

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
JANUARY 30, 2008**

COMMITTEE MEMBERS PRESENT: Chairperson Doug Hall, Matt Matteson, David O'Melia, Larry Greschner and Chuck Wickman.

COMMITTEE MEMBERS ABSENT: Michael Geiger (TAG Rep).

OTHERS PRESENT: Kevin Schlosser, Doug Duchac, Clarence Puza, Terry Williams, Lynn Grube (ITS Director), Ken Kortenhof, Emergency Management Director and Dawn Robinson, Program Assistant.

CALL TO ORDER

Chairman Hall called the meeting to order at 10:00 a.m. in Community Room of the Oneida County Law Enforcement Center. Chairman Hall further noted the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law. Chairman Hall noted accommodations would be made for handicap accessibility.

APPROVE AGENDA/MINUTES OF PREVIOUS MEETING

MOTION: To approve the Agenda and move around on the agenda as needed (Matteson/Wickman, PASSED).

MOTION: To approve the December 19, 2007 Committee Meeting Minutes (Greschner/Matteson, PASSED), Wickman abstained.

SCHEDULE COMMITTEE MEETING DATE(S)

The next meetings were scheduled for February 20, 2008 at 10:30 a.m. and March 27, 2008 at 10:00 a.m. There was discussion regarding having the February 20th meeting at the courthouse following Law Enforcement Meeting to allow Committee members to attend due to meeting schedule conflicts.

REPORTS FROM SACRED HEART-ST. MARY'S HOSPITAL AND HOWARD YOUNG MEDICAL CENTER

Duchac provided the financial report of Sacred Heart-St. Mary's for the month of November, Exhibit #1 and the December financial report, Exhibit #2.

Ambulance scene care costs and base rates were discussed.

MOTION: To accept the November and the December financial reports of Sacred Heart-St. Mary's Hospital (Matteson/Greschner, PASSED).

Duchac provided the maintenance report of Sacred Heart-St. Mary's for the month of December, Exhibit #3.

MOTION: To accept the December maintenance report of Sacred Heart-St. Mary's Hospital (Matteson/Wickman, PASSED).

Schlosser provided the financial report of Howard Young for the month of December, Exhibit #4.

The Committee inquired about the ambulance budget. The Emergency Management Director presented the department's Monthly Budget, Exhibit #5, and indicated the ambulance budget reflected a positive balance.

MOTION: To accept the December financial report of Howard Young (Greschner/Matteson, PASSED).

Schlosser provided the maintenance report of Howard Young for the month of December, Exhibit #6.

The Northwoods Transfer Program was explained.

MOTION: To accept the December maintenance report of Howard Young Medical Center (Greschner/Hall, PASSED).

HAZMAT TEAM REPORT

Puza provided the HazMat Team Report, Exhibit #7.

Grant funding and hazardous materials were discussed.

MOTION: To accept the HazMat Team Report (Matteson/O'Melia, PASSED).

10:20 a.m. John Potters, County Coordinator, joined the meeting.

DIRECTOR'S REPORT

Emergency Response Mapping Capabilities Presentation:

The Emergency Management Director provided a presentation on how mapping would assist first responders with search and rescue efforts during a weather-related event/damage assessment, etc. and the Director referred to and explained municipal emergency response planning (response timelines, what should be completed during time periods, etc.). The Director showed steps taken to assist first responders/law enforcement (utilizing the county map, draw polygon of affected area, identifying site address numbers of citizens/businesses and special need facilities within the area, providing first responders/law enforcement with site address information for evacuation, search & rescue, etc.) The Director referred to damage assessment, indicated the county has 24-hours to provide damage assessment information/numbers to the State and noted mapping capabilities would allow the Emergency Management Director to pull land values and total value of houses/business in affected damaged areas.

There was discussion regarding how Damage Assessment is conducted and categorized (minor, major or destroyed), discussion regarding municipal annual presentations and discussion regarding special needs mapping in which the Social Services Director/Department assisted with special needs planning.

The ITS Director explained funding was secured to upgrade communications in the Dispatch Center to allow for development of one set of county maps each county department would utilize and work from. The ITS Director explained ARC SDE (map data on one server with different views which plots a dot on a map in dispatch over one of the views) with tabular data (e.g. tax role information) being 24-hours old with maps updated frequently from one mapping source.

There was discussion with mapping points-of-interest to aid dispatchers in determining a location of a cell phone call for snowmobile incidents, etc.

Update on County Public Safety Radio System:

The Emergency Management Director provided a presentation identifying the seven-tower sites and explained all seven towers would be looped together through a microwave system (redundant source) so in case one tower is non-functional, communications would be re-routed in the opposite direction.

