
WAUKESHA POLICE MEMORANDUM

DATE: September 4, 2015
TO: Russell P Jack, Chief of Police
FROM: Dennis J. Angle, Deputy Chief of Police
SUBJECT: CEMP Consult

I recommend that the City of Waukesha (COW) utilize ERI International Inc. as the consultant to develop our Comprehensive Emergency Management Plan (CEMP). This recommendation is the result of researching written proposals from companies, conducting backgrounds of those respective companies, and a small group reviewing the information.

Background

The COW has budgeted \$10,000 for 2015 to be utilized to update the City's Emergency Operations Plan (EOP). Prior to researching possible consultants I approached the Emergency Manager for Waukesha County Bill Stolte to discuss this project. One of the points of discussion involved a strategy to maximize on the COW's interoperability by having the consultant design a CEMP instead of an EOP. The CEMP is more extensive and it is the same document that Waukesha County Emergency Management uses. Waukesha County recently had their CEMP developed by a consultant.

Waukesha Police Captain Baumann and Waukesha Fire Lieutenant Jim Haakenson assisted in forming a workgroup to assist in the review and recommendation of consultants. The group developed background questions and review the results of those questions. This was done along with reviewing the proposals that were submitted.

Consultants

At the start of this project I received the names of three different consultants from Stolte. The consultants were Pre-Emergency Planning LLC., ERI International Inc., and EPTEC Inc. I made phone contact with representatives from each company and advised them of our desire to receive proposals for CEMP development.

Pre-Emergency Planning LLC.

Pre-Emergency Planning is based out of Lodi, Wisconsin and submitted a proposal shortly after being contacted. The company's experience is solid and during the background the comments were very positive. The three references that were contacted had received the below services.

- City of Madison – Pre-Emergency Planning assisted Madison in planning a full scale exercise while also drafting the appropriate grant paperwork to have the exercise costs covered. They have completed this task for Madison twice and both times they successfully received reimbursement.
- City of Middleton - Pre-Emergency Planning assisted Middleton in planning a full scale exercise while also drafting the appropriate grant paperwork to have the exercise costs covered. They successfully received reimbursement.
- WPS Insurance – WPS Insurance is a national company that utilized Pre-Emergency Planning to develop their Crisis Management Plan, train their staff in the plan, and plan a full scale functional exercise.

EPTEC Inc.

EPTEC Inc is based out of Sun Prairie, Wisconsin and did not submit a written proposal after being contacted. Initially they were interested in developing COW's CEMP, however they felt that they could not complete the project within the budget year of 2015. I re-contacted them after researching the possibility of extending the deadline and they had did not respond.

ERI International Inc.

ERI International Inc. is based out of Olympia, Washington and submitted a proposal shortly after being contacted. The company's experience is extensive and during the background the comments were very positive. The three references that were contacted had received the below services.

- City of Milwaukee – ERI International assisted Milwaukee in developing their CEMP. They completed this task within their timeline and within the agreed upon budget.
- Milwaukee County Emergency Management - ERI International assisted Milwaukee County in developing their CEMP. They completed this task within their timeline and within the agreed upon budget. The project was expanded to developing a template for CEMP's in an eight county area surrounding Milwaukee County.
- City of Albuquerque New Mexico - ERI International assisted Albuquerque in developing their CEMP. They completed this task within their timeline and within the agreed upon budget. The CEMP has been successfully utilized since its adoption.

Respectfully,

Dennis J. Angle
Deputy Chief of Police
