

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
MAY 27, 2009**

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

COMMITTEE MEMBERS ABSENT: Chairperson Larry Greschner and David O'Melia were excused.

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

CALL TO ORDER

Vice Chairman Paszak called the meeting to order at 10:00 a.m. in the Community Room of the Oneida County Law Enforcement Center. Vice Chairman Paszak further noted the meeting notice had been posted, 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 and move around on agenda (Matteson/Martinson, PASSED).

MOTION: To approve the April 22, 2009 Committee Meeting Minutes (Matteson/Martinson, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for June 24, 2009 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. At the April Committee Meeting, the Committee decided to reduce the amount of paperwork hospitals should provide and instead decided only two copies of the financial report and the maintenance report should be distributed (a copy for the Director and a copy to be attached to the minutes).

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

Positive variances are reflected on both financial reports due to the ambulance manager's position not being filled.

It was suggested financial report copies should be distributed to Committee members to allow members to follow along while the financial report is being given. It was requested to have this issue discussed and listed on the next agenda.

MOTION: To accept the April financial reports and April maintenance reports of Sacred Heart-St. Mary's Hospital and of Howard Young Medical Center (Matteson/Martinson, PASSED).

HAZMAT TEAM REPORT

Puza informed the Committee no report was provided as the HazMat Business Meeting was cancelled due to the department assisting during recent fire events. The HazMat Business Meeting will be rescheduled.

DIRECTOR'S REPORT

Program Reduction/Revenue Gathering Hearings:

The Finance Department/Committee instructed each department to review programs based upon generating revenue or reducing programs. Exhibit #5 identifies the ambulance service program and the HazMat program.

Ambulance program:

Fees and transport charges were explained. Contracted townships outside of the county were identified and discussed. The City of Rhinelander Ambulance Program and hospital cost-share of personnel was addressed.

HazMat program:

State Statute (Code 166) does not require a HazMat Team to be designated. HazMat incidents, contracted counties, reporting/response procedures were identified, explained and discussed.

MOTION: To forward the Emergency Management Program Reduction/Revenue Generating Hearing Document onto the Finance Committee (Martinson/Matteson, PASSED).

Ambulance Service Update:

Moved an ambulance (Med 4) to Nokomis. Hiring is complete (four full-time paramedics, two part-time paramedics, four full-time EMT's, two part-time EMT's, most positions were filled in-house and three people were hired from the outside), orientation period established with a target date of June 7th or June 8th.

It was noted Med 4, located in Nokomis, would service East Pier Lake Road. ESN Zones will be setup, working on paging.

ARES Communication Request for Bike Race:

Camp Tesomas, in Pine Lake, is hosting a bike race with ARES (Amateur Radio Emergency Services) on Sunday, May 31st to cover race checkpoints. The department coordinates ARES Communications and dispatches out of the department's Small Command Post.

National Incident Management Training Grant:

Received a request from the fire departments to conduct Incident Command 300 and 400 classes. A grant can be written to cover expenses of both classes.

MOTION: To allow the Emergency Management Director to write a grant for NIMS (National Incident Management System) 300 and 400 classes (Matteson/Paszak, PASSED).

2009 HazMat Contract Payments:

Each contracted county pays \$5,000 worth of equipment to Oneida. One contracted county received a lower estimate for equipment.

MOTION: To accept the HazMat contract payment agreement (Matteson/Martinson, PASSED).

2009 Municipal Emergency Management Planning:

A meeting was scheduled with municipalities to review and update Emergency Response Plans. Eleven townships were represented. The Director will meet with municipalities who were not in attendance.

MONTHLY BUDGET REVIEW

The Emergency Management Director referred to the department's monthly budget, Exhibit #6.

MOTION: To approve the monthly budget review (Matteson/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, Exhibit #7.

Three line item transfers were presented, Exhibit #8, along with two personnel expense vouchers.

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

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

10:53 a.m. MOTION: To adjourn the meeting (Matteson/Martinson, PASSED).