

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
JANUARY 29, 2009**

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

OTHERS PRESENT: Sheriff Jeff Hoffman, Chief Deputy John Sweeney, Dianne Jacobson (Department on Aging Director), Curt Krouze (Building & Grounds Director), Doug Duchac, Clarence Puza, Ken Korten Hof, Emergency Management Director and Dawn Robinson, Program Assistant.

CALL TO ORDER

Chairman Greschner called the meeting to order at 10:00 a.m. in the Community Room of the Oneida County Law Enforcement Center. 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 (Martinson/Paszak, PASSED).

MOTION: To approve the December 15, 2008 Committee Meeting Minutes (Matteson/Martinson, PASSED).

EVALUATION OF DEPARTMENT SPACE NEEDS

The Emergency Management Director, Sheriff Hoffman, Chief Deputy Sweeney, Department on Aging Director and Building & Grounds Director were present to give an update on department space needs and determine what steps should be taken next.

Department on Aging (DOA) Director indicated the DOA building project was on hold pending evaluation results of the Human Service Study which could impact facilities and available space. The project encompassed assessment of building space and not vehicle storage. The Director stated DOA has three buses that do not need to be housed at their facility.

Chief Deputy Sweeney informed the Committee in 1997, vehicle storage space was discussed and the county purchased the River Street Building as a short-term solution to the storage issue.

Building & Grounds Director informed the Committee the River Street Buildings are not energy efficient, have no shower facility for the HazMat Team, restrooms are in poor condition, the front building has heat while the back building has cold storage. The back building is built into a hill and has poor drainage causing the building to flood and freeze.

There was discussion regarding property being secured and maintained, adequate area for maintenance staff, a central storage location, number of emergency vehicles to be

stored, square footage, whether other county departments would require vehicle storage, adding fuel pumps at new location and fuel costs. The Emergency Management Director, the Sheriff, the Chief Deputy and the Department on Aging Director are interested in the concept of constructing a storage building behind the Law Enforcement Center to store/shelter department vehicles/equipment. At the time property was acquired for the Law Enforcement Center, the county purchased additional land for future expansion of county facilities.

There was more discussion regarding Capital Plans, finances, acquiring an architect to conduct a site and need assessments and how to proceed with an official request.

MOTION: To schedule a Joint Committee Meeting between the Emergency Management Committee, the Law Enforcement & Judiciary Committee, the Commission on Aging and the Building & Grounds Committee to discuss department space needs (Greschner/Paszak).

Discussion on motion:

A question was asked if an architect drawing and/or information were obtained/reviewed. No Committee provided direction to pursue issue.

The following was discussed; quorum language, number of County Board Supervisors (supervisor representation for multiple Committee's), which Committees to invite to Joint Meeting, and how to proceed with request (resolution, etc.).

MOTION: To amend motion to exclude the Building & Grounds Committee from the Joint Meeting. First and second agreed (Greschner/Paszak, PASSED with all ayes).

Discussion on motion:

Members decided to proceed by scheduling a joint committee meeting between Emergency Management, Law Enforcement and Commission on Aging to address department space needs, make a motion or draft a resolution and forward request onto the Building & Grounds Committee and pending results, Building & Grounds would take the issue to the County Board.

Committee members and Department Heads present scheduled a Joint Committee Meeting for February 9, 2009, 10:30 a.m. in the County Board Room.

MOTION: To schedule a Joint Committee Meeting between the Emergency Management Committee, the Law Enforcement & Judiciary Committee and the Commission on Aging to discuss department space needs (Greschner/Paszak, PASSED).

10:54 a.m. Committee took a brief break.

10:58 a.m. Committee reconvened.

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for February 25, 2009 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 November, Exhibit #1.

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

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

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

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

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

Duchac provided the maintenance report of Sacred Heart-St. Mary's for the month of December, Exhibit #4. There was discussion regarding rotating units to limit the number of miles accrued on a vehicle.

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

Duchac provided the financial report of Howard Young for the month of November, Exhibit #5.

MOTION: To accept the November financial report of Howard Young Medical Center (O'Melia/Matteson, PASSED).

Duchac provided the financial report of Howard Young for the month of December, Exhibit #6. The Emergency Management Director explained Howard Young made a profit in 2008 and would be returning \$53,467.00 back to the county. Explanation of billable runs was discussed.

MOTION: To accept the December financial report of Howard Young Medical Center (O'Melia/Martinson, PASSED).

