

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
MARCH 27, 2008**

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

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Michael Geiger (TAG Rep), Kevin Schlosser, Doug Duchac, Clarence Puza, Ken Kortenhof, Emergency Management Director and Dawn Robinson, Program Assistant.

CALL TO ORDER

Chairman Hall called the meeting to order at 10:05 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 (Matteson/Wickman, PASSED).

MOTION: To approve the February 20, 2008 Committee Meeting Minutes (Greschner/O'Melia, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for April 30, 2008 at 10:00 a.m. at the courthouse. The Regional Ambulance Director mentioned the fourth Wednesday of each month works better for preparing financial reports.

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 February, Exhibit #1.

MOTION: To accept the financial report of Sacred Heart-St. Mary's for the month of February (O'Melia/Matteson, PASSED).

Duchac provided the maintenance report of Sacred Heart-St. Mary's for the month of February, Exhibit #2.

MOTION: To accept the maintenance report of Sacred Heart-St. Mary's for the month of February (Greschner/Matteson, PASSED).

Schlosser provided the financial report of Howard Young for the month of February, Exhibit #3.

On-scene Care was explained.

MOTION: To accept the financial report of Howard Young for the month of February (O'Melia/Wickman, PASSED).

Schlosser provided the maintenance report of Howard Young for the month of March, Exhibit #4.

MOTION: To accept the February maintenance report of Howard Young Medical Center (Greschner/Wickman).

Discussion on motion:

First responder service billing was discussed and explained.

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

HAZMAT TEAM REPORT

Puza provided the HazMat Team Report, Exhibit #5.

DRIVER TRAINING FOR EMS PERSONNEL

The Regional Ambulance Director informed the Committee the State of Wisconsin is looking at mandating an unfunded driver training for all EMS providers in the State and the Director explained annually, Oneida County EMS provides CEVO Training (Coaching Emergency Vehicle Operators).

There was discussion regarding training, funding and drivers license requirements.

DIRECTOR'S REPORT

Ambulance Service Contracts:

The Emergency Management Director provided Committee members with a final copy of the Ambulance Contract, Exhibit #6. The Director indicated the following changes/revisions: definitions of expense categories, added drivers license information, cleaned-up boiler plate verbiage, open records, clarified subsidies, compliance and incorporated the County's Corporation Counsels changes. The Director mentioned this is a five-year contract good through 2012 and the County Code designates the Emergency Management Committee as the Committee to negotiate hospital contracts.

The Emergency Management Director informed the Committee, Howard Young would not be replacing depreciated equipment and expenses would be removed from the hospital financial statements.

The Regional Ambulance Director stated now there would be one hospital contract covering both St. Mary's Hospital and Howard Young Medical Center.

It was suggested to replace names on Page 8 with Position Titles for the Emergency Management Director and the Regional Ambulance Director. The Emergency Management Director will make the necessary changes immediately following today's meeting in order to obtain the Committee Chairperson signature and have document

notarized. The Emergency Management Director cited positions required to sign contract.

MOTION: To approve Ambulance Service Contract (Greschner/Matteson, PASSED).

Upcoming Storm Spotter Training:

Trainings are sponsored by Oneida, Vilas and Forest County Emergency Management Departments and are scheduled for April 30th, 6:30 p.m. at the Lincoln Town Hall (Eagle River), May 1st, 9:00 a.m. at the Oneida County Law Enforcement Center and May 1st, 6:30 p.m. at the Woodruff Town Hall.

Upcoming Public Safety Meeting:

Public Safety Meeting is scheduled for April 24th, 6:00 p.m. This is an annual meeting for Town Chairpersons/Mayor to discuss how to respond to a weather incident, review plans, updates, damage assessment and allow an opportunity for municipalities to ask questions. The Director will provide an example of GIS (Global Information System) mapping capabilities and noted the department is working with the Solid Waste Department on a Debris Removal Plan including municipalities. The Director noted a presentation would be conducted at the Towns Association.

Upcoming Statewide Tornado Drill:

Scheduled for April 24th, 2008, with a Statewide Mock Watch issued at 1:00 p.m., Mock Warning for Oneida County at 1:10-1:15 p.m. and the drill commencing at 2:00 p.m.

There was discussion regarding courthouse participation and the Courthouse Crisis Plan.

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

Next meeting is scheduled for June 11, 2008, 1:00 pm.

MONTHLY BUDGET REVIEW

The Emergency Management Director referred to the department's monthly budget, Exhibit #7 and mentioned the Finance Department would be making a correction to the department budget regarding Dive Team expenses.

MOTION: To accept the monthly budget review (Matteson/Wickman, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS

The Emergency Management Director provided the monthly bills, vouchers, line item transfers and expense voucher summary sheet, Exhibit #8. The Director explained the department assisted Social Services with the Heating Assistance Program and purchased three portable electric heaters. Social Services will be reimbursing the Emergency Management Department for expenses.

Personnel expense vouchers were presented and signed.

MOTION: To approve the bills, vouchers, line item transfers and expense voucher summary sheet (Greschner/Matteson, PASSED).

PUBLIC COMMENT

Matteson thanked Chairman Hall for his service on the Committee, appreciation for sharing his experiences and reinforcing beliefs.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

10:57 a.m. MOTION: To adjourn the meeting (Hall/O'Melia, PASSED).

Larry Greschner, Chairman

Dawn Robinson, Program Assistant