



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Minutes

CITY HALL CAMPUS EMERGENCY PREPAREDNESS COMMITTEE

*Aaron Lipski and
James Owczarski, Co-Chairs*

*Jackie Carter, Amber Danyus, Ald. Marina Dimitrejevic, Evan
Goyke, Sheronda Grant, Tom Tarkowski, and Ryan Zollicoffer*

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Tuesday, September 30, 2025

1:30 PM

City Hall, Room 301-A

1. Call the Order.

Meeting convened: 1:32 PM

2. Roll Call

*Members present: Aaron Lipski, Jim Owczarski, Amber Danyus, Ald. Marina
Dimitrejevic, Tom Tarkowski and Ryan Zollicoffer,*

Members excused: Evan Goyke, Sheronda Grant and Jackie Carter

Also present: Inspector Feldmeyer, Milwaukee Police Dept.

3. Review and approval of the minutes of the September 2nd meeting

*Ald. Dimitrijevic moved, seconded by Inspector Feldmeyer, for approval of the minutes.
There were no objections.*

4. Review of Previous Meeting Achievements

*The first meeting was a kick-off meeting and established key issues. This body meets
every two months.*

5. Site Audits and Trainings

*Co-Chair Owczarski said he had over a dozen employees asking about this and it
came down to people wanting to feel contacted and have their space reviewed and
give them a method to evacuate from that space. People would like training so they
know how to best respond. Mr. Tarkowski mentioned that he had gotten those same
requests and what is the best space/room to use for those incidents. Co-Chair Lipski
asked about this body doing an all-campus visit and send in MPD/MFD and DPW to
hit all areas of the city hall campus with the intent to perform these audits in a logical*

manner (high-value targets first). Inspector Feldmeyer said MPD is willing to do it, although it would be a large task. Ald. Dimitrijevic would like to have this added to the matrix presented at the first meeting, but there needs to be a centralized plan prior to individual assessments so everyone is aware of what is occurring. Mr. Zollicoffer asked if the department emergency response coordinators could do their own site assessments and then the MPD/MFD/DPW body could assess that plan. DPW could also assess the doors/mechanics and then the MPD/MFD/DPW body does the final assessment. Inspector Feldmeyer suggested creating a broad template and the department Emergency Response Teams (ERTs) could work off of that. Co-Chair Lipski noted that there are already existing resources to use as a base for the template for the ERTs to work off of. Mr. Tarkowski will create a document for this body to review and vote on.

Mr. Zollicoffer will send all members a 24-minute video of the facility emergency action plan - it's currently in quality-control status prior to release to all city employees. This body will become part of the vetting procedure prior to its going to all employees.

6. Discussion of the Red Alert Program

On-Solve runs the Code Red system with points of contact in each department with the authority to issue alert notifications. Employees haven't signed up as they don't want the city spamming them for non-emergency situations. The Fire Department is very cautious what they issue alerts for and there is currently discussion about what alerts will be issued. Mr. Zollicoffer said he is working with HACM to engage the community rather than for emergencies. Is someone able to sign up only for security issues? Co-Chair Lipski said the work is on-going. Mr. Zollicoffer will look in the protocol and said that individuals can also sign up for other alerts, which might be causing some of the issues. Ald. Dimitrijevic thinks it should almost be mandatory for the security sign-ups; she does realize there are legal concerns. Employees might also have both city and private phones, so they may be unsure which device to sign up on. An emergency alert might also draw people into the site, which isn't necessarily what public-safety officers want. Ald. Dimitrijevic thinks emergencies need to stay emergencies, not sanitation schedules. Mr. Tarkowski said a recommendation might be have a similar policy to deferred comp where you are in it, until you opt out. Ald. Dimitrijevic would ask how to increase participation. Mr. Zollicoffer noted that the system can geo-fence and would provide the alert if you are in the area whether you had signed up or not. Ald. Dimitrijevic noted that calling something "Code Red" when they are basically standard texts relating to voting or whatever is not helpful. Mr. Zollicoffer said a lot of options have been removed, such as for early voting or others. Co-Chair Lipski said an appropriate recommendation is to increase participation and make it mandatory where we can and make it for emergencies only. He suggested that this be a recommendation as soon as possible. Co-Chair Owczarski noted that recommendations can be forwarded as quickly as possible.

7. Discussion of Badge Access Policies

There are two issues: should people be required to wear visible lanyards and who should wear them. Is there any city policy on who gets IDs and how they are to be worn. Mr. Tarkowski said managers are required to request IDs and what areas the employee has access to. DER sends DPW a list weekly of employees who are no longer working for the city and that list is also checked annually. There is no policy on displaying badges. Co-Chair Owczarski asked if there should be badges for volunteers and visitors. Contractors do have separate badges, per Mr. Tarkowski. Ald.

Dimitrijevic thinks this body should look at what access contractors have as well as who we issues badges to and who is monitoring the access for those badges. Co-Chair Owczarski thinks having badges for volunteers/interns would provide a sense of safety that this person does have authority to be there. Mr. Zollicoffer noted that DER is working on creating a visitor access policy.

Ald. Dimitrijevic excused from the meeting at 2:29 PM.

Ald. Dimitrijevic had previously asked of the City Clerk that employees wear lanyards.

8. Concerns About the Information Booth in the Atrium

Co-Chair Owczarski has had multiple people commenting on how this booth never looks like it's there for "information" and is hard to approach and be heard. Mr. Tarkowski did talk with his team about removing the table in front of the Information Booth and there are plans to put in a window similar to the Treasurer's Office. The Co-Chair also recommended moving the monitors so they aren't blocking the view to/from the public. They are working on making it more customer-friendly.

9. Outstanding Tasks

The charge of this body is set by the creating resolution. Mr. Zollicoffer said the list that was reviewed at the first meeting continues to grow (there are 31 tasks, while there were originally 28). The alert notifications continue every Wednesday at noon and the all the panic buttons were tested and are now working. City Hall cameras 6, 7 and 8 have been installed and are operational. The draft 24-minute video earlier referenced is being worked on. Mr. Zollicoffer noted all the fundamentals are in place and it's now a matter of employee and department buy-in. He will update this body if there are major updates.

Mr. Tarkowski asked if the ERTs were actually engaged with in-person (rather than just a virtual meeting). Mr. Zollicoffer said they were looking at breaking down these meetings by floor rather than having one meeting for 57 people across three buildings. That new structure will be implemented by DER quarterly. Co-Chair Owczarski said the Council is amenable to making this training mandatory. Mr. Tarkowski asked if a recommendation if the ERT role can be broadened. Mr. Zollicoffer asked if Mr. Tarkowski was concerned about role abandonment by an ERT. ERTs should be given teeth along with the increased responsibility, according to Co-Chair Lipski. The 24-minute video is ready to be launched, but still want a few folks to see it prior to its city-wide release. Mr. Tarkowski said that the ERT program needs to be maintained and reviewed periodically.

10. Set items and date for the next meeting.

Co-Chair Lipski will do another Doodle poll and any items should be gotten to Co-Chair Owczarski.

For the next meeting, Brad Houston would like the opinion of this body on the Secure Structures ordinance.

11. Adjournment

Meeting adjourned: 3:02 PM

*Linda M. Elmer
Staff Assistant*

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Communication relating to the 2025/26 activities of the City Hall Campus
Emergency Preparedness Committee.

Sponsors: THE CHAIR