Duchac provided the maintenance report of Howard Young for the month of November, Exhibit #7. It was explained the spare unit (Unit 4) is in service when other units are in for overnight repair.

MOTION: To accept the November maintenance report of Howard Young Medical Center (Paszak/O'Melia, PASSED).

Duchac provided the maintenance report of Howard Young for the month of December, Exhibit #8. There was inquiry as to the number of billable runs associated with each individual ambulance (by VIN number: Vehicle Identification Number) and discussion regarding ambulance repair.

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

Chairman Greschner moved HazMat Team Report up on the agenda.

HAZMAT TEAM REPORT

Puza provided the HazMat Team Report, Exhibit #9, and provided the January 21, 2009 HazMat Meeting minutes, Exhibit #10.

MOTION: To accept the HazMat Team Report (Matteson/Paszak, PASSED).

DEPARTMENT VACANCY RESOLUTION #12-2009

Chairman Greschner requested this item to be added to the agenda since the Emergency Management Department was not listed under the exemption section. Resolution #12-2009, Exhibit #11.

The proposed resolution was provided to the department in August. At that time, the Emergency Management Director was satisfied with the appeal timeframe but, after discussion with the Chairman, the Director agreed the department should be exempt from waiting six months to fill a vacant position. The Director thanked the Committee for their support at the County Board Meeting.

There was discussion regarding addressing vacancies/filling positions at Committee level due to workload issues, etc., addressed the insertion of the word 'recommended' instead of the word 'mandated' throughout Resolution #12-2009 and discussed contacting the County Coordinator regarding the resolution. The Chairman stated the department could use more than two people.

MOTION: To list the Emergency Management Department in its entirety under Department Exemption, Section (2)(B) on Resolution #12-2009 (Greschner/Martinson).

Disc on motion:

There was discussion regarding the way in which action can be taken on the resolution and the process was explained. Chairman Greschner understood action on the resolution could only be done at County Board, made the motion so the Committee's wishes would be part of the official record and would be able to speak for the Committee during the County Board Meeting.

Reference was made to other committee's wishes/opinions and the Chairman immediately cited the Open Meetings Law and ended the discussion due to other committee's input not being listed on the agenda.

The Committee agreed the Emergency Management Director could contact the County Coordinator and discuss the issue.

MOTION: To list the Emergency Management Department in its entirety under Department Exemption, Section (2)(B) on Resolution #12-2009 (Greschner/Martinson, roll call vote: Martinson 'aye', O'Melia 'aye', Paszak 'aye', Matteson 'aye' and Greschner 'aye', PASSED).

DIRECTOR'S REPORT

Retired Radio Repeater Request:

The Director sent a letter to the person, who wishes to purchase county equipment, explaining the bidding process and requested information about his company and intent of use but have not heard back. The Director recommended not taking action at this time.

Computer HazMat Equipment Grant:

This is an annual grant (\$10,000.00) with local match funds budgeted (80/20) to purchase HazMat equipment.

MOTION: To allow the Emergency Management Director to apply for the Computer HazMat Equipment Grant (Martinson/Greschner, PASSED).

Hazard Mitigation Plan Update:

The Hazard Mitigation Subcommittee operates under the LEPC Committee and will assist the NCWRPC (North Central Wisconsin Regional Planning Commission) with updating information in the current plan. A meeting has been scheduled for February, 24, 2009.

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

The Committee met on January 14, 2009 and conducted an election of officers: Chairman: Brian Gehrig, Vice Chairman: Clarence Puza, Inspector: Clarence Puza and Coordinator of Information: Emergency Management Director. The next meeting is scheduled for June 2009.

MONTHLY BUDGET REVIEW

The Emergency Management Director referred to the department's monthly budget, Exhibit #12.

It was explained the ambulance budget reflects the first quarterly subsidy payment to both hospitals.

MOTION: To accept the monthly budget review (Matteson/Martinson, 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 #13, and Line Item Transfers, Exhibit #14.

Two line item transfers for Public Information Officer training and HazMat training. It was explained the Director writes training grants for state reimbursement.

Two personal expense vouchers.

There was discussion regarding overhead fuel charges.

MOTION: To approve the line item transfers (Martinson/O'Melia, PASSED).

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

PUBLIC COMMENTS

None.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

12:04 p.m. MOTION: To adjourn the meeting (O'Melia/Martinson, PASSED).

Larry Greschner, Chairman

Dawn Robinson, Program Assistant