs will be plowed as soon as possible
3. Snow removal on Hwy 14 and Church St will be done as soon as possible

Summary –

1. PF will perform as we have in the past which I think has been very efficient and effective. I'm sure there will be some complaints – there always are – so please feel free to direct them to me at 235-1054.
2. Streets may need widening post event – to be determined later
3. By Friday morning the streets in Cross Plains will be in good winter driving condition

Again my phone number is 235-1054 if you have any questions or concerns.

## Matt Schuenke

---

**From:** Meier, Carrie <Meier.carrie@countyofdane.com>  
**Sent:** Thursday, December 20, 2012 9:36 AM  
**Subject:** State of Emergency - Operation Snow White  
**Attachments:** Snow Removal Cost Recovery FAQ.doc

Just a reminder that the Governor has declared a State of Emergency for the State of Wisconsin. Please remember to track expenses (overtime, machinery, and any contractor costs). As you all know there are no guarantees, (many factors need to be met – see link for more details) but tracking expenses now will make things easier when and if documentation is needed.

We will stay in touch with more detailed instructions.

The County EOC is partially staffed at this time, please call with any questions or needs  
608.266.4330

Thank you and stay safe!

<http://www.fema.gov/public-assistance-9500-series-policy-publications/95231-snow-assistance-policy>

*Carrie Meier*, NREMT

EMS Specialist

Dane County Dept. of Emergency Mgmt.

Phone: 608.266.5374

Cell: 608.444.4827

Fax: 608.266.4500

Email: [meier.carrie@countyofdane.com](mailto:meier.carrie@countyofdane.com)

<http://www.countyofdane.com/emergency/ems/>

Have you learned how to help save a life? [www.danecallandpump.org](http://www.danecallandpump.org)



Please consider the environment before printing this message.

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## Dane County Local Hazard Mitigation Plan Worksheet #2: Historic Hazard Event

Name of Jurisdiction: \_\_\_\_\_

Please fill out one sheet for each significant hazard event with as much detail as possible. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

|  |  |
|--|--|
| Type of event                            |  |
| Nature and magnitude of event            |  |
| Location                                 |  |
| Date of event                            |  |
| Injuries                                 |  |
| Deaths                                   |  |
| Property damage                          |  |
| Infrastructure damage                    |  |
| Crop damage                              |  |
| Business/economic impacts                |  |
| Road/school/other closures               |  |
| Other damage                             |  |
| Insured losses                           |  |
| Federal/state disaster relief funding    |  |
| Opinion on likelihood of occurring again |  |
| Source of information                    |  |
| Comments                                 |  |

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return by mail, email, or fax to:  
**Dane County Emergency Management;**  
 Attn: Dave Janda and Phil Rynish  
 Room 2107, Public Safety Building  
 115 West Doty Street  
 Madison, WI 53703  
 Phone: (608) 283-3989, Fax: (608) 266-4500  
 Email: [rynish.phil@countofdane.com](mailto:rynish.phil@countofdane.com)

## Matt Schuenke

---

**From:** Matt Schuenke  
**Sent:** Monday, April 14, 2014 1:13 PM  
**To:** 'janda@countyofdane.com'  
**Subject:** FW: Water Utility Damage Assessment

**Importance:** High

David,

Please see our response below in red.

Thanks,  
Matt

Matt Schuenke  
(608) 798-3241

---

**From:** Jerry  
**Sent:** Friday, April 11, 2014 10:29 AM  
**To:** Matt Schuenke  
**Subject:** FW: Water Utility Damage Assessment  
**Importance:** High

Don't see a form attached to fill out so I answered the questions below in Red. Hope this is adequate for you to make your report from.

Jerry

---

**From:** Tubbs Sr, Charles [<mailto:Tubbs.Charles@countyofdane.com>]  
**Sent:** Thursday, April 10, 2014 11:12 AM  
**Subject:** Water Utility Damage Assessment  
**Importance:** High

Good morning,

We are sending this to all municipalities in Dane County with the hope of rapidly reaching every water and waste water utility across the county. Please ensure this request is forwarded TODAY to the local utilities in your jurisdiction.

