



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

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Monday, November 10, 2025

11:00 AM

Virtual

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1. Call the Order.

Meeting convened: 11:01 AM

2. Roll Call.

*Members present: Jim Owczarski, Chief Aaron Lipski, Amber Danyus, Tom Tarkowski, Sheronda Grant, Ryan Zollicoffer, Evan Goyke (11:07 AM) and Terri Williams present for Ald. Dimitrijevic
Members excused: Jackie Q. Carter*

3. Review and approval of the minutes of September 30th.

Mr. Owczarski moved for approval, seconded by Terri Williams. There were no objections.

4. Review of previous meeting accomplishments / homework, including site audits and training.

This and item #5 were discussed at the same time.

Chief Lipski noted there is a lot of work being done in the background. He will eventually be touching base with the Public Safety and Health committee with a communication file to update them on progress to date. The preparatory videos have gone out that Mr. Zollicoffer and Ms. Jennifer Evans have been creating covering a wide variety of topics. It makes sense to have the building occupants have a better understanding of how they fit in. They are working on creating a mechanism for site audits - departments can request that multiple departments do a site audit. A small, agile group is being created to respond to those requests. The City Hall complex has already been mapped noting egresses and the location of resources (AED, pull stations, fire extinguishers, etc). There will be a 200-page reference and an updated succinct guide if needed during an emergency. These documents will be updated as needed and as technology changes; he does not want perfection to be the enemy of progress.

Mr. Zollicoffer said there are 32 items on the dashboard and 19 are ready to go (may not be released yet, but are ready to go), so they have a pretty strong template done for City Hall and will be moving on to ZMB and Muni Bldg. The Wednesday alert systems are all working and employees are signing up for those. They did test it during the MATC lockdown and it worked well.

There will be monthly virtual training sessions for employees beginning this month or next month, with their earning Wellness Points. All desktop phones that call 911 tie also to City Hall security. They also created code designations for situations (ie Code Orange for hazmat). City hall cameras have been adjusted so there are no blind spots. The city safety committee has 50 members and the intent is still to break this group down by floors.

The emergency manual will be accessible through a QR code and the employee separation policy has been updated. The Joint Information Center is in charge of creating the message to the media and the Mayor/Common Council to distribute it. There are now law enforcement badges that can be accessed by appropriate officials during an emergency. DER has created a safety newsletter that will be distributed via E-Notify and that is ready to go.

They are still working on visitor badges and parking policy as well as how ERT members respond to an emergency and there will be every-other month templates for ERT members to work through. They are also still working on an employee safety website, which is currently under review.

Mr. Owczarski had some questions relating to timing of actions to take and training of ERTs. Mr. Zollicoffer said it's a matter of ERTs taking ownership as they will be provided with generalized training but the ERTs need to have knowledge specific to their departments.

5. Update from Emergency Management Director Ryan Zollicoffer as to checklist progress.

This was discussed as part of item #4.

6. Specific assignments for project completion.

Chief Lipski wanted to present to PSH Committee what the status is and what is being worked on. He would also like to have City Attorney Goyke look at the legality of auto enrolling employees into text alerts. The City Attorney's Office has reached the conclusion that there are certain snags in that this may need to be included in bargaining or provisions need to be set up for those who don't have cell phones or charges for texts. The best alternative is to have a default-in, opt-out set up as employees begin working with the city (employees are signed in unless they choose to opt out). The default set-up would need to be chosen and this body may need to decide what is an emergency and guidelines need to be created for that. This would be a decision of policy makers. He will work with the City Clerk on how to have this policy adopted.

7. Items for future agendas.

The Secure Document Ordinance (with input from Brad Houston, City Records Manager). Mr. Houston has been recommending changes for years. The next meeting will be the first cycle in January.

8. Adjournment.

*Meeting adjourned: 11:54 AM
Linda M. Elmer
Staff Assistant*