

**SUMMIT COUNTY EMERGENCY MANAGEMENT  
EXECUTIVE COMMITTEE  
December 5, 2008**

**MEMBERS PRESENT**

Rick Racine (P)  
Fred Zuch (P)  
Steve Libby (P)  
Dale Panovich (P)  
Al Bollas (P)  
Steve Finical (P)  
Annette Petranic

**MEMBERS ABSENT**

Mike Kallai (P)  
Larry Bunner (P)  
George Romanoski (P)  
Gus Hall (A)  
Paul Callahan (A)  
Gary Ellison (P)  
Linda Sowa (A)  
Andrea Wlaszyn (A)  
Jill Hinig Skapin (P)  
Bob Scarletelli

**ALTERNATES, GUEST AND STAFF**

Bill Goncy (A)  
David Calderone (A)  
Bill Holland (A)  
Jim Hartung (G)  
Carly Lange (S)

The meeting of the Summit County Emergency Management Executive Committee was called to order, by Chairperson Bollas, on Friday, December 5, 2008, in the City of Akron Conference Room #1, Akron Municipal Building, 166 South High Street, Akron, OH 44308.

**APPROVAL OF MINUTES**

Chairperson Bollas reviewed the minutes from the September 18, 2008 meeting. Mr. Zuch stated that he was in attendance at the September meeting, as was Mayor Bollas. Ms. Panovich made a motion to approve the minutes with corrections; Mayor Goncy seconded the motion. The motion passed unanimously by voice vote.

**CHAIRPERSON'S COMMENTS AND COMMUNICATIONS**

Chairperson Bollas reviewed the letters that were sent on behalf of the Emergency Management Executive Committee requesting representatives to serve on the Emergency Management Executive Committee. The letters were sent to the following: County of Summit; City of Akron; Summit County Sheriff's Office; Summit County Engineer's Office; Township Association of Summit County; Summit County Police Chief's Association;

Summit County Fire Chief's Association; Summit County Mayor's Association.

A letter was received from the Township Association of Summit County designating Ms. Dale Panovich of Copley Township as the primary representative and Mr. Jim Nelson of Bath Township as the alternate representative to serve on the Emergency Management Executive Committee.

A letter was received from the Summit County Sheriff's Office designating Chief Steve Finical as the primary representative and Inspector Bill Holland as the alternate representative to serve on the Emergency Management Executive Committee.

A letter was received from the City of Akron designating Assistant to the Mayor George Romanoski as a primary representative with Major Gus Hall as an alternate representative and Chief Larry Bunner as a primary representative with Deputy Chief Robert Ross as an alternate representative to serve on the Emergency Management Executive Committee.

Chairperson Bollas reviewed a letter sent from Assistant Chief Tim Gemind on behalf of the Summit County Fire Chief's Association, thanking the Department of Public Safety – Emergency Management Agency for the preparation and planning of the Alternative Care System Workshop held in September.

Chairperson Bollas reviewed two letters sent from Ohio Edison regarding the Department of Public Safety – Emergency Management Agency's assistance with the windstorm damage on September 14, 2008. The first letter was sent on behalf of Dennis Prough and Steve Strah of Ohio Edison, thanking the Emergency Management Agency. The second letter was sent on behalf of the First Energy Foundation, donating a check of \$2,000.00 to cover general operating expenses of the Emergency Management Agency during the time of the windstorm.

## **OLD BUSINESS**

Mr. Libby reviewed the history of the Emergency Management Executive Committee entering into contract with Bob Scarlattelli as the Summit County 800 MHz Regional Radio System Administrator.

Mr. Libby stated that it became necessary for the County Executive to sign the agreement with Bob Scarlattelli as the System Administrator to make the contract binding. The Emergency Management Executive Committee is not seen as a governmental entity.

Mr. Libby stated that the contract was executed by Summit County Council. The original agreement has been rescinded and the new agreement became effective November 26, 2008. A copy of the new agreement was available for review.