Because of the extensive severe cold from this past winter, Wisconsin Emergency Management has had discussions with Jeff Stone, PSC Division of Water, Compliance and Consumer Affairs; and Dave Lawrence, Wisconsin Rural Water Association, about the impact of the severe cold weather on water treatment plants and delivery systems. They suspect that Wisconsin is facing a level of damage (broken mains and pumps) significant enough to warrant requesting a Presidential Disaster Declaration for Public Assistance (PA). We are asking you to help quantify the damage caused to water and waste water utilities by the severe cold.

The excessive number of water main breaks across Wisconsin appear to be a direct result of the cold and snowy winter that the state has gone through since January 1, 2014. Wisconsin Emergency Management needs your assistance to gather the data about water and waste water utility damages caused by the severe weather. If the dollar value of these water and waste water utility damages meets or exceeds its statewide threshold of \$1.39 per capita (\$7,904,910.00) for PA, the state would then ask FEMA to start the damage assessment process. This could lead to a federal disaster declaration. For you, this means federal monies could provide some reimbursement for your water and waste water utility expenses related to the excessive cold weather since January 1, 2014.

For this determination, utilities include:

- Water treatment plants and delivery systems.
- Sewage collection systems and treatment plants.

The type of eligible expenses and their descriptions are described in the attached document. All categories of work would be eligible for reimbursement. Utilities fall under category F. If you took any protective measures (Category B), your expenses for labor, materials, and equipment would also be eligible. Keep in mind that emergency protective measures only reimburse for overtime for your employees if force account labor was used; but reimburse for all contract costs if a contractor was used.

We are asking you for a determination of the extent of damages to your water and waste water utility systems. Some general guidelines for this determination include:

- The expense of general surveys to look for damage are not eligible. If you discover damage, the inspection of the damaged section is eligible.
- Any increased operating expenses resulting from the disaster or lost revenue are not eligible; however, the cost of establishing temporary emergency utility services in the event of a shut-down may be eligible as emergency work.
- Any work that is related to fixing the water / waste water main break and the damaged areas (if there were any) from the water / waste water would be eligible costs.
- Frost heaves are not eligible.
- Eligibility started January 1, 2014 and is currently ongoing. While the period for eligibility is still open, it may close with little to no notice.

Information we need from you includes:

- *Frost Depth* – What is the average frost depth, in inches, in your jurisdiction. What is the source of this information (NWS, USGS, municipal digital thermometers buried at specific depths, etc) **Measured in excavated holes. Maximum found was 6 foot 9 inches near the intersection of Church St and N. Military Rd.**
- *Average Utility Budget* – What we are looking for is the average budget for the entity that would repair the water main breaks. This will help us determine how much the jurisdiction has expended above and beyond their normal budget **\$30,000.00**
- *Dollar Amount Covered by Insurance* – The dollar amount of water main breaks that are/have been covered by insurance **\$0**
- *Emergency Declaration* – Did the jurisdiction or entity declare an emergency? If so, please provide the date of the declaration. **No**

18 water main breaks from 1/1/14 to present. Approximate cost per incident for – excavation, repair of pipe, spoil material disposal, replacement backfill, pavement restoration – will average \$5,000.00 at least, possibly more. The total cost will be a minimum of \$90,000.00 to date. We did not have appreciable excess operating costs other than the main repairs.

If your municipality has or is associated with a water and / or waste water utility, please review the attached document describing the different federal damage categories and email David Janda ([Janda@countyofdane.com](mailto:Janda@countyofdane.com)) a good estimate of your utility's expenses to us by **noon April 14**. If you have any questions, you may either email or call (266-4330) David Janda.

