

**SUMMIT COUNTY EMERGENCY MANAGEMENT
EXECUTIVE COMMITTEE
April 16, 2009**

MEMBERS PRESENT

Mayor Al Bollas, Chairperson (P)
Larry Bunner (P)
Rick Racine (P)
Steve Finical (P)
George Romanoski (P)
Fred Zuch (P)
Dale Panovich (P)
Rick Dobbins (P)
Jill Skapin (P)
Mike Kallai (P)

MEMBERS ABSENT

Gus Kabbara (P)

ALTERNATES, GUEST AND STAFF

David Calderone (A)
Lori Pesci (S)
Bob Scarlatelli (G)
Tommy Smoot (S)
Robert Ross (A)

The meeting of the Summit County Emergency Management Executive Committee was called to order, by Chairperson Bollas, on Thursday, April 16, 2009 at 10:00 am, in the Summit County Emergency Operations Center, Akron Municipal Building, 166 South High Street, Akron, OH 44308.

APPROVAL OF MINUTES

Chairperson Bollas reviewed the minutes from the February 19, 2009 meeting and the April 1, 2009 Special Meeting.

Mr. Dobbins requested clarification that the City of Akron would manage the technical aspects of the 800 MHz Regional Radio System during the transition of hiring a new System Administrator, while Mr. Scarlatelli will work strictly on the rebanding project.

Mr. Romanoski stated that the City of Akron would handle the technical assistance of the System with assistance from the County to provide administration of the System.

Mr. Romanoski clarified that he did not state that Emergency Management Agency is currently handling the administration of the System.

Mr. Scarlatelli stated that it would be unrealistic to expect that he would be able to separate completely from the System and only work towards rebanding.

Chief Kallai stated that it was his understanding from the February meeting that Mr. Scarletelli would focus on the rebanding project as well as provided assistance to communities if time permitted.

Mr. Scarletelli stated that the users would continue to consider him the point of contact for the System.

Chief Calderone inquired if the current contract stimulates the number of hours worked required to complete the job.

Mr. Scarletelli stated that working at a limited capacity would allow him to request assistance from the City in situations that he may currently handle independently.

Ms. Panovich made a motion to approve the February 19, 2009 minutes as the state; Chief Finical seconded the motion. The motion passed unanimously by voice vote.

Mr. Romanoski made a motion to amend the original motion from February 19, 2009, to contract with Mr. Scarletelli at a reduced capacity, primarily focused on rebanding, with assistance from the City of Akron and the County of Summit with regard to user assistance; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote.

CHAIRPERSON'S COMMENTS AND COMMUNICATIONS

Chairperson Bollas thanked the Committee for allowing Mr. Snow and Ms. Humphrys the opportunity to present at the April 1, 2009 Special Meeting.

Chairperson Bollas inquired about NIMS compliance across the County and reinforced the need for everyone to be completing the necessary certifications.

Chief Calderone reviewed the necessary NIMS classes and suggested providing a MAC Training for elected officials.

Chief Calderone suggested that this course could be offered twice a year, possibly in January for those newly elected and again in November for current elected officials.

Chief Racine suggested a letter be sent providing all of the necessary information regarding NIMS, and to direct any questions to the Emergency Management Agency.

Chairperson Bollas reviewed a letter sent on behalf of the Summit County Fire Chief's Association, requesting that the remaining grant funding support the Summit County Special Operations Response Teams.

Chief Finical stated that the Summit County Sheriff's Office will most likely be awarded funding to support a new bomb robot, however the award would not support the entire purchase. He requested that the Committee still consider the Summit County Sheriff's Office request to support the Bomb Squad.

OLD BUSINESS

2009 Emergency Management Grant

Chief Kallai requested clarification of the need for the remaining funding for the Summit County Special Operations Response Team.

Chief Racine reinforced the need for funding for the Summit County Special Operations Response Teams, as they are dependent on this funding.

Chief Kallai stated that the Summit County Bomb Squad currently owns a bomb robot that is not dependable in the event of an emergency; however there are sonar capabilities within the County.

Mr. Zuch inquired about the need for side scan sonar.

Chief Calderone stated that the side scan sonar reduces the need to put divers in the water and limits the scope of the search for a body.

Chief Bunner inquired about the status of conversation with other counties that utilize the Summit County Bomb Squad.

Ms. Lange stated that the Emergency Management Agency has not contacted any other counties.

Chief Calderone stated that the Summit County Special Operations Response Team prioritized their request for the side scan sonar, however there is not enough remaining money available to purchase the equipment. He asked if the Summit County Special Operations Response Team has the funding available to support the remaining balance of the equipment.

Chief Racine was unaware of that answer.

Mr. Romanoski stated that the entire grant is only \$54,000.00 and is not enough to support everyone's needs. He stated that both the bomb robot and the side scan sonar would support capabilities within Summit County, but it seems as though there is more need for the bomb robot at this time.

Mr. Zuch made a motion to grant the remaining funding to the Summit County Sheriff's Office to support the Bomb Squad robot; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote.

System Administrator's Contract

Mr. Dobbins stated that the City of Akron and the County of Summit have agreed to fund the System Administrator's salary at a reduced capacity, based on a scope of work, as previously discussed, not to exceed six months.

