

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
JUNE 23, 2010**

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

OTHERS PRESENT: John Potters (County Coordinator), Lynn Larsen (Assistant HazMat Chief), Jeff Freese, Clarence Puza, Ken Korten Hof, Emergency Management Director and Dawn Robinson, Program Assistant.

ABSENT: Doug Duchac.

CALL TO ORDER

Chairman Greschner called the meeting to order at 10:30 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.

RETIREMENT PRESENTATION

Guests were present for the presentation (Sue Puza, Terri Ripp, John Potters and Sheriff Hoffman).

Director Korten Hof stated today is the last meeting for Puza, who is retiring from the Deputy Director and the HazMat Chief positions. Puza will remain a member on the HazMat Team and is one of the original members. Director Korten Hof presented Puza with a service plaque.

Director Korten Hof stated that Lynn Larsen is retiring from the Assistant HazMat Chief position, is one of the original members and also held the first HazMat Chief position. Larsen works at Nicolet College and will remain involved with the HazMat Team by providing training. Director Korten Hof presented Larsen with a service plaque.

APPROVE AGENDA/MINUTES OF PREVIOUS MEETING

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

MOTION: To approve the May 26, 2010 Committee Meeting Minutes (Martinson/Matteson, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

Committee members agreed to change meeting start time to 10:30 a.m. due to a Supervisor attending a 9:00 a.m. meeting earlier in the day. The next meeting was scheduled for July 21, 2010 at 10:30 a.m.

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

Freese provided the financial report and the maintenance report of Howard Young for the month of May, Exhibit #1 and Exhibit #2.

Freese stated a financial adjustment was made from the previous report to correct an accounting error.

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

Kortenhof provided the financial report and the maintenance report of Sacred Heart-St. Mary's for the month of May, Exhibit #3 and Exhibit #4.

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

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

HAZMAT TEAM REPORT

Puza provided the HazMat Team Report/Minutes, Exhibit #5. Puza will retire effective July 2, 2010 but will remain on the HazMat Team as a member.

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

DIRECTOR'S REPORT

Department Informational Document:

Director Kortenhof explained the Department Informational Document (DID), Exhibit #6, is broken down into three (3) parts; Department Summary Information, Schedule of Services /Programs and Department Personnel Summary .

Director Kortenhof explained the Emergency Management Planning Grant (EMPG) and how it relates to reimbursement of Department expenses.

MOTION: To approve the Department Informational Document (Matteson/Pasak, PASSED).

Medpro Midwest Group Contract:

The County purchases ambulance cots from Medpro Midwest and contracts with Medpro for annual maintenance. Previously there was a billing issue and the Director requested a new contract.

MOTION: To allow the Emergency Management Director to sign the Medpro Midwest Group Contact (Paszak/O'Melia, PASSED).

WAHMR Appointment:

WAHMR is the Wisconsin Association of HazMat Response and is part of the County's HazMat Program. Director Korten Hof was asked to be a board member, which may involve travel and expenses. Reimbursements were discussed.

Larsen informed the Committee this would be an opportunity for Director Korten Hof to have a voice regarding HazMat operations/procedures, to access additional training outside college trainings, to access information throughout the State and could bring information back into the County.

MOTION: To allow the Emergency Management Director to be a WAHMR Board Member (Greschner/Matteson, PASSED).

Homeland Security Radio Grant:

The County received a radio grant for \$22,600 for law enforcement, with no county match or maintenance required.

The Director explained the radio will work on the Statewide trunking system, can be used in the County's EOC (Emergency Operations Center) and is a communication resource for outside and state agencies.

Larsen provided an example of an outside agency responding to a local Tornado emergency. Larsen explained it is frustrating when the outside responding agency is unable to communicate with the local contact before pulling up on scene.

The County will place one radio in the EOC (Emergency Operations Center) and one radio in an alternate EOC. Law Enforcement agencies within the county will decide if they would like to receive a radio on this grant.

MOTION: To allow the Emergency Management Director to accept the Homeland Security Radio Grant (Martinson/Matteson, PASSED).

Puza left the meeting at 11:15 a.m.

HazMat Chief/Deputy Chief:

Jason Goeldner has been selected (and accepted) the HazMat Chief position and Tom Waydick has been selected (and accepted) the Assisted HazMat Chief position. Phil Puza has been selected (and accepted) the Emergency Management Deputy Director position.

Correspondence for Committee Member Information Only:

Radio Repeater System: A repeater located in the Town of Schoepke will be linked to the simulcast system on June 28th. This is an additional repeater used to reduce/eliminate paging problems.

Minocqua Tower: construction has not begun. However, once tower is up and going, it should help the Town of Woodruff with their communication problems.

O'Melia left the meeting at 11:17 a.m.

All Hazard Mitigation: A draft plan has been submitted to the department for review. Once revisions have been made, the plan will be forwarded to the Emergency Management Committee before being forwarded onto the County Board of Supervisors.

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

LEPC met on June 9th, approved HazMat Bylaws and reviewed chemical facilities.

QUARTERLY BUDGET REVIEW

The Emergency Management Director referred to the department's monthly budget, Exhibit #7. There was discussion regarding HazMat budget.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS

The Emergency Management Director provided the monthly bills, vouchers, line item transfers and expense voucher summary sheet, Exhibits #8 and #9.

Line Item Transfers for State funded trainings (HazMat and Special Needs Sheltering).

MOTION: To approve the line item transfers (Matteson/Paszak, PASSED).

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

REPORTS/CORRESPONDENCES

None.

PUBLIC COMMENTS

The Committee has not held an election for Committee Vice Chairman position.

ITEMS FOR FUTURE AGENDAS

Provide an overview of the City ambulance program and invite Rhinelander officials (Bell and Williams), and hold vice chairman election.

ADJOURN

11:30 a.m. MOTION: To adjourn the meeting (Matteson/Martinson, PASSED).

Larry Greschner, Chairman

Dawn Robinson, Program Assistant