## FAQs:

Wisconsin Emergency Management has provided answers to the following questions:

- *Can a municipality include the cost of preventing pipes from freezing?*
  - Yes. If a municipality had to take measure to thaw water mains and laterals, then those costs would be eligible for protective measures. Two things though: only the protective measures that was done on public water mains and laterals are eligible, and only overtime for labor is eligible.
  - Emergency Protective Measures: actions taken by a community before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property.
- *Can a municipality include the additional water usage from emergency orders for running water to stop pipes from freezing?*
  - No. Any increased operating expenses resulting from the disaster or lost revenue are not eligible; however, the cost of establishing temporary emergency utility services in the event of a shut-down may be eligible as emergency work
- *Who reports the damages?*
  - The jurisdiction that has the legal responsibility or ownership of the facility at the time that it was damaged.
- *Who is eligible?*
  - Any public entity that would normally receive assistance under a public assistance disaster declaration. That would include private non-profits, public utilities, school districts, etc.
  - Private utility and sanitary districts are not eligible.
- *If streets had to be dug up because of a water main break and concrete or black top had to be hauled away, is this clean-up considered debris removal?*
  - No. If disaster-related mud, silt, or other accumulated debris does not pose an immediate threat but its removal is necessary to restore the utility, its removal is eligible as permanent work; if it does pose an immediate threat, the disaster-related work will fall under Category A.
  - Debris removal eligibility:
    - Any clearance, removal, and/or disposal of items such as trees, woody debris, sand, mud, silt, gravel, damaged building components and contents, wreckage produced during the conduct of emergency work, and other disaster-related wreckage. For debris removal to be eligible, the work must be necessary to:
      - Eliminate an immediate threat to lives or public health and safety
      - Eliminate immediate threats of significant damage to improved public or private property when the measures are cost effective
      - Ensure the economic recovery of the affected community to the benefit of the community-at-large

- *Are damages to Waste Water Treatment plants eligible?*
  - Yes. As long as they are a public entity. The same rules apply to waste water as they do to water treatment plants.
  
- *If a municipality never declared a "State of Emergency" this winter, will that preclude them from submitting damages?*
  - No. A locally declared "State of Emergency" greatly helps the local and overall impact statement, but will not preclude them from submitting damages.
  
- *Why are we asking for the Average Water Utilities Budget?*
  - The information that we are looking for is how much a municipality budgets on an annual basis for water main/lateral breaks, and related expenses to conduct repairs. This will show that an exuberant amount of money has been spent this winter on main/lateral breaks above and beyond what is normally budgeted for.



Charles A. Tubbs Sr.  
Director  
Dane County Emergency Management  
115 West Doty Street, Rm 2107  
Madison, WI 53703  
(608) 267-1591  
(608) 266-4500 Fax  
[Tubbs.charles@countyofdane.com](mailto:Tubbs.charles@countyofdane.com)

## **Matt Schuenke**

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**From:** Jerry  
**Sent:** Tuesday, July 14, 2015 2:16 PM  
**To:** Matt Schuenke  
**Subject:** RE: Winter 2013-2014

I don't have a formal summary of events document – I can tell you that the cold weather was exceptional and that frost depths reached 7 feet plus which I have never seen before. We experienced 24 water main breaks – most were relative to the extreme depth of frost – whereas our average is 4 to 6 during winter months.

Hope this helps

Jerry

---

**From:** Matt Schuenke  
**Sent:** Tuesday, July 14, 2015 1:02 PM  
**To:** Jerry  
**Subject:** Winter 2013-2014

Do you have a summary of events you have kept of that hard winter? I am filling out some paperwork for a hazard mitigation plan that the County is preparing and they are looking for information on historical events. I wasn't sure if you have a summary somewhere that I could take information from and add it to the request for information. Thanks.

Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer  
Village of Cross Plains

2417 Brewery Road (PO Box 97), Cross Plains, WI 53528  
Phone (608) 798-3241 – Fax (608) 798-3817

## Dane County Local Hazard Mitigation Plan Worksheet #2: Historic Hazard Event

Name of Jurisdiction: \_\_\_\_\_

Please fill out one sheet for each significant hazard event with as much detail as possible. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

|  |  |
|--|--|
| Type of event                            |  |
| Nature and magnitude of event            |  |
| Location                                 |  |
| Date of event                            |  |
| Injuries                                 |  |
| Deaths                                   |  |
| Property damage                          |  |
| Infrastructure damage                    |  |
| Crop damage                              |  |
| Business/economic impacts                |  |
| Road/school/other closures               |  |
| Other damage                             |  |
| Insured losses                           |  |
| Federal/state disaster relief funding    |  |
| Opinion on likelihood of occurring again |  |
| Source of information                    |  |
| Comments                                 |  |

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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 Madison, WI 53703  
 Phone: (608) 283-3989, Fax: (608) 266-4500  
 Email: [rynish.phil@countofdane.com](mailto:rynish.phil@countofdane.com)

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## Dane County Local Hazard Mitigation Plan Worksheet #3: Vulnerability Assessment

The purpose of this worksheet is to assess the vulnerable buildings, populations, critical facilities, infrastructure, and other important assets in your community by using the best available data to complete the table and questions that follow. Use the table on the next page to compile a detailed inventory of specific assets at risk including critical facilities and infrastructure; natural, cultural, and historical assets; and economic assets as defined below. These may include hospitals, fire stations, or historic buildings. Attach supporting documentation, such as photographs, reports, or plans if possible. In the hazard specific column of the asset inventory table, indicate if there is a specific hazard to which the asset is at risk, such as flood, lightning, etc. *In lieu of filling in this table you may submit GIS or other databases that may contain this information.*

### **Critical Facilities**

Critical facilities are defined for this plan as physical structures that if damaged or destroyed compromise public health or safety, or are disproportionately vulnerable to natural disasters discussed in the plan, or house populations that are disproportionately vulnerable to natural disasters. These are grouped into the categories below:

**Essential Infrastructure** (includes public and private utility facilities that are vital to maintaining or restoring normal services to hazard areas before, during, and after a hazard event: airports, roads, bridges, communications facilities and towers, correctional facilities, electrical generation/distribution facilities, media outlets, national guard, natural gas supply, public safety (911) communications centers, public safety facilities (police, fire, EMS), public works garages, town/village/city halls, wastewater facilities, water utilities.

**Vulnerable Facilities (includes special needs populations or facilities, historic or economic assets)** : Childcare centers, community based residential facilities, community centers, campsites, healthcare facilities, hospitals, nursing homes, historic properties, manufactured homes, long term care facilities, schools, special needs housing.

**Hazardous Materials Facilities:** Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.

**Natural Assets:** Natural resource assets may include wetlands, threatened and endangered species, or other environmentally sensitive areas. Natural resources can be important in mitigating hazards, such as wetland protection for reducing stormwater runoff and floodwater storage and infiltration.



## Additional Vulnerability Questions

|   |  |
|---|--|
| Number of repetitive loss properties (flooding)   |  |
| Average depth of 100-year floodplain  |  |
| Describe any hazard-related concerns or issues regarding the vulnerability of special needs populations, such as the elderly, disabled, or low-income.                                  |  |
| Describe growth and development trends and future growth areas and how they relate to hazard areas and vulnerability concerns/issues.   |  |
| If this is an <i>update</i> to your community's attachment to the 2009 plan, describe how vulnerability has changed (or not) as a result of implementing successful mitigation actions. |  |

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return by mail, email, or fax to:  
 Dane County Emergency Management;  
 Attn: Dave Janda and Phil Rynish  
 Room 2107, Public Safety Building  
 115 West Doty Street  
 Madison, WI 53703  
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 Email: [rynish.phil@countyofdane.com](mailto:rynish.phil@countyofdane.com)

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## Dane County Local Hazard Mitigation Plan

### Worksheet #4: Community Capability Assessment

Name of Jurisdiction: \_\_\_\_\_

Capabilities are the programs and policies currently in use to reduce hazard impacts or that could be used to implement hazard mitigation activities. Please complete this worksheet and provide supporting documentation if possible.