Mr. Dobbins stated that the City of Akron and the County of Summit have agreed on an amended user agreement that outlines that user fees will be used to support the System

Administrator's salary as well as infrastructure costs, with the City and the County covering costs of any shortfalls, based on the Interlocal Agreement.

Mr. Dobbins stated that the amended user agreement, as agreed upon will be used for both political subdivisions and private entities. It is necessary to approve the new agreement through County Council for signature.

Mr. Dobbins is looking to send out the new agreement with sample legislation to each user of the System, with the intent to be taken to the legislative body of each community.

Mr. Dobbins stated that it is necessary to work towards hiring a new System Administrator, as well as the advertisement process.

Mr. Dobbins recommended that the new System Administrator contract be signed by the Owners of the System, rather than the Emergency Management Executive Committee.

Mr. Dobbins hopes that each of the communities currently using the System will accept the new user agreement within the next six months.

Mr. Romanoski provided a review of the new agreement for the Body.

Chief Kallai suggested that a summary of changes be sent out with the contract and legislation, to assist with getting the new agreement signed.

Mr. Dobbins stated the Summit County Law Department will generate a summary to be sent out.

Ms. Panovich inquired about who would select the new System Administrator, as technical knowledge is necessary to be part of that process.

Mr. Zuch stated that he has some concern with hiring an independent contractor as the System Administrator. He suggested that Owners each hire an employee to serve as the System Administrator, with cross training and rotated responsibilities, which would also solve the concern of redundancy.

Ms. Panovich inquired about the ability for System Administrator to be employed by both the City of Akron and the County of Summit.

Mr. Romanoski stated that it would be necessary to create a new classification and will also raise the issue of benefits for an employee.

After further discussion of the representation involved in hiring a new System Administrator, Chief Kallai suggested that a representative of the System Administrative Committee, as well as a representative from the Emergency Management Executive Committee, along with the Owner's be involved in the hiring of the new System Administrator. He suggested that those representatives get a copy of the job description prior to prepare for the interviews.

NEW BUSINESS

2010 Proposed Budget

Mr. Dobbins stated that the proposed budget does not include the charge from the recent internal audit conducted of the Emergency Management Agency.

Mr. Dobbins stated that the County charter requires a fee to be paid when an internal audit is conducted.

Mr. Dobbins suggested tabling the proposed budget for 2010, until the next meeting to include the internal audit charge.

EMA AND SUBCOMMITTEE REPORTS

Emergency Management Agency Report

Ms. Valerie De Rose has been named the new Emergency Management Coordinator.

A report will be provided at the next meeting.

800 MHz Radio System Report (Scarlatelli)

Mr. Scarlatelli stated that an upgrade to the System will soon be completed to alleviate any bugs within the System.

Mr. Scarlatelli anticipates receiving the Statement of Work from Motorola within the next week, with regard to the rebanding project.

The Statement of Work will then be reviewed the by Owners and the rebanding team. The document is approximately 100 pages and will cover \$5-6 million in services.

Mr. Scarlatelli reported that Stow Fire is planning to cutover to the System on May 15, 2009.

Mr. Scarlatelli stated that there have been no major outages to report. He stated that any minor outages would have been transparent to users.

Domestic Preparedness Program (G. Romanoski)

Mr. Romanoski stated that there was no meeting of the Domestic Preparedness Task Force held last month.

Mr. Romanoski stated that the Strategic Plan has been approved and will be distributed to all stakeholders.

Incident Management Assistance Team (D. Calderone)

Chief Calderone stated that the County Incident Management Assistance Team will be
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participating marginally at the upcoming Mass Casualty Drill at the Akron Canton Airport.

Chief Calderone stated that the State Interoperability Executive Committee will be holding a Communications Unit Leader training that will be hosted in Summit County in May. The class will hold 25.

Chief Calderone stated that NIMSCAST must be completed before August 29, 2009. The NIMS Coordinator for each entity is responsible for assessment for the community.

Information Sharing Subcommittee (Finical)

Chief Finical stated that the LETPP Advisory Committee has contracted with Armada Group to connect various law enforcement information systems.

The Division of Public Safety and the Advisory Committee has begun visiting all of the Police Chief meetings in each of the thirteen counties to introduce the grant and the program.

Chief Finical stated that ultimately, this intelligence will be connected to the Fusion Center.

Chief Finical reported the Summit County is currently waiting on the Notice of Award of the FY08 funding.

GOOD OF THE ORDER

Chief Calderone inquired about the process of filling the current open position within the Emergency Management Agency, with Ms. De Rose as the new Coordinator.

Mr. Dobbins stated that with the current hiring freeze within the County, it would be necessary to go to County Council to hire from outside the County, unless the position is able to be filled from within. He stated that it will be the County Executive's decision.

Chief Calderone made a recommendation to the County Executive that the open position within the Emergency Management Agency be filled expediently, with a competent employee.

NEXT MEETING

Chairperson Bollas stated that the next meeting is scheduled for **Thursday, June 18, at 10:00 a.m., in the Emergency Operations Center, Akron Municipal Building – Basement Level, 166 South High Street, Akron, OH 44308.**

ADJOURNMENT

Chief Kallai made a motion to adjourn; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote. The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Emergency Management Agency

/cml

cc: File