

**MINUTES OF THE ONEIDA COUNTY
EMERGENCY MANAGEMENT COMMITTEE MEETING
OCTOBER 26, 2011**

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

COMMITTEE MEMBERS ABSENT: Sonny Paszak was excused.

OTHERS PRESENT: Doug Duchac, Jeff Freese, Tom Waydick (Rhineland Fire), Ken Korten Hof, 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.

APPROVE AGENDA/MINUTES OF PREVIOUS MEETING

MOTION: To approve the Agenda (Martinson/Timmons, PASSED).

MOTION: To approve the September 14, 2011 Committee Meeting Minutes (Timmons/Martinson, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for November 30, 2011 at 10:00 a.m.

PUBLIC COMMENTS

None.

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 September, Exhibit #1 and Exhibit #2.

The Financial Statement had an error on the number of runs (budgeted verses actual) reflecting a negative variance and the Maintenance Report had an error on Unit #2's fuel usage.

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

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

AMBULANCE SERVICE STUDY

A previous ambulance service study was conducted in December 2008. The Emergency Management Director recommends updating the service study.

There was a question if the City was losing money on their ambulance program. The Assistant Rhinelander Fire Chief stated the City was not losing money and noted the Fire Chief has financial numbers.

There was discussion regarding the following: number of City ambulances, number of County ambulances, staffing expenses, duplication and combining services, ambulance service contracts with outlying townships, intercepts, municipalities providing service, coverage areas, intercepts, response time, operation costs, private ambulance companies, county levy limits, audits, level and quality of service and both hospital's breaking even on the service.

The Committee felt it would be beneficial to insert a statement addressing what outlying Towns contract ambulance service and what each Town pays to the county.

The Howard Young Ambulance Manager informed the Committee they have two people on call per shift. Howard Young pays for one staff member per shift and the County pays for the other person. The St. Mary's Ambulance Manager indicated they do something similar.

The Emergency Management Director will incorporate suggestions and bring the document back for review/discussion/action.

A Committee member stated there are other services that should go away before the ambulance service. There was discussion regarding utilizing an outside private billing service to recoup/collect additional monies than the county or hospital can collect.

HAZMAT TEAM REPORT

The Emergency Management Director provided an oral report.

The Chief and the Director asked a couple members if they would like to step down to allow people on the waiting list (Wichmann, D. Williams and Strupp) to be added as new members. C. Puza and Williams stepped down. The TEAM can only consist of thirty-five members. The LEPC Committee will take action on new members at their January 2012 meeting.

Waydick, agreed to be the Assistant HazMat Chief for another two-year term. The HazMat Chief's term ends in 2012.

The TEAM provided positive feedback regarding Med Compass conducting HazMat physicals, which is also a cost savings to the County.

The TEAM suggested using a punch tumbler system to access the HazMat building rather than using keys.

Next training is scheduled for November 14, 2011.

DIRECTOR'S REPORT

Damage Collection Exercise conducted on October 13, 2011.

Attended WEMA Conference (Wisconsin Emergency Management Association) and presented the Damage Collection System to the group. State is interested in the system, would like a break out session at the Governors Conference and will present the system to FEMA (Federal Emergency Management Agency). A teleconference is scheduled with FEMA on November 22, 2011.

DEPARTMENT ACTION PLAN

The Department Action Plan is reviewed and completed on an annual basis and the Emergency Management Director incorporated the Department Head Employee Evaluation, Exhibit #5.

Committee members reviewed four different sections and four different goals and rated the Directors performance individually.

MOTION: To accept the 2012 Department Action Plan (O'Melia/Timmons, PASSED).

NOAA WEATHER RADIO REQUEST FOR PROPOSAL

Received a Weather Radio Grant (weather radios to be given away) and worked with Corporation Counsel to draft the Sealed Bids Notice to alert vendors in the area.

MOTION: To authorize the Emergency Management Director to send out the Sealed Bid Notice. (O'Melia/Martinson, PASSED).

OUTSIDE EMPLOYMENT REQUEST

The Emergency Management would like to coach for the Three Lakes School District 5th and 6th grade Sugar Camp Boys Basketball Team.

MOTION: To approve the outside employment request (Timmons/O'Melia, 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.

There was a question regarding funding. The Emergency Management Director indicated EMPG Grant (Emergency Management Planning Grant) funding for the Emergency Management Program is stable along with EPCRA Grant (Emergency Planning Community Right-to-Know Act Grant).

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

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

12:09 p.m. MOTION: To adjourn the meeting (Timmons/O'Melia, PASSED).

Matt Matteson, Chairman

Dawn Robinson, Program Assistant