

## Committee Charter: Wadena County Emergency Joint Task Force Committee

**Overview:** There are a number of agencies involved in emergency planning and many of the funding sources require planning with partners and community members. Meeting on a regular basis provides the opportunity to assure partners are planning together.

**Purpose:** The overall purpose of the task force is to meet on a regular basis to share emergency plans and strategies to improve coordination and reduce duplication; with the overall goal to improve population safety and improve emergency response.

### Composition:

Role	Agency/Represent
Emergency Manager	Wadena County Sheriff's Office
Jail Programmer	Wadena County Sheriff's Office
PHEP Coordinator	Wadena County Public Health
Director	Wadena County Public Health
Elected Official	Wadena County Board of Commissioners
Firefighter-Regional EMS Advisory Board	Verndale Fire Department
EMS Manager	Astera Health
EMS Educator	Astera Health
Emergency Preparedness Coordinator	Lakewood Health System
Regional Coordinator	Central Minnesota EMS Region
Human Services Representative	Wadena County Human Services
Mass Care & Logistics	Red Cross Northern MN Chapter
Central Region PHEP Coordinator	Minnesota Department of Health
Fire chief	Wadena Fire Department
Long-Term Care Representative	Greenwood Connections, Menahga
Long-Term Care Representative	Fair Oaks Lodge
Long-Term Care Representative	Vivie Home Care
Faith Community – Pastor	Immanuel Lutheran, Wadena
Emergency Responder	Menahga Emergency Response Team
Chief of Police	Menahga Police Department
Chief of Police	Sebeka Police Department
Chief of Police	Verndale Police Department
Chief of Police	Staples Police Department
Chief of Police	Wadena Police Department
Environmental	Wadena County Soil and Water
School Rep	Freshwater Education District
School Rep	Menahga
School Rep	Sebeka
School Rep	Verndale
School Rep	WDC
Highway Rep	Wadena County Highway Department
Service Cooperative	Sourcewell

### Responsibilities:

- Review charter annually
- Review annual grant emergency planning documents and/or emergency plan response documents of member agencies as needed– feedback, coordinate planning
- Collaborate on identified areas of need
- Emergency planning networking/sharing e.g. trainings, strategies, updates

**Meeting schedule:** Quarterly, Third Tuesday of the month (Feb, May, Aug, Nov) 1:00pm -2:30pm in the Wadena County Courthouse (alternate location if necessary)

**Decision making:** Consensus

**Retention:**

- Agendas and minutes will be maintained following applicable record retention schedule. They will be provided to members on a regular basis.
- Record retention of meeting agendas and minutes will be the responsibility of each organization if they need to retain their own copies of the records.
- Wadena County will retain meeting agendas/minutes/additional applicable documents following current applicable record retention schedule. If schedules differ by department, a primary record retention department will be designated. The current record retention designated department is Public Health and the responsible person is the Director of Public Health.

**Annual review:**

Charter – Review charter at last meeting of year for the upcoming calendar year