

**MINUTES OF THE ONEIDA COUNTY  
EMERGENCY MANAGEMENT COMMITTEE MEETING  
MAY 26, 2010**

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

**OTHERS PRESENT:** Doug Duchac, Jeff Freese, Clarence Puza, Ken Kortenhof, Emergency Management Director and Dawn Robinson, Program Assistant.

**CALL TO ORDER**

Chairman Greschner called the meeting to order at 10:00 a.m. at the Oneida County Courthouse, Committee Room #2, 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.

**APPROVE AGENDA/MINUTES OF PREVIOUS MEETING**

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

MOTION: To approve the April 28, 2010 Committee Meeting Minutes (Paszak/Matteson, PASSED).

**SCHEDULE COMMITTEE MEETING DATE(S)**

The next meeting was scheduled for June 23, 2010 at 10:00 a.m.

**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 April, Exhibit #1 and Exhibit #2.

The City is projecting to have the Citywide Ambulance Program up and running by July 1, 2010.

10:07 a.m. Martinson attended meeting.

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

Freese provided the financial report and maintenance report of Howard Young for the month of April, Exhibit #3 and Exhibit #4.

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

**HAZMAT TEAM REPORT**

Puza provided the HazMat Team Report, Exhibit #5.

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

## **DIRECTOR'S REPORT**

### *Public Information Officer Instructor:*

The Emergency Management Program Assistant is also the County's Public Information Officer (PIO) and has been asked by the STATE to be a Public Information Officer Instructor. An Instructor workshop is scheduled for June 8, 2010 in Madison. The Director stated this is a great opportunity for the Program Assistant, supports the opportunity, complimented the Program Assistants work as a PIO and with establishing a County Public Information Officer Network, and indicated other counties are watching what Oneida County does with Public Information. The Director discussed the issue with the County Coordinator and the Coordinator supports the request. The Program Assistant will take time off from the County, will receive a stipend and compensation from the STATE. The Director added this is a good opportunity to find out what other counties are doing. The Committee agreed this is a great opportunity, complimented the Program Assistant on her duties and accomplishments with Public Information and supports her efforts.

### *HazMat Constitution and Bylaws:*

Exhibit #6, 'Oneida County Hazardous Incident Response Team Constitution and Bylaws, June 2010' document was presented. Corporation Counsel reviewed the document and made minor changes.

MOTION: To approve the HazMat Constitution and Bylaws (Matteson/Martinson, PASSED).

### *2009 Annual Report:*

In-depth ambulance history and Municipal Response Plans were incorporated into the annual report. The Annual Report will be brought to the June County Board of Supervisors Meeting.

MOTION: To accept and forward the 2009 Annual Report onto the County Board of Supervisors (O'Melia/Matteson, PASSED).

### *Space Needs Update:*

At the May 17<sup>th</sup> Building & Grounds Committee meeting, the Committee cut the department's space need proposal at the Sheriff's Department but instead, agreed to make improvements to the HazMat Building on River Street.

### *Correspondence for Committee Member Information Only:*

County ambulance rotation and joint purchasing of ambulances were discussed.

Emergency Operation Center (EOC) Radio and Woodruff Police Department Radio grants were due with a short timeframe with no local match required.

Special Needs Training was held on May 13<sup>th</sup> & 14<sup>th</sup> with Public Health, Social Services and Department on Aging in attendance. More planning is being done.

A Regional Long Term Power Outage Exercise was conducted on May 18<sup>th</sup>.

A Mitigation Public Information Meeting was held on May 10<sup>th</sup>.

There was discussion regarding review of both the County's Large Assembly Ordinance and the Sauk County Ordinance which was challenged and revised.

#### **QUARTERLY BUDGET REVIEW**

Quarterly budget review will be presented next month.

#### **BILLS, VOUCHERS AND LINE ITEM TRANSFERS**

The Emergency Management Director provided the monthly bills, vouchers and expense voucher summary sheet, Exhibit #7. There were no line item transfers for the month.

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

#### **REPORTS/CORRESPONDENCES**

The County applied for an Emergency Operation Center (EOC) Grant to use towards construction of a new EOC in the Law Enforcement Center. The county was turned down and was not awarded funding. Instead, the STATE received funding towards their EOC Project.

#### **PUBLIC COMMENTS**

The Program Assistant thanked the Emergency Management Director, Deputy Director and Committee members for supporting her as the County's Public Information Officer and as a Public Information Instructor. The Program Assistant informed Committee members of the development, operations and structure of the Oneida-Vilas County Public Information Officer Network.

#### **ITEMS FOR FUTURE AGENDAS**

Department Information Document was mentioned along with a reminder that the HazMat Chief/Deputy Director will be retiring effective July 2, 2010. There was brief discussion regarding coordination and comprehensive planning.

#### **ADJOURN**

**10:45 a.m.** MOTION: To adjourn the meeting (O'Melia/Matteson, PASSED).

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Larry Greschner, Chairman

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Dawn Robinson, Program Assistant