

**SUMMIT COUNTY EMERGENCY MANAGEMENT
EXECUTIVE COMMITTEE
June 18, 2009**

MEMBERS PRESENT

Mayor Al Bollas, Chairperson (P)
Larry Bunner (P)
Rick Racine (P)
George Romanoski (P)
Dale Panovich (P)
Rick Dobbins (P)
Jill Skapin (P)
Mike Kallai (P)
Valerie De Rose (P)

MEMBERS ABSENT

Gus Kabbara (P)
Steve Finical (P)
Fred Zuch (P)

ALTERNATES, GUEST AND STAFF

Rob Ross (A)
Lori Pesci (S)
Bob Scarlatelli (G)
Tommy Smoot (S)
Daniel Stimmel (S)
Ryan Campbell (S)

The meeting of the Summit County Emergency Management Executive Committee was called to order, by Chairperson Bollas, on Thursday, June 18, 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 April 16, 2009 meeting.

Ms. Panovich made a motion to approve the April 16, 2009 minutes; Chief Bunner seconded the motion. The motion passed unanimously by voice vote.

CHAIRPERSON'S COMMENTS AND COMMUNICATIONS

Chairperson Bollas reviewed the Summit County Hazard Prevention Plan that was previously adopted by the Emergency Management Executive Committee. This plan was mailed out to all cities and villages throughout Summit County, looking for adoption.

OLD BUSINESS

2010 Proposed Budget

Ms. De Rose reviewed the proposed budget for 2010, which includes a 3% cost-of-living increase for salaries.

She stated that the budget is presented for approval.

Chief Bunner made a motion to approve the 2010 Budget; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote.

Mitigation Plan

Ms. De Rose stated that the Summit County Hazard Prevention Plan was adopted by the Emergency Management Executive Committee several years ago.

She stated that it is necessary for the Plan to be adopted by all cities and villages throughout Summit County. The Plan was sent out two weeks ago with sample legislation, to assist in the adoption process.

This plan will again be revised and adopted in 2010.

Community Containment Annex

Ms. De Rose reviewed the Community Containment Annex that was distributed at the past meetings.

Ms. Skapin made a motion to adopt the Community Containment Annex into the Summit County Emergency Operations Plan; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote.

Public Health and Hospitals Medical Materiel Resource Management Tab

Ms. De Rose reviewed the Public Health and Hospitals Medical Materiel Resource Management Tab that was distributed at the past meetings.

Mr. Romanoski made a motion to adopt the Public Health and Hospitals Medical Materiel Resource Management Tab into the Summit County Emergency Operations Plan; Chief Bunner seconded the motion. The motion passed unanimously by voice vote.

NEW BUSINESS

800 MHz System Administrator New Hire

Mr. Romanoski stated that the Selection Committee has met. The Committee has reviewed the current job description and made a few changes.

The updated job description was submitted to the System Administrative Committee for suggestions.

Mr. Romanoski reviewed the recommendations from the System Administrative Committee that were e-mailed from Chief Calderone.

The System Administrative Committee suggested that the job description include “writing and working with state and federal grants” and that an “educational requirement” be considered as the position is more an “administrative position than a technical position.”

Mr. Romanoski reviewed his response to the suggestions from the System Administrative Committee, as that it is necessary for an “in depth technical understanding or radio system design and network configuration” in order to make the necessary administrative decisions. He also stated that he believes that it is the Owners’ responsibility to apply for and secure grants.

Mr. Romanoski stated that it is necessary for the Selection Committee to meet again and finalize the job description.

Ms. Panovich stated that she sees a need for technical knowledge in this position.

Mr. Dobbins stated that he is confident with the Selection Committee finalizing the job description.

Ms. Panovich requested to see the final job description at the next meeting.

Mr. Romanoski stated that it is necessary to move forward with the advertising process for the position.

Mr. Dobbins stated that Mr. Scarlatelli is knowledgeable on where to advertise.

Mr. Romanoski stated that there are necessary decisions to be made with regard to advertising, who is going to pay?

Mr. Dobbins stated that he sees a need for the Owners to meet and work out those details.

Mr. Romanoski stated that that job description will be completed before the next System Administrative Committee on June 25, 2009 to be finalized.

800 MHz System Administrator’s Expenditure Process

Ms. Pesci reviewed the history of processing the bills for the System Administrator. She stated that the Deputy Director of Public Safety reviewed and approved the invoices for payment.

Ms. Pesci stated that it was suggested that the future invoices be sent to the County of Summit Division of Public Safety, and forwarded for review to a representative of the System Administrative Committee and the Emergency Management Executive Committee.

Mr. Dobbins reinforced the need for the Emergency Management Executive Committee to be involved in the review process for payment, as the System Administrator will continue to report to the Emergency Management Executive Committee.

Mr. Dobbins made a motion for the System Administrator invoices be submitted to Ms. Lori Pesci, then forward to Mr. George Romanoski for review and returned to Ms. Pesci for payment, as well as to continue with the current process for payment for equipment and services, as currently stands with the Division of Public Safety; Ms. Panovich seconded the motion. The motion passed unanimously by voice vote.

