

**MINUTES OF THE ONEIDA COUNTY  
EMERGENCY MANAGEMENT COMMITTEE MEETING  
DECEMBER 15, 2008**

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

**OTHERS PRESENT:** Terry Williams, 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. in the Community Room of the Oneida County Law Enforcement Center. Chairman Greschner further noted the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law. Chairman Greschner noted accommodations would be made for handicap accessibility.

**APPROVE AGENDA/MINUTES OF PREVIOUS MEETING**

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

MOTION: To approve the November 18, 2008 Committee Meeting Minutes (Martinson/Paszak, PASSED).

**SCHEDULE COMMITTEE MEETING DATE(S)**

The next meeting was scheduled for January 29, 2009 at 10:00 a.m.

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

Due to the meeting date, no financial or maintenance reports for St. Mary's Hospital and Howard Young Medical Center could be prepared and provided. Reports will be provided at the January meeting.

**HAZMAT TEAM REPORT**

Puza provided the HazMat Team Report, Exhibit #1. There was discussion regarding Monitoring Technology, meter use and training.

**DIRECTOR'S REPORT**

*Blanket Purchase Orders:*

Blanket purchase orders for Globalstar, JSM Paging and AllTel were provided. Globalstar is the provider for the satellite phone used in the Emergency Operations Center (EOC), JSM Paging is the provider for department pagers and AllTel is the provider for department/HazMat cell phone use and wireless Internet card.

MOTION: To authorize the blanket purchase orders for Globalstar, JSM Paging and AllTel (O'Melia/Matteson, PASSED).

*Retired Radio Repeater Request:*

The Director received a request from a citizen, who has a business in Minocqua, to purchase the old Willow repeater (Town of Lynne).

The Willow repeater is wideband capable and due to narrow band requirements, the repeater can no longer be used for public safety communications but can be reprogrammed. The Director met with the citizen, viewed the repeater and expressed interested in purchasing the repeater for \$500.00 along with another retired repeater for \$200.00.

The Committee expressed security concerns with the sale of communication equipment without having more specific information of how the equipment will be used. The Committee had questions on the sale of equipment to private citizens and asked if Corporation Counsel or the County Clerk could research and/or look into the sale.

The Director suggested allowing the purchase of equipment contingent upon approval from Corporation Counsel and from County Clerk.

MOTION: To allow the citizen to purchase repeater equipment contingent upon approval from Corporation Counsel and from County Clerk (Matteson/O'Melia).

Discussion on motion:

The Director mentioned a county board supervisor referred the citizen to the Department and added, the Willow repeater could be reprogrammed. Citizen use of county public communications equipment and the intent of use were discussed. The Committee agreed they would like more information prior to authorizing the sale of equipment.

MOTION: To allow the citizen to purchase repeater equipment contingent upon approval from Corporation Counsel and from County Clerk (Matteson/O'Melia).

Roll call vote:

O'Melia 'no', Martinson 'no', Matteson 'no', Paszak 'no' and Chairman Greschner 'no'.  
The motion failed.

MOTION: To authorize the Emergency Management Director to pursue the possible sale of repeater equipment based upon approval from Corporation Counsel and from County Clerk and bring the issue back to the Emergency Management Committee at the next meeting for action (O'Melia/Greschner, PASSED).

There was a question as to which county department owns equipment/repeater.

*Evaluation of Department Space Needs:*

The Director provided the River Street building facility layout with department space assessment information, Exhibit #2, and mentioned the department would request additional space when an addition is built onto the Sheriff's Department building. The

Director informed the Committee a garage door opener has been ordered for the River Street Building and should be operational in 2-3 weeks.

Committee members raised questions if the Committee assigned to assess county space needs is still active. There was much discussion regarding assessing all county department space needs, choosing a location that can meet the county needs and whether enough space would be designated to house all county vehicles or combine a couple different departments. It was mentioned, the hospital had preliminary discussions about constructing a new building to house all county ambulances verses housing three ambulances at the Kabel Street building. A suggestion was made to incorporate fuel pumps at a location that houses multiple county department vehicles rather than driving the vehicles to the Highway Department for fueling.

Rhineland Fire Department space with an addition to the existing fire department proposal and monthly HazMat equipment checks were discussed.

The Chairman suggested inviting the Building & Grounds Director, Department on Aging Director, the Sheriff and Chief Deputy to the next Emergency Management meeting to address county space needs along with having the Rhineland Fire Chief in attendance to address city space evaluations for additional space needs. The County Board Chairman also would be receiving an agenda.

*December 3, 2008 Emergency Operations Center Exercise:*

The Director provided video of the WJFW TV-12 News Interview coverage on the EOC (Emergency Operations Center) exercise. The Committee provided positive feedback of the coverage and praised the Department for coordinating and participating in the exercise.

**MONTHLY BUDGET REVIEW**

The Emergency Management Director referred to the department's monthly budget, Exhibit #3.

MOTION: To accept the monthly budget review (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 #4.

There were two line item transfers for HazMat training and weather radios, Exhibit #5.

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

Personal Expense Vouchers were provided.

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

**PUBLIC COMMENTS**

Williams will be completing his New Director classes for Emergency Management through Wisconsin Emergency Management.

**ITEMS FOR FUTURE AGENDAS**

Address space needs.

**ADJOURN**

**11:00 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