

Dennis Cashman, Chairman
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FIRE SIGN WORKING GROUP COMMITTEE

Minutes from Tuesday, January 28, 2014

Chairman Coenen called the meeting to order at 7:00 p.m. The Town Clerk was excused from attending the meeting. All other members were in attendance.

The members of the Town Fire Safety committee/working group are: Bob Coenen (Chairman); Randy Hansen (Recorder); Lee Anderson; Dennis Cashman; and Jann Charette (Town Clerk).

Recorder Hansen provided the December 4, 2013 meeting minutes to all members.

M/M by Lee Anderson to approve the December 4, 2013 meeting minutes as submitted; seconded by Bob Coenen. Motion passed by voice vote 4-0.

FEMA FIRE PREVENTION AND SAFETY GRANT (FP&S) PROCESS

The group jointly discussed the status of this FEMA Fire Prevention and Safety Grant (FP&S) process:

1. The FEMA FP&S grant process will allow public applications for a period between one and two months. Because of the Federal government shutdown in November 2013 FEMA has not yet posted the FP&S grant application on their web site. Therefore, an exact timeline is still not available.
2. Randy Hansen passed out and the committee discussed the following updated research information:
 - a. Fire Sign project excel worksheet listing individual action items with resulting research.
 - i. Lee Anderson provided a copy of the support letter from Brown County Department of Public Safety – 911 Communications Department.
 - ii. Worksheet showed modified numbers for smoke and CO detectors. Randy Hansen stated these products may only be provided to residential homes, not business, per FEMA guidance. The figures now show 629 homes as noted on the updated Fire Sign Quantity Review sheet.
 - b. The three Informal Risk Assessments, as required by the FEMA grant process.
 - i. Highly Reflective Emergency Fire Address Signs.
 - ii. Fire/Smoke Detectors.
 1. Randy Hansen stated one of the grant requirements is to know the number of homes built prior to 1992. At present time it is proving difficult to determine that number. Dennis Cashman recommended we reverse engineer that count by determining the number of homes built

on and after 1992 and subtract that number from the total number of homes (629) to arrive at the needed data.

- iii. Carbon Monoxide Detectors.
- c. The DRAFT FEMA FP&S grant application
 - i. The committee reviewed each section.
 - ii. Randy Hansen passed out the FEMA FP&S grant self-evaluation sheet (handout). Each committee member will review the draft grant application against the FEMA self-evaluation sheet and provide feedback to Randy no later than (NLT) February 6, 2014. That will provide Randy sufficient time to review the draft in order to provide a copy to the Planning Commission members for their review on February 11, 2014.
- 3. Randy Hansen stated that he attended the UWGB Grant Writing II course in December and obtained valuable on grant writing skills.
- 4. It was decided that Randy Hansen will continue his role in writing updates of the subcommittee actions for inclusion in future Town newsletters.

PUBLIC INPUT FOR WHICH NO ACTION WAS TAKEN

None

NEXT MEETING

The next meeting was not scheduled. The committee will present an update to the Planning Commission on February 11, 2014. The next meeting will occur immediately after FEMA opens the FP&S grant application.

ADJOURNMENT

M/M by Randy Hansen to adjourn the meeting; seconded by Lee Anderson. Motion passed by voice vote 4-0. Meeting adjourned at 8:15 p.m.

All minutes have been taken truthfully and honestly and to the best of my knowledge and ability.



Randy Hansen
Recorder

Minutes approved as written/~~with corrections~~ (**strike one**) by Bob Coenen, Chairman of the Rockland Fire Sign Working Group Subcommittee on February 25, 2014.



Bob Coenen
Chairman, Fire Sign Working Group Subcommittee