Discuss/Act on WCA Emergency Management Presentation:

The Emergency Management Director asked the Committee members if they would be interested in attending the Wisconsin Counties Association seminar on February 25, 2008 at the Holiday Inn in Stevens Point, registration deadline is February 15, 2008. The Wisconsin Emergency Management (WEM) Attorney conducts the seminar and the Wisconsin Counties Association seminar information is shared with municipalities. Costs and municipal meetings were discussed.

Discuss/Act on Ambulance Proposals:

Ambulance Proposals were opened and evaluations were completed by the Emergency Management Director, Regional Ambulance Manager and St. Mary's/Sacred Heart Ambulance Manager. The Emergency Management Director presented the 'Request for Proposal Evaluation 2008 Ambulance Project', Exhibit # 8.

There was discussion on proposals, percentages and RFP's. The RFP Evaluators recommended the Medtech Ford for \$124,799.

The Emergency Management Director explained \$115,000.00 was budgeted to purchase an ambulance and referred to his conversation with the Finance Director regarding budget, cost of 2-wheel drive ambulance and cost of 4-wheel drive ambulance. The Finance Director recommended going to the contingency fund for the balance of the new ambulance.

The Regional Ambulance Manager addressed the need for and advantages of 4-wheel drive ambulances (longer driveways, winter access, ATV responses, etc.), referred to a recent incident in which a 2-wheel drive ambulance was stuck and stated the goal is to get the entire ambulance fleet to switch to 4-wheel drives.

There was discussion regarding Howard Young purchasing 2-wheel drive ambulances.

The Director explained the county could skip purchasing an ambulance for a year and have an 11-year rotation and recommended incorporating a percentage increase to allow for the raising costs of purchasing an ambulance. The Director indicated defibrillators needs to be updated next year.

Budget and purchasing options were discussed (purchase a 2-wheel drive verses a 4-wheel drive). The Committee agreed to purchase a 4-wheel drive ambulance.

MOTION: To accept proposal from Pomasl on the Medtec Ambulance in the amount of \$124,799.00 (O'Melia/Greschner, PASSED).

Discuss/Act on Commercial Equipment Direct Assistance Program:

The Emergency Management Director, on behalf of the county, applied for commercial equipment and was successfully awarded a Vulnerability Assessment Kit including a 3-day training on how to use the equipment and suggested offering the kit to schools, law enforcement, fire departments and counties within the Northeast Region to allow for a standardized approach how-to conduct vulnerability assessments and checkout the equipment with the department. Agency representatives would be invited to attend the training.

There was discussion whether to allow other counties to utilize Oneida County property and recommended checking with Corporation Counsel on issues such as equipment breaking or equipment not returned. The Committee agreed the first benefit is to Oneida County agencies.

MOTION: To authorize the Emergency Management Director to accept the Commercial Equipment Direct Assistance Grant for Oneida County (O'Melia/Greschner, PASSED).

Discuss/Act on Computer-HazMat Equipment Grant:

This is an annual grant of \$10,000.00 and the Emergency Management Director requested approval to apply for the grant. The Director indicated some dive team equipment was included.

MOTION: To authorize the Emergency Management Director to apply for Computer-HazMat Equipment Grant (Greschner/Wickman).

Discussion on motion:

There was discussion regarding obtaining county board approval for matching grant funds or whether matching grants are approved through the budget process. The Committee advised the Director to check with the Finance Director or Corporation Counsel.

MOTION: To authorize the Emergency Management Director to apply for Computer-HazMat Equipment Grant contingent upon compliance with the Oneida County Code (Greschner/Wickman, PASSED).

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

Meets this afternoon.

MONTHLY BUDGET REVIEW

Kortenhof referred to the department's monthly budget, Exhibit #5, that was previously presented.

MOTION: To accept the Monthly Budget Review as presented (Hall/Matteson, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS

Kortenhof provided the monthly bills, vouchers, line item transfers and expense voucher summary sheet, Exhibit #9.

Line Item Transfers (grant reimbursement for Nicolet College, ITS Computer hardware and PDF writer software for ITS) Exhibit #10.

Personnel expense vouchers were presented and signed.

MOTION: To approve the bills, vouchers, line item transfers and expense voucher summary sheet (O'Melia/Wickman, PASSED).

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

11:35 a.m. MOTION: To adjourn the meeting (O'Melia/Matteson, PASSED).

Doug Hall, Chairman

Dawn Robinson, Program Assistant