

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
NOVEMBER 18, 2009**

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 11:33 a.m. in the Community Room of the Oneida County Law Enforcement Center. Chairman Greschner noted 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 and allow the Committee Chairperson to move around on agenda (Martinson/Paszak, PASSED).

MOTION: To approve the October 21, 2009 Committee Meeting Minutes (Martinson/O'Melia, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for December 23, 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 October, Exhibit #1 and Exhibit #2.

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

Freese provided the financial report and maintenance report of Howard Young and Nokomis ambulance for the month of October, Exhibit #3, #4 and #5.

MOTION: To accept the October financial reports and maintenance reports of Howard Young Medical Center (Martinson/O'Melia, PASSED).

HAZMAT TEAM REPORT

Puza provided the HazMat Team Report, Exhibit #6.

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

DIRECTOR'S REPORT

Equipment Disposal Policy:

The Director presented an Equipment Disposal Policy, Exhibit #7, as requested at a previous meeting. The Director explained both the Finance Director and Corporation Counsel reviewed the policy and their suggestions/changes appear in blue.

MOTION: To approve the Equipment Disposal Policy (Martinson/Paszak, PASSED).

AED Disposal:

The AED equipment upgrade has been completed. St. Mary's/Sacred Heart Ambulance Manager suggested keeping some of the retired equipment as spare and the remaining equipment may be donated to Nicolet College or sold to another ambulance service. Monetary values were discussed along with having the college make a \$1 donation.

MOTION: To authorize the Emergency Management Director to dispose of AED equipment at his discretion (Greschner/Matteson, PASSED).

Narrowbanding Plan:

The FCC (Federal Communications Commission) is requiring channels to be narrowband compliant by 2013 and the State has a plan in place to switchover channels in 2011. The proposed County Narrowbanding Plan follows the State plan and will switchover at the same time as the State. Having a plan in place will allow municipalities, fire departments and first responders to have two budget cycles in which to purchase updated equipment. A copy of the Narrowbanding Plan was distributed for review and discussion.

2010 Department Action Plan:

Department Action Plan, Exhibit #8, is required on an annual basis. The Director explained a number of the items listed are annual requirements, additional items are highlighted in blue. The Committee indicated the plan is very detailed and comprehensive.

MOTION: To accept the 2010 Department Action Plan (O'Melia/Paszak, PASSED).

Correspondence for Committee Member Information Only:

None.

UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE

Next meeting is scheduled in January.

MONTHLY BUDGET REVIEW

The Emergency Management Director referred to the department's monthly budget, Exhibit #9.

MOTION: To approve the monthly budget (Matteson/Martinson, 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 #10.

Three line item transfers, Exhibit #11, for radio tower work, sale of weather radios and mitigation plan update payment.

2010 Blanket Purchase Orders:

The Committee signed blanket purchase orders for JSM Paging, Verizon and Globalstar.

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

There was discussion regarding North Central Wisconsin Regional Planning Commission.

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

12:10 p.m. MOTION: To adjourn the meeting (O'Melia/Matteson, PASSED).

Larry Greschner, Chairman

Dawn Robinson, Program Assistant