Chairperson Bollas inquired about the status of the User Agreements, since Mr. Dobbins presentation.

Mr. Libby stated that there is a current agreement between the Owners of the System, the County of Summit and the City of Akron, to provide financial support for the Radio

System Administrator position.

Mr. Libby stated that the County has processed and cut checks for the first six (6) months of the Bob Scarlatelli contract. He has been paid for a total of six months of service.

Mr. Libby stated that the City of Akron was invoiced in October for their portion of the System Administrator's salary (the remaining six months of the contract); however the County has not yet received payment from the City of Akron.

Ms. Panovich stated that it was her understanding by George Romanoski at the September Emergency Management Executive Committee, that there would be no problem receiving payment from the City of Akron.

Chief Calderone stated that he received a total of seven responses from Users of the 800 MHz System regarding the intent of the User Fees. Of those seven responses, five stated that it was not their intention for user fees to be used for the System Administrator's salary. The other two responses stated that they were unsure of the original intent of the user fees; however there were none opposed to the user fees being used for the System Administrator's salary.

Chairperson Bollas inquired about the need for action from the Emergency Management Executive Committee regarding pursuing payment from the City of Akron.

Ms. Panovich recommended that the Emergency Management Executive Committee hold off on any action until the February meeting, providing the City with the opportunity to pay, as they were only invoiced in October.

Chief Calderone stated that he is still concerned with the lack of a contingency plan for the System Administrator. He does not see any evidence of such a plan being developed.

## **NEW BUSINESS**

Ms. Petranic distributed the grant packets containing the eight applications submitted for the 2009 Emergency Management Agency Grant.

Ms. Petranic briefly reviewed the applications submitted by Cuyahoga Falls Police Department, Summit Metro Crash Response Team, Summit County Special Operations Response Teams, Sagamore Hills Township, Summit County SWAT Teams, Village of Richfield – Division of Police and Division of Fire, City of Norton Police Department, Summit County Sheriff's Office – Bomb Squad.

Ms. Petranic is requesting that the Body review the grant applications prior to the Grant Review meeting on Thursday, January 8, 2008. Any questions or concerns regarding any of the grant applications should be directed to Ms. Petranic in order for her to clarify any needed information.

Ms. Petranic is requesting that the Body develop a subcommittee to review the internal

criteria for the grant applications. She sees this subcommittee developing a rating tool to rate the applications for approval.

Mr. Zuch believes that would be a good idea.

Chairperson Bollas requested a report of the history of the grant applications approved and the amount of funding awarded.

Chief Racine stated that he was requested on behalf of the Summit County Fire Chief's Association to suggest a similar subcommittee to develop parameters for the grant applications.

Chief Racine distributed sample parameters developed by the Summit County Fire Chief's Executive Board.

After further discussion regarding a Grant Criteria Subcommittee, Ms. Petranic urged the Body to consider that although some grant applications may not meet the necessary criteria, the applications are a means to survey the community for needs that the Emergency Management Agency may be able to find funding for in other areas. She is concerned that providing the criteria may deter some applicants from requesting funding and she will be unaware of that need.

Mr. Libby made a motion to establish an Emergency Management Agency Grant Criteria Subcommittee, under the Emergency Management Executive Committee; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote.

The Grant Criteria Subcommittee is made up of the following members: Chief Rick Racine, Mr. Steve Libby, Chief Steve Finical, and Ms. Dale Panovich.

Ms. Panovich suggested adding the grant funding available for the year as well as a statement regarding the possibility of other funding available for those projects, to the grant application.

## **EMA AND SUB-COMMITTEES REPORTS**

### **EMERGENCY MANAGEMENT AGENCY REPORT**

Ms. Petranic reminded the Committee of the Emergency Management Open House, immediately following the meeting. She invited everyone to attend.

Ms. Petranic stated that elections for the Committee will be held at the February Emergency Management Executive Committee.

She stated that only the grant applications will be discussed at the January meeting. There will be no voting at this meeting. The meeting is scheduled to begin at 9:00 am, allotting fifteen minutes for each presentation.

