



# Village of Black Earth Emergency Management Committee

October 9<sup>th</sup>, 2025, | 5:30 pm.  
Village of Black Earth Meeting Room  
1210 Mills St., Black Earth, WI 53515

## Minutes

1. Call to Order – Called to order by Dylan Helmenstine at 5:30PM.
2. Roll Call / Confirmation of Quorum – Present: Dylan Helmenstine, Jen Schuetz, Nathan Cavanagh, Tom Marks. Also present: Matt Kahl – Public Works Director and Dan Machotka – Black Earth Fire Chief.
3. Confirmation of Public Notice. A copy of the notice was delivered by Wednesday, October 8<sup>th</sup>, 2025, by email to the Editor-Times Tribune; posted at the Black Earth Municipal Building, Black Earth Post Office, and Black Earth Village Website. – Read aloud by Dylan Helmenstine.
4. Public Comment (3 minutes per person) – None present.
5. Discussion/Action on Meeting Minutes from July 3rd, 2025. – Motion to approve by Jen Schuetz, second by Tom Marks. All ayes, none opposed motion carried.
6. Discussion/Action on Current Events Related to Emergency Management
  - a. Village Department and Agency Updates
    - i. Fire - None
    - ii. EMS – Continuing to discuss EMS and Fire merge.
    - iii. Clerk’s Office - None
    - iv. Public Works – Generators are in.
7. Discussion/Review: Disaster Proclamations and Ratification – Discussion held minor formatting changes recommended.
8. Discussion: Hazard Mitigation Plan – Discussion held, no updates recommended.
9. Discussion/Review/Update: Emergency Response Flowchart – Discussion held, chain of command and flow discussed.
10. Other Items for Future Agenda Discussion
  - a. Volunteer Coordination, Jurisdiction of Different Agencies, Hazard Mitigation Plan
  - b. Specific Action Items for Each Person
  - c. Definitions of Disasters
11. Setting the next meeting date – November 6<sup>th</sup>, 2025 @ 5:30 PM
12. Adjournment – Motion to adjourn by Jen Schuetz, second by Nathan Cavanagh. Meeting adjourned at 6:03PM.

Minutes taken from meeting audio by Dani Eastman – Village Administrative Assistant.

**Committee Members:** Dylan Helmenstine – Chair, Jen Schuetz, Nathan Cavanagh, Tom Marks  
Alternate: Terry Moyer

Requests for persons with disabilities who need assistance to participate in this meeting should be made to the Village of Black Earth Office at 608-767-2563.

Notice is hereby given that a quorum of the Village Board may be present on this day to gather information about all items that appear on this agenda, a subject over which they have decision-making responsibility. This constitutes a meeting of the Village Board pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993), and must be noticed as such although the Village Board will not take any formal action at this meeting.