

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

COMMITTEE MEMBERS PRESENT: Chairperson Larry Greschner, Matt Matteson, Jack Martinson and Sonny Paszak.

COMMITTEE MEMBERS ABSENT: David O'Melia was excused.

OTHERS PRESENT: Clarence Puza, Doug Duchac, John Ruhnke, Ken Kortenhof, Emergency Management Director and Dawn Robinson, Program Assistant.

CALL TO ORDER

Chairman Greschner called the meeting to order at 10:10 a.m. in Committee Room #1 of the Oneida County Courthouse. Committee Room #2 was occupied with a Committee meeting so Chairman Greschner moved the meeting to Committee Room #1. A sign was posted outside of Committee Room #2 indicating the meeting was relocated to Committee Room #1, an agenda was posted on the outside of Committee Room #1 and the Deputy County Clerk was notified of meeting relocation. Chairman Greschner further noted the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law. Chairman Greschner noted accommodations would be made for handicap accessibility.

APPROVE AGENDA/MINUTES OF PREVIOUS MEETING

MOTION: To approve the Agenda (Paszak/Martinson, PASSED).

MOTION: To approve the April 30, 2008 Committee Meeting Minutes (Martinson/Matteson, PASSED).

ELECTION OF VICE CHAIRPERSON

Dave O'Melia and Sonny Paszak were nominated. A raise of hands determined Sonny Paszak as the Vice Chairperson.

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for June 25, 2008 at 10:00 a.m.

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 April, Exhibit #1.

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

MOTION: To accept the April financial report and maintenance report of Sacred Heart-St. Mary's Hospital (Matteson/Paszak, PASSED).

Ruhnke provided the financial report of Howard Young for the month of April, Exhibit #3.

Salaries, Medic 6 calls, budget and trainings were discussed.

Howard Young's maintenance report was not available. Ruhnke will provide April's maintenance report at the next meeting.

MOTION: To accept the April financial report of Howard Young Medical Center and provide the April maintenance report next month (Matteson/Martinson, PASSED).

HAZMAT TEAM REPORT

Puza provided the HazMat Team Report, Exhibit #4 and minutes, Exhibit #5. Puza indicated the date on the HazMat minutes was incorrect (February 20, 2008), the date should be May 21, 2008.

MOTION: To accept the HazMat Team Report and correct the meeting minute date to May 21, 2008 (Martinson/Paszak, PASSED).

DIRECTOR'S REPORT

Ready Class Training:

Responding to Emergencies & Disasters with Youth. Training was available through an OJA (Office of Justice Assistance) & Homeland Security Grant. The three-day training offered six sections teaching youth first aid, CPR, school safety, potential dangers, preparedness, etc. The program is offered to Junior High/High School students but Sugar Camp Elementary Staff felt their 6th grade class would understand concepts/benefits from the training. Media coverage was obtained/released and there was positive feedback. The department will continue to promote the program.

Public Safety Communication System Cutover Plan:

The Emergency Management Director met with the Fire Chief's in May at the Woodruff Town Hall to address the plan. The completion of the Cutover Plan is scheduled for sometime in August. The Emergency Management Director indicated some frequencies would be taken down while the system is being tested.

Municipal Emergency Management Plan:

The Emergency Management Director met with the Towns Association on May 15, 2008 and added seven municipal plans need to be distributed.

2007 Emergency Management Annual Report:

Draft copy was provided to members, Exhibit #5. The Emergency Management Director mentioned the report could be presented at the June County Board of Supervisor's Meeting, pending revisions, etc. The Director reminded the Committee the list of LEPC (Local Emergency Planning Committee) members reflected appointed members from 2007. Some items requiring updating and/or review are: listing of storms, grant funding and townships that adopted the county's Hazard Mitigation Plan. Oneida County has met requirements to renew their StormReady status. The Emergency Management Director explained the National Weather Service had strategically placed towers for reception. The Director asked the Committee if they

would like 2007 Homeland Security Grants listed in the annual report, the Committee agreed to list each grant.

The Committee agreed the Director should update the department's annual report and forward the report onto the County Board of Supervisors.

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

The next meeting was scheduled for June 11, 2008 but has been changed to June 18, 2008 due to a scheduled Public Health training.

MONTHLY BUDGET REVIEW

The Emergency Management Director referred to the department's monthly budget, Exhibit #6, and explained budget/line item transfers.

MOTION: To accept the monthly budget (Paszak/Matteson, 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 #7.

Line Item Transfer: Domestic Preparedness Grant Round 3 Interoperability Communications, Exhibit #8.

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

PUBLIC COMMENTS

Matteson asked if July's meeting could be scheduled. The Committee scheduled the July 23rd, 2008 meeting.

ITEMS FOR FUTURE AGENDAS

The following was discussed: county fair display and tour of small command post/trailer.

ADJOURN

10:50 a.m. MOTION: To adjourn the meeting (Martinson/Matteson, PASSED).

Larry Greschner, Chairman

Dawn Robinson, Program Assistant