Ms. Petranic stated that Summit County has been included in the federal declaration for the

hurricane in September. She stated that Summit County was the only county in the area to qualify for the declaration. She believes that this is evidence that the communities within Summit County are knowledgeable on the process of a federal declaration.

Ms. Petranic stated that FEMA is currently sitting in Summit County to complete their work in the northeastern area. She reviewed the pilot program that FEMA is offering for this disaster.

Mayor Goncy stated that he attended the FEMA meeting that was held at the Ocasek Building. The communities were broken into groups to review necessary information. He stated that FEMA came out to the Village of Boston Heights to assist in determining the necessary documentation for the declaration. He stated that it has been a fairly easy process and FEMA has been very helpful.

Ms. Petranic stated that she would provide a report at the February meeting regarding all of the communities participating in the declaration.

Ms. Petranic stated that the Akron Canton Airport drill will be held on April 29, 2009. The Medical Examiner's Office will be completing a full-scale exercise of the mass fatality plan. There will be at minimum of 150 victims and all hospitals in Summit County will be participating.

Ms. Petranic invited all of the Committee members to attend the exercise and observe the functions at the Green Emergency Operations Center.

#### INFORMATION SHARING SUBCOMMITTEE (Libby)

Mr. Libby provided a brief overview of the Law Enforcement Terrorism Prevention Program Grant and the direction that Region 5 is taking with the funding.

Mr. Libby stated that an RFP was sent out regarding the Priorities 3 and 4 Intelligence and Information Sharing project. Region 5 received proposals from two vendors. The Advisory Committee reviewed the two proposals and voted on contracting with the Armada Group to assist in the project. It is necessary to go through the County's procurement and legislative process within Summit County in order to enter into a contract with Armada Group, Inc.

Mr. Zuch inquired about what exactly the vendor will be providing.

Mr. Libby stated that Armada Group will provide software to link law enforcement and intelligence data across Region 5. Ultimately this information will be linked to the State Fusion Center.

Chief Finical stated that this is a great project to view data across the entire region.

Ms. Petranic briefly explained the Regional Intelligence Coordinator and Terrorism Liaison Officer Priority of the grant. The Region has designated one Regional Information Coordinator (RIC), who is Inspector Bill Holland of the Summit County Sheriff's Office. There is also one Terrorism Liaison Officer (TLO) for each county within the Region. Lt. Chip Westfall from City of Akron Police Department has been designated as the Summit

County TLO.

Inspector Holland explained the TLO training that was offered in September in Columbus. He stated that the State is developing a TLO Committee for information sharing regarding terrorism and general crime prevention.

## DOMESTIC PREPAREDNESS PROGRAM

Ms. Petranic stated that the Planning Retreat was well attended and went very well. The Target Capabilities were reviewed and the Strategic Plan should be available after the first of the year.

Ms. Petranic plans to have the Strategic Plan reviewed at the Domestic Preparedness Task Force during the January meeting, and then brought to the Emergency Management Executive Committee in February.

Ms. Petranic reviewed the Alternative Care System Workshop that was held in September. Mayor Bollas was able to attend that workshop.

Ms. Petranic reinforced the appreciation of the support of the elected officials within the community.

Chairperson Bollas stated that it was an excellent workshop. He stated that our county was the first to complete such a program.

## 800 MHz RADIO SYSTEM REPORT

Mr. Libby stated that Mr. Scarlatelli was unable to attend today's meeting due to a conflict. However, he submitted a report for the Committee's review.

Mr. Libby reviewed the report that Mr. Scarlatelli submitted.

Mr. Zuch inquired about the reason for Summit County listed as the second largest county in terms of radios and frequencies.

Ms. Petranic stated that she believes it is because of the county-wide system.

Chief Calderone inquired about the list of communities yet to join the system. He believes that encouragement to the University of Akron is critical.