It was suggested that the invoices be submitted at the Emergency Management Executive Committee meetings as well.

Summit County Planning Retreat

Ms. De Rose stated that the Domestic Preparedness Task Force Planning Retreat is scheduled for September 30 – October 2, 2009.

She stated that a Planning Committee has been developed and will meet to develop an agenda, as well as goals and objectives for the Retreat.

EMA AND SUBCOMMITTEE REPORTS

Emergency Management Agency Report

Ms. De Rose stated that Ryan Campbell is working to review the Summit County Emergency Operations Plan for NIMS compliance.

The Emergency Management Agency will begin to schedule subcommittee meetings to review the annexes for any necessary changes. The updated annexes will then be submitted to the Domestic Preparedness Task Force, if applicable and the Emergency Management Executive Committee for approval and adoption into the Emergency Operations Plan.

Mr. Smoot stated that he is currently working on setting up NIMS training before the September deadline.

Mr. Smoot has developed a course report explaining what positions should be taking each of the necessary courses. The report will be mailed out to all Police Chiefs and Fire Chiefs, as well as anyone else interested in a copy.

Mr. Smoot reported that there are seven communities throughout Summit County that have complete input into the WebEOC program.

Mr. Smoot stated that he went out to all of the communities to provide training on how to input resources and typing for WebEOC. He stated that the next step is to include Public Health and Hospitals; however there are concerns that the federal government does not provide typing for resources applicable to Public Health and Hospitals.

Mr. Stimmel stated that he is involved in several research-oriented projects.

He reported that he is currently working on reestablishing the Medical Reserve Corp and the Citizen Corp projects.

Ms. De Rose reported that it is necessary to review the Mass Casualty plan based on the Airport Exercise that took place on April 29, 2009 and the Fairlawn Exercise that took place on June 17, 2009.

Ms. De Rose reviewed the recent Local Emergency Planning Committee drill that was held on May 16, 2009 with the City of Akron, as well as the upcoming hazmat drill with the Medical Examiner's Office in Copley on June 20, 2009.

Ms. De Rose stated that the Emergency Management Agency is continuing to provide 9-1-1 education through the Safety Town program, with the assistance of the Summit County Communications Department.

Ms. De Rose stated that Summit County Emergency Management Agency is working with the State on the National Disaster Medical System, which is a federally coordinated system that augments the Nations medical response capability.

Ms. De Rose stated that the Emergency Management Agency will be assisting with the Portage Lakes fireworks on July 5, 2009.

Ms. De Rose reported that the Emergency Management Agency will continue to disseminate information as received.

Ms. Skapin inquired about any participation with the LeBron James Bike-a-Thon.

Ms. De Rose stated that there has been no involvement this year; however the Emergency Management Agency would be happy to assist in anyway possible.

800 MHz Radio System Report (Scarlatelli)

Mr. Scarlatelli reported that there have been no major outages throughout the past month. Currently, the System is handling about a million and a half calls a month with considerable capacity still available.

Mr. Scarlatelli reported that Stow Fire Department cutover to the System last week with Stow Police Department to soon cutover. They are looking to add one more dispatch console.

Mr. Scarlatelli reported that Cuyahoga Falls is looking to add four more dispatch consoles.

He stated that future additions could cause capacity issues. It is necessary to determine what steps need to be taken to expand beyond 37 consoles.

Mr. Scarlatelli reviewed the current status of the rebanding project. He stated that there are a number of procedures that he is not comfortable with. He is working with Motorola

on alternatives to minimize any downtime of the System.

Mr. Scarletelli stated that he is currently working on a resolution of the incumbent costs of about \$8 million. He stated that an extension was filed until July 4, 2009 to continue to work out these issues.

Information Sharing Subcommittee (Pesci)

Ms. Pesci stated that the Region 5 Advisory Committee has contracted with Armada Group Inc. for the iLincs program to meet the goal of information sharing across the thirteen county region.

Ms. Pesci provided a demonstration of the iLincs program that is available on-line.

She stated that the connections are funded through July of 2010 and the Advisory Committee is looking to continue to fund the project with the FY08 grant.

Domestic Preparedness Program (G. Romanoski)

Ms. De Rose stated that Domestic Preparedness Task Force met two weeks ago.

The Emergency Management Agency is continuing to move forward with grant purchasing.

Ms. De Rose stated that the office has received the FY08 MMRS grant application which is due July 10, 2009.

Ms. De Rose stated that Hanne Muri contacted the Emergency Management Agency to say that she has taken another position and is no longer available as the MMRS Coordinator. Ms. De Rose is working with the Summit County Health District on developing a scope of work for the new position.

Incident Management Assistance Team (D. Calderone)

Ms. De Rose reported that she and Mr. Stimmel have been working with Chief Calderone regarding the IMAT trailer and the necessary equipment.

GOOD OF THE ORDER

Chairperson Bollas suggested moving the meeting time up to 9:00 am.

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

Ms. Panovich made a motion to adjourn; Chief Bunner seconded the motion. The motion passed unanimously by voice vote. The meeting was adjourned at 11:22 a.m.

Respectfully submitted,

Emergency Management Agency

/cml

cc: File