#### Regulatory

The following planning and land management tools are typically used by local jurisdictions to implement hazard mitigation activities. Please indicate what your jurisdiction has in place. If your jurisdiction does not have this capability or authority, please indicate if a higher level of government has the authority. Also use the comments column to indicate how we can obtain a copy of the plan or document (i.e. available on the web (include address), will e-mail or mail, will fax).

| Regulatory Tool<br>(ordinances, codes, plans)                          | Yes/No | Comments |
|--|--------|----------|
| General or Comprehensive plan  |        |          |
| Zoning ordinance   |        |          |
| Subdivision ordinance  |        |          |
| Growth management ordinance  |        |          |
| Floodplain ordinance   |        |          |
| Other special purpose ordinance<br>(stormwater, steep slope, wildfire) |        |          |
| Building code  |        |          |
| Fire department ISO rating   |        |          |
| Erosion or sediment control program                                    |        |          |
| Stormwater management program  |        |          |
| Site plan review requirements  |        |          |
| Capital improvements plan  |        |          |
| Economic development plan  |        |          |
| Local emergency operations plan  |        |          |
| Other special plans  |        |          |
| Flood insurance study or other<br>engineering study for streams        |        |          |
| Elevation certificates (for floodplain<br>development)                 |        |          |
| Other  |        |          |

---

## Administrative/Technical

Identify the technical and personnel resources responsible for activities related to hazard mitigation/loss prevention within your jurisdiction. For smaller jurisdictions without local staff resources, if there are public resources at the next higher level government that can provide technical assistance, please indicate so in the comments column.

| <b>Personnel Resources</b>   | <b>Yes/No</b> | <b>Department/Position</b> | <b>Comments</b> |
|--|---------------|----------------------------|-----------------|
| Planner/engineer with knowledge of land development/land management practices                      |               |                            |                 |
| Engineer/professional trained in construction practices related to buildings and/or infrastructure |               |                            |                 |
| Planner/engineer/scientist with an understanding of natural hazards                                |               |                            |                 |
| Personnel skilled in GIS   |               |                            |                 |
| Full time building official  |               |                            |                 |
| Floodplain manager   |               |                            |                 |
| Emergency manager  |               |                            |                 |
| Grant writer   |               |                            |                 |
| Other personnel  |               |                            |                 |
| GIS Data Resources<br>(Hazard areas, critical facilities, land use, building footprints, etc.)     |               |                            |                 |
| Warning Systems/Services<br>(Reverse 9-11, cable override, outdoor warning signals)                |               |                            |                 |
| Other  |               |                            |                 |

---

## Fiscal

Identify whether your jurisdiction has access to or is eligible to use the following financial resources for hazard mitigation.

| <b>Financial Resources</b>                                   | <b>Accessible/Eligible to Use (Yes/No)</b> | <b>Comments</b> |
|--|--|-----------------|
| Community Development Block Grants                           |  |                 |
| Capital improvements project funding                         |  |                 |
| Authority to levy taxes for specific purposes                |  |                 |
| Fees for water, stormwater, sewer, gas, or electric services |  |                 |
| Impact fees for new development                              |  |                 |
| Incur debt through general obligation bonds                  |  |                 |
| Incur debt through special tax bonds                         |  |                 |
| Incur debt through private activities                        |  |                 |
| Withhold spending in hazard prone areas                      |  |                 |
| Other  |  |                 |

## Additional Capabilities Questions

|   |  |
|---|--|
| <p>Does your community have any hazard-related certifications, such as Storm Ready certification or Firewise Communities certification?</p>                                       |  |
| <p>Describe any past or ongoing public education or information programs, such as for responsible water use, fire safety, household preparedness, or environmental education.</p> |  |
| <p>Describe any other past or ongoing projects or programs designed to reduce disaster losses. These may include projects to protect critical facilities.</p>                     |  |

Attach additional information if available

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return by mail, email, or fax to:  
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