

**MINUTES OF THE ONEIDA COUNTY  
EMERGENCY MANAGEMENT COMMITTEE MEETING  
DECEMBER 22, 2010**

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

**COMMITTEE MEMBERS &/OR STUDENT ABSENT:** Melissa Scheffer, no TAG (Teens Active in Government) vote taken during meeting.

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

**CALL TO ORDER**

Chairman Matteson called the meeting to order at 11:00 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 (Martinson/Timmons, PASSED).

MOTION: To approve the November 24, 2010 Committee Meeting Minutes (Martinson/O'Melia, PASSED).

**SCHEDULE COMMITTEE MEETING DATE(S)**

The next meeting was scheduled for January 26, 2011 at 10:00 a.m.

**PUBLIC COMMENTS**

None.

Paszak had contacted the Director informing him he would be a few minutes late and attended meeting at 11:15 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 November, Exhibit #1 and Exhibit #2.

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

The Emergency Management Director provided the financial report and the maintenance report of Sacred Heart-St. Mary's for the month of November, Exhibit #3 and Exhibit #4.

There was discussion regarding run variance verses revenue, historical data for the past four-months, loss of ambulance revenue (approximately \$10,000 per month due to decrease of run volume) and maintenance/mileage verses fuel amounts.

The Committee agreed a paper maintenance report is not needed unless if there is a repair to report.

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

### **AMBULANCE MILEAGE RATE**

The Emergency Management Director provided a proposed resolution, Exhibit #5, increasing mileage rates according to Medicare/Medicaid reimbursements.

There was discussion regarding fuel mark-up, reimbursable rates, increasing reimbursable rates higher than Medicare/Medicaid, standby calls, fuel increases and bundle rates for non-Medicare/Medicaid citizens.

The Committee suggested obtaining data illustrating how many miles each ambulance logs along with how much fuel each ambulance used to support the possibility of increasing rates in the future (incorporating raising fuel costs) and provide an annual (at the end of the year) report stating the total amount of fuel used (not per ambulance) and the total dollar amount hospitals collected. Data could be reported back to the Committee and be shared with Finance and County Board of Supervisors to make informed decisions.

The Director and ambulance managers will discuss contract and reporting.

MOTION: To approve the Ambulance Mileage Rate Resolution (Paszak/Matteson, PASSED).

### **HAZMAT TEAM REPORT**

The Emergency Management Director reported on trainings and annual vehicle maintenance. The Director indicated remodeling of the HazMat building has not begun and mentioned a new Deputy member will be joining the HazMat Team, will receive Technician Level training as a pre-requisite to become a member of the bomb squad.

### **DIRECTOR'S REPORT**

The Director addressed Round 6 OJA (Office of Justice Assistance) Radio Grant and the Sheriff's Department exercise grant. And, an update was provided on the Minocqua tower project.

### **2011 COMPUTER/HAZMAT GRANT**

This is an annual computer/equipment grant, approved in the department's budget, with grant monies provided from neighboring counties contracting for HazMat services.

MOTION: To approve the 2011 Computer/Hazmat Grant (Martinson/Paszak, PASSED).

### **HAZARD MITIGATION WEATHER RADIO GRANT**

When a disaster is declared in the State, other counties are able to apply for grant funding for additional mitigation projects. Portage County received a disaster declaration which, opened grant funding. The Department would like to purchase weather radios to be given to functional need citizens free of charge.

MOTION: To authorize the Emergency Management Director to apply for the Hazard Mitigation Weather Radio Grant (Timmons/Paszak, PASSED).

### **GENERATOR/TOWER LOCATED IN THE TOWN OF LYNNE**

The county no longer uses the 100' tower located in the Town of Lynne. The Building & Grounds Department has maintained the tower and the generator but no longer wishes to do so. The tower has no equipment on it and the Willow Fire Department uses the generator that was purchased in 2000. The Emergency Management Director suggests contacting the Town of Lynne to see if the Town would like to purchase the tower and generator, and indicated it would cost the county money to have the tower taken down.

There was discussion regarding past practice of selling county equipment to first responders at a cost of \$1.00. The Committee felt the tower and the generator should be two separate issues with the County Board of Supervisors taking action on the tower. The Committee instructed the Director to consult with Corporation Counsel on the tower issue.

MOTION: To offer the generator to the Town of Lynne for \$1.00 (Martinson/O'Melia).

Discussion on motion:

Electricity and costs associated with maintenance of the tower were discussed.

MOTION: To offer the generator to the Town of Lynne for \$1.00 (Martinson/O'Melia, PASSED).

There was additional discussion regarding mining and tower use.

### **QUARTERLY BUDGET REVIEW**

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

Line item transfers were provided, Exhibit #7.

MOTION: To approve the department's quarterly budget (Timmons/O'Melia, PASSED).

### **CONTINUING APPROPRIATION ACCOUNT(S)**

The Finance Director has been consulted, the department has six continuing appropriation accounts and all accounts have been established. No action required.

### **BLANKET PURCHASE ORDERS**

The department has three blanket purchase orders (same as last year) for: Verizon (department cell phones/wireless Internet Data Cards), JSM Paging (pagers) and Global Star (satellite phone).

MOTION: To approve blanket purchase orders for Verizon, JSM Paging and Global Star (Paszak/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, Exhibits #7 and #8.

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

### **PUBLIC COMMENTS**

There was discussion regarding the Department of Natural Resources (DNR) promoting emergency equipment.

### **ITEMS FOR FUTURE AGENDAS**

The Committee decided to change January's meeting time to 11:00 a.m.

### **ADJOURN**

**11:54 a.m.** MOTION: To adjourn the meeting (O'Melia/Timmons, PASSED).

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Matt Matteson, Chairman

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Dawn Robinson, Program Assistant