

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
February 25, 2009**

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

OTHERS PRESENT: Ken Krall (WXPR), Richard Moore (Lakeland Times), Mike Timmons (Woodruff Town Chairman), Gary Baier (Nokomis Town Chairman), Joe Handrick (Minocqua Town Chairman), Curt Krouze (Building & Grounds Director), Cory Hoffmann, Ken Golden (St. Mary's CPA), John Sweeney (Chief Deputy), Tom Waydick, Kevin Schlosser, Doug Duchac, Jeff Freese (Howard Young), 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 (Paszak/Matteson, PASSED).

MOTION: To approve the January 29, 2009 Committee Meeting Minutes (Matteson/Martinson, PASSED).

MOTION: To approve the February 9, 2009 Committee Meeting Minutes (Martinson/Paszak, PASSED).

It was noted the Law Enforcement & Judiciary Committee had approved the February 9th meeting minutes at their Committee.

AMBULANCE SERVICE ADJUSTMENT

Chairman Greschner explained the Emergency Management Director, Regional Ambulance Director, Sacred Heart Ambulance Manager and himself met with Nokomis Fire Chief and Town Chairman, Minocqua Chairman and Woodruff Chairman to discuss ambulance coverage issues.

The Emergency Management Director presented an Ambulance Service Assessment and Long Range Plan to the Committee, Exhibit 1. Pages 1-7 of the document explains the current ambulance service and identifies ambulance locations/coverage areas, Page 8-11 is an assessment of the Ambulance Service, Page 11 explains staffing of ambulances.

The Director explained Howard Young is having problems staffing a second-out ambulance. Page 12 lists the number of Med 6 (second-out) requests verses the number of responses. Page 16 lists a revised procedure that proposes adding a roaming ambulance based out of Nokomis (Med 4) to provide as a second-out ambulance for both Howard Young and St. Mary's. When Med 5, Howard Young's first-out ambulance responds to a call, Med 4 would roam north to cover Woodruff. When

Med 1, St. Mary's first-out ambulance, responds to a call, Med 4 would roam towards Rhinelander to cover as the second-out ambulance. Med 4 roams in the direction where backup coverage is needed to utilize personnel and provide better coverage/response. The gray colored area on Page 16 illustrates Med 4's initial coverage area. Page 17 identifies transportation routes and Page 18 explains how the service would be implemented. The Director explained an Addendum to the Ambulance Contract between the County and the Hospitals will be required. Oneida County has completed the Addendum to the contract but Hospitals have not reviewed it at this time. Page 19 listed and explained a Cost Analysis of adding the ambulance in Nokomis. The estimated annual cost is between \$300,000 and \$330,000 (based on 2009) depending on the number of ambulance runs.

The Director provided Exhibit #2, 'Nokomis Ambulance Cost Projections Mid-Year Implementation' and noted the exhibit explains how the cost of the additional ambulance would be paid for in 2009. The proposal has been discussed with both the Finance Director and the County Coordinator. It was determined the county levy limits do not apply to the ambulance service.

The Director referred to another recent determining factor, page 20. The City of Rhinelander is considering starting a City Ambulance Service in 2010. This would result in a loss of revenue for the County. The estimated loss of revenue is approximately \$413,000 (Based on 2008 revenues collected).

Cory Hoffman attended meeting at 10:12 a.m.

There was a discussion regarding how the Nokomis ambulance would be staffed. Employees of Howard Young would staff the ambulance 24 hours/7 days a week. The staffed ambulance would be paged simultaneously with both Medic 5 (first-out Howard Young ambulance) and Medic 1 (first-out St. Mary's ambulance). The Nokomis ambulance would stage at an appropriate location to respond as a second-out ambulance for both hospitals.

There was a discussion regarding grant funding to pay for the additional ambulance. The County does receive a small amount of grant funding, but the cost would come from the County tax levy.

The Chairman indicated the City would purchase and staff their own ambulances, and would build an addition onto the fire station. City residents would still be required to pay County taxes to support the County service.

The Nokomis Town Chairman indicated Nokomis currently contracts with Lincoln County, due to response time, and still pays taxes toward the County Ambulance Service.

Ken Golden (St. Mary's CPA) attended the meeting at 10:25 a.m.

Cost analysis on Page 19 was discussed and it was noted information listed reflects actual runs for 2008. The Regional Ambulance Director explained coverage/backup of service.

The Minocqua Town Chairman stated Minocqua pays 25% of the county tax levy, agreed the plan is a positive step toward a better service, and supports the proposed plan.

The Chairman of the Emergency Management Committee expressed concern with response to the loss of life.