Mr. Libby stated that he had the opportunity to sit down with the University of Akron to discuss their concerns regarding joining the Summit County 800 MHz Regional Radio System. He stated that he was pleased to announce that the University of Akron and Northfield Center applied for the county's Homeland Security grant with the Dept. of Public Safety in order to join the Summit County 800 MHz Regional Radio System.

Chief Calderone reinforced his concern regarding contingency, in the event that we no longer have a System Administrator. He believes that there are three major areas of concern that he would like to see documentation of contingency.

Billing of the Users is one key component with out a contingency plan, as well as programming and configurations, and infrastructure and maintenance of the system.

Chief Calderone suggested documenting that the Department of Public Safety will be able to provide services for the billing of the Users, and the City of Akron Communications Division will be able to provide services for the infrastructure and maintenance of the system, on an interim basis in the event that there is no longer a System Administrator.

Ms. Petranic requested a week to ten days to have the opportunity to sit down with Mr. Scarlatelli and go through the Continuity of Operations process and have it adopted by the Emergency Management Executive. After working with Mr. Scarlatelli, Ms. Petranic believes that there are many other essential services preformed by the System Administrator that need contingency plans as well. The Continuity of Operations process will determine all of the essential services.

Chief Calderone requested that the COOP document be reviewed by the System Administrative Committee prior to being submitted to the Emergency Management Executive Committee.

After further discussion regarding the need for a contingency plan for the System Administrator, Mr. Zuch made a motion to submit a letter to Mayor Plusquellic, of the City of Akron confirming Mr. Romanoski's recommendation that the City of Akron, Division of Communications will cover the responsibility of the technical management of the Summit County 800 MHz Regional Radio System, in the event that there is no longer a System Administrator, requesting a response within one week of receipt of the letter; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote.

Ms. Panovich made a motion to submit a letter to Mr. Scarlatelli, advising him to meet with the County of Summit Department of Public Safety – Emergency Management Agency to review the Continuity of Operations process and determine the essential services preformed as the System Administrator no later than January 1, 2009; Chief Finical seconded the motion. The motion passed unanimously by voice vote.

Chief Calderone stated that the Users of the System are interested in the revised User Agreements mentioned in Mr. Scarlatelli's report.

Mr. Libby reported that the original User Agreement and the MAC Agreement have been merged into one document as a User Agreement for new users. He stated that the document is currently sitting with the County Law Department for review.

Chief Calderone requested that the new document be presented to the System Administrative Committee for review, when available.

Chairperson Bollas inquired about the situation with the Highland Road Tower during the windstorm. He asked if the tower has its own generator.

Mr. Libby stated that most of the towers do have their own generators; however the Highland Road Tower does not. Currently, Summit County is leasing the Highland Road

Tower.

## **GOOD OF THE ORDER**

Chairperson Bollas inquired about any movement that may have taken place on behalf of the Summit County Sheriff's Office regarding the breach of the Manchester Schools, by a man dressed as a Summit County Sheriff's Office.

Chief Finical stated that State Representative Stephen Dyer has recently proposed legislation restricting the sale of law enforcement uniforms to non-law enforcement citizens.

Chairperson Bollas inquired about the policy on uniforms once a law enforcement official has retired.

Chief Finical stated that the Summit County Sheriff's Office currently has no internal policy regarding the retirement of uniforms.

Chief Calderone stated that the Incident Management Assistance Team trailer, purchased by the 2008 Emergency Management Grant has been purchased and picked up and is currently housed at Coventry Fire if anyone would like to see it.

## **NEXT MEETING**

Chairperson Bollas stated that the next meeting is scheduled for **Thursday, February 19, at 10:00 a.m., in the Emergency Operations Center, Akron Municipal Building – Basement Level, 166 South High Street, Akron, OH 44308.**

## **ADJOURNMENT**

Chairperson Bollas made a motion to adjourn; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote. The meeting was adjourned at 12:38 p.m.

Respectfully submitted,

Annette Petranic  
Coordinator

/cml

cc: File