

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
MARCH 30, 2011**

COMMITTEE MEMBERS PRESENT: Chairperson Matt Matteson, Jack Martinson, Sonny Paszak and Mike Timmons.

COMMITTEE MEMBERS &/OR STUDENT ABSENT: Dave O'Melia was excused and Melissa Scheffer was absent, no TAG (Teens Active in Government) vote taken during meeting.

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

CALL TO ORDER

Chairman Matteson called the meeting to order at 9:00 a.m. at the Oneida County Law Enforcement Center, Community Room, stated the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law and noted accommodations would be made for handicap accessibility.

INTRODUCTIONS

None.

APPROVE AGENDA/MINUTES OF PREVIOUS MEETING

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

MOTION: To approve the February 22, 2011 Committee Meeting Minutes (Martinson/Paszak, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for April 27, 2011 at 10:00 a.m. at the courthouse. Paszak will be absent and excused from the next meeting.

PUBLIC COMMENTS

None.

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

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

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

The Emergency Management Director provided the financial report and maintenance report of Howard Young for the month of February, Exhibit #3 and Exhibit #4.

There was discussion regarding the following: a three-year ambulance budget plan using 2012 continuing appropriations account monies to cover 2011 expenses, ambulance service is outside of levy limits, utilizing the County Highway Department for ambulance maintenance, intercept revenue and utilizing parts from a retired spare ambulance.

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

AMBULANCE EQUIPMENT PURCHASE

The ambulance, ordered in 2010, has arrived and will be put into service in the Nokomis area. The Emergency Management Director provided photographs of the new ambulance to the Committee.

The Emergency Management Director explained ambulance cots (in most of the first-out ambulances) are being upgraded from a manual cot to a power cot. By purchasing all cots at one time, the County will receive a significant discount from the manufacturer. In order to purchase all the cots together, the Committee would have to waive the bidding process based on the cots being sufficiently unique equipment. The new cots must fit the existing mounting system inside the ambulance so the cots can be interchangeable. The Committee expressed interest in seeing the new ambulance and power cots. The Emergency Management Director stated the new ambulance and a power cot could be brought to the May Emergency Management Meeting.

MOTION: Pursuant to County Code 3.09(3)(d)(1), the Emergency Management Committee has determined it is in the best of interest of the County to waive the bidding procedure and purchase ambulance cots from the same manufacture as the current ambulance cots to allow for interchangeable mounting inside the ambulances as recommended by the Emergency Management Director (Martinson/Timmons, PASSED).

HAZMAT TEAM REPORT

An oral report was given identifying training and a response to monitor air quality.

2010 EMERGENCY MANAGEMENT ANNUAL REPORT

Not completed at this time. Will place on next month's agenda.

WCA EDUCATIONAL SEMINAR-EMERGENCY MANAGEMENT

The seminar is specific to Emergency Management and Committee members were strongly encouraged to attend. The seminar provides education on Emergency Management and Chapter 323, Emergency Management Code. Speakers include other county Emergency Management Directors and the Department of Military Affairs Corporation Counsel. The seminar is scheduled for April 18, 2011 from 10am-3pm in Stevens Point and registration is \$65 per person. There was discussion regarding who is available and who is interested in attending due to registration (and payment) deadline. An agenda may have to be posted depending on attendance. There was discussion regarding travel arrangements.

MOTION: To approve Committee members to attend the WCA Education Seminar on Emergency Management (Paszak/Timmons, PASSED).

DIRECTOR'S REPORT

The Emergency Management Director and two HazMat Team members attended the WAHMR (Wisconsin Association Hazardous Materials Responder) Conference. The Emergency Management Director instructed a CAMEO (Computer Aided Management of Emergency Operations) training and facilitated a Round Table discussion between County HazMat Teams.

The Emergency Management Director and the Program Assistant attended the Governor's Conference on Emergency Management. The Emergency Management Director instructed the same CAMEO training at the Governor's Conference as at the WAHMR Conference. During conference other seminars and workshops were attended.

The Emergency Management Department worked with the Planning and Zoning Department to have a Tabletop exercise on Damage Assessment during a flood. The exercise was held on March 23 in the County Board Room.

The Committee Chairman attended the Damage Assessment Training, stated it was worth attending to know how damage was assessed and to see how other departments work together.

The Emergency Management Director provided an update on the Communication Tower in Minocqua.

The Emergency Management Director stated the first half Plan-Of-Work (POW) requirements have been completed and submitted to the state. Oneida County received an EMPG (Emergency Management Planning Grant) redistribution check from the State for \$12,000.

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

Next meeting is scheduled for June.

QUARTERLY BUDGET REVIEW

The Emergency Management Director provided the department's quarterly budget, Exhibit #5. The Committee reviewed the budget.

MOTION: To accept the Quarterly Budget (Martinson/Paszak, PASSED).

BILLS, VOUCHERS AND LINE ITEM TRANSFERS

The Emergency Management Director provided the monthly bills, vouchers, line item transfers and expense voucher summary sheet, Exhibits #6 and #7.

There was discussion regarding whether the County is eligible to receive ambulance grants. The County is not eligible under the Firefighter's Assistance Program due to the hospital(s) affiliation.

There were three line item transfers, Exhibit #6 and there were personal vouchers due to trainings and multiple conferences.

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

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at the Emergency Management Director's discretion.

ADJOURN

9:50 a.m. MOTION: To adjourn the meeting (Paszak/Timmons, PASSED).

Matt Matteson, Chairman

Dawn Robinson, Program Assistant