The Nokomis Town Chairman thanked the Minocqua Town Chairman for his comments and echoed the sentiment indicating the proposed plan/ambulance coverage is a huge benefit to the County. The Chairman stated citizens in his Township were upset with the cost of ambulance service when they (citizens) did not receive ambulance service in a timely manner, response is critical! If an ambulance arrives within twenty-minutes, it is well worth spending the money paid to Lincoln County. The Chairman agreed with coverage due to the large number of accidents on Highway 51, located in Nokomis, from a four-lane highway to a two-lane highway. The Chairman complimented Lincoln County for the service they provide to the Township and was pleased to see that Doug Duchac was involved in the proposal. The Chairman is in favor of the proposal.

O'Melia stated money should not be the main issue, indicated it is stressful waiting for an ambulance to arrive, referred to life and death situations and noted Oneida County has been complimented on providing a good service.

The Emergency Management Director indicated ambulance coverage on the East side of the County is good, the plan does address coverage adjustments but no determining factors are being met. The Director reiterated the City of Rhinelander is proceeding with their own ambulance service, which would result in a revenue decrease of over \$400,000. That decrease would result in a County levy increase of over \$400,000.

The Director referred to the Amendment to Ambulance Service Agreement between Oneida County and Sacred Heart-Saint Mary's Hospital, Inc. and Howard Young Medical Center, Inc., Exhibit #3. This amendment would allow Howard Young Medical Center to staff an ambulance in Nokomis. The County would use one of their existing ambulances and the cost of the staffing would be covered through 2009. The cost of staffing the ambulance in 2010 would be approximately \$300,000 to \$330,000 plus any increase in salaries and benefits.

MOTION: The Oneida County Emergency Management Committee today (Wednesday, February 25, 2009) approves the Oneida County Ambulance Service Coverage Adjustment proposal as presented at today's meeting, to include the memorandum of understanding amendment to the ambulance service agreement between Oneida County and Sacred Heart-Saint Mary's Hospital and Howard Young Medical Center; and authorize Emergency Management Department Director Kenneth Kortenhof to take this approved proposal forward for consideration by the Oneida County Finance Director and the Oneida County Finance and Insurance Committee (Greschner/Matteson).

Discussion on motion:

There was discussion regarding a presentation to the County Board and the approval process of the Finance Committee.

The following requested a copy of the March 9, 2009 Finance Agenda: Minocqua Town Chairman, Woodruff Town Chairman, Nokomis Town Chairman, and the Emergency Management Committee.

Cory Hoffmann left the meeting at 10:37 a.m.

Chief Deputy Sweeney joined the meeting at 10:39 a.m.

It was noted the City of Rhinelander ambulance program is a stand-alone issue and in 2010, the County's ambulance program will be more expensive due to loss of revenue from the City of Rhinelander. Ken Golden, St. Mary's CPA, was recognized in the audience in the event Committee members had questions.

MOTION: The Oneida County Emergency Management Committee today (Wednesday, February 25, 2009) approves the Oneida County Ambulance Service Coverage Adjustment proposal as presented at today's meeting, to include the memorandum of understanding amendment to the ambulance service agreement between Oneida County and Sacred Heart-Saint Mary's Hospital and Howard Young Medical Center; and authorize Emergency Management Department Director Kenneth Kortenhof to take this approved proposal forward for consideration by the Oneida County Finance Director and the Oneida County Finance and Insurance Committee (Greschner/Matteson, roll call vote: O'Melia 'aye', Matteson 'aye', Paszak 'aye', Martinson 'aye' and Greschner 'aye', carried unanimously).

It was noted if Ministry had a change to the proposal, then the proposal would be brought back to the Committee. The Regional Ambulance Director indicated the proposal has been discussed with Ministry and did not anticipate any concerns.

The Nokomis Town Chairman thanked the Emergency Management Department for their work.

DEPARTMENT SPACE NEEDS

The Emergency Management Director provided a Resolution asking the County Board of Supervisors to direct the Building & Grounds Committee to begin assessing the department's space needs, Exhibit #4.

The Building & Grounds Director agreed an assessment of space needs should be completed but had concerns with resolution verbiage pertaining to evaluating various county department space needs when no other departments have expressed a need for additional space/storage and the timeliness of conducting an assessment for departments requiring critical needs.

The proposed resolution was criticized as being weak and watered down.

The Chief Deputy assessed the Sheriff's Department needs, prepared the Sheriff's Department Strategic Plan and affirmed this has been discussed since 1997 and should be brought back to the Law Enforcement Committee to make a policy decision. The Chief Deputy and the Emergency Management Director do not have the expertise or architecture background to look at necessary properties, data, etc. nor does either department have staff to review options/results. The Chief Deputy recommends acquiring professional services to perform an assessment and referenced the Building & Grounds Director's conversation with an architectural firm involving costs.

There was much discussion regarding the verbiage of the resolution, intent, cost, Department on Aging's bus storage, not building issue.

The Building & Grounds Director indicated an assessment would consist of the needs serviced by the River Street Building.

Due to a previously scheduled commitment, the Building & Grounds Director left at 10:50 a.m.

The Chairman reiterated the Resolution pertains to the Department's space needs and not the Department on Aging's building need.

The Emergency Management Director was concerned if the Resolution was brought before the County Board of Supervisors, the department space need issue may be confused with the Department on Aging's (DOA) building issue and recommended addressing the department space need issue with the Building & Grounds Committee first before proceeding with the Resolution.

There was much discussion involving how to proceed with the department space need issue so it does not get confused with the DOA Building Issue.

The Chief Deputy stated the Building & Grounds Committee has the proper jurisdiction to address this issue, has the final authority and is responsible for central service needs that Emergency Management and Law Enforcement depend upon.

MOTION: To authorize the Emergency Management Director to attend a Building & Grounds Committee meeting to address Emergency Management space needs (O'Melia/Martinson).

Discussion on the motion:

It was suggested the Law Enforcement Committee may want to direct the Chief Deputy to attend a Building & Grounds Committee meeting with the Emergency Management Director to address department space needs.

MOTION: To authorize the Emergency Management Director to attend the Building & Grounds Committee meeting to address Emergency Management space needs (O'Melia/Martinson, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for March 23, 2009 at 10:00 a.m.

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

Schlosser introduced the new Howard Young Ambulance Manager, Jeff Freese, to the Committee and informed the Committee he (Schlosser) was resigning from his position and had accepted an EMS Director position with West Park Hospital in Cody, Wyoming. Schlosser thanked the Committee for the support they have provided to him, the ambulance service and to the hospital for the past eleven years.

The Emergency Management Director presented a plaque, from the Committee, to Schlosser for his eleven-year service and commitment to the residents of Oneida County. The Director stated Schlosser's departure was a big loss for Oneida County and appreciated the assistance Schlosser provided over the years. The Committee thanked Schlosser for his dedication and assistance.

Duchac provided the financial report of Sacred Heart-St. Mary's for the month of January, Exhibit #5 and provided the maintenance report of Sacred Heart-St. Mary's for the month of January, Exhibit #6.

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

Schlosser provided the financial report of Howard Young for the month of January, Exhibit #7. There was an increase in salaries due to Paramedic Refresher Training for state licensing and coverage of Paramedic shifts.

Schlosser provided the maintenance report of Howard Young for the month of January, Exhibit #8. Paint on the Medtech ambulance is coming off but is being repaired. Fuel mileage was discussed.

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

HAZMAT TEAM REPORT

Puza provided the HazMat Team Report, Exhibit #9.

MOTION: To accept the HazMat Team Report (Greschner/Martinson, PASSED).

DIRECTOR'S REPORT

Emergency Management-Homeland Security Governor's Conference:

Scheduled for March 24-26, 2009. The Director and the Program Assistant will be attending.

2008 Budget Closeout:

The Director explained the year-end 2008 line item transfers have been completed to closeout the 2008 budget.

HS MABAS-WI & MARC Repeater Grant Application:

The Director explained the grant has two parts, one part requires an identification system be placed on the MARC Repeater to identify which county it belongs to. This is a mandatory grant to receive additional communication funding in the future. The grant is covered 100% with no local match required. The second part of the grant is for MABAS radio equipment and requires a 15% local match. The 15% local match money would come out of the existing Emergency Management Budget if the grant were applied for and approved.

MOTION: To authorize the Emergency Management Director to apply for the HS MABAS-WI & MARC Repeater Grant (Matteson/Paszak, PASSED).

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

The Director stated the next meeting is scheduled in June and mentioned the sub-committee met yesterday to start updating the County's Mitigation Plan.

MONTHLY BUDGET REVIEW

The Emergency Management Director referred to the department's monthly budget, Exhibit #10, referred to overdrawn Emergency Management account line item and explained the Department is waiting to receive a reimbursement grant to cover the amount over drawn.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS

The Emergency Management Director provided the monthly bills, vouchers, line item transfers and expense voucher summary sheet, Exhibit #12.

Personal expense vouchers and one additional voucher were presented/signed.

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

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

11:39 a.m. MOTION: To adjourn the meeting (O'Melia/Matteson, PASSED).

Larry Greschner, Chairman

Dawn Robinson, Program Assistant