

**SUMMIT COUNTY EMERGENCY MANAGEMENT
EXECUTIVE COMMITTEE
December 17, 2009**

MEMBERS PRESENT

Heidi Swindell (A)
Larry Bunner (P)
Bill Holland (P)
David Calderone (P)
Jim Nelson (A)
Linda Murphy (A)
Mike Kallai (P)
Valerie De Rose (P)
Fred Zuch (P)
Jill Hinig Skapin (P)

MEMBERS ABSENT

Mayor Al Bollas, Chairperson (P)
George Romanoski (P)

ALTERNATES, GUEST AND STAFF

Lori Pesci (S)
Tommy Smoot (S)
Kerry Kernen (G)
Jill Adams (S)
Bob Scarlatelli (G)
Dan Stimmel (S)

The meeting of the Summit County Emergency Management Executive Committee was called to order, by Vice Chairperson Kallai, on Thursday, December 17, 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

Vice Chairperson Kallai reviewed the minutes from the October 15, 2009 Meeting and the November 5, 2009 Special Meeting.

Chief Calderone made a motion to approve the October 15, 2009 minutes and the November 5, 2009 minutes; Ms. Skapin seconded the motion. The motion passed unanimously by voice vote.

CHAIRPERSON'S COMMENTS AND COMMUNICATIONS

Vice Chairperson Kallai reviewed a letter addressed to Chairperson Bollas, from Mr. George Romanoski, requesting consideration for the Alternate vacancy for the Citizen-At-Large.

Vice Chairperson Kallai reviewed a letter from the Emergency Management Agency, to Mayor Plusquellic of the City of Akron, requesting representation for the Emergency SCEMEC Meeting, 12/17/09

Management Executive Committee and the Domestic Preparedness Task Force.

Vice Chairperson Kallai reviewed a letter to the City of Cleveland, from Chairperson Bollas requesting use of land in Twinsburg Township for the a new 800 MHz Regional Radio Tower.

OLD BUSINESS

800 MHz Administrator New Hire

Ms. Pesci stated that the current job description for the System Administrator's position is in the process of being revised by a Review Committee.

Chief Calderone is the Chairperson of the Committee working to revise the current job description, as well as Kevin Read and Chief Rob Ross of the City of Akron.

Chief Calderone stated that the job description has been e-mailed to the Selection Committee. Once the job description is adopted, the position will be reposted.

Mr. Zuch inquired about the hiring of Motorola as the System Administrator.

Chief Calderone stated that Motorola submitted a revised proposal; however the Owner's felt that the proposal was not in the best interest of the System.

Chief Calderone stated that the new job description includes continuity and redundancy for the System.

Mr. Zuch inquired if the position will continue to be a full-time position.

Chief Calderone stated that the position has not yet been determined, with regard to hours, salary and contract verses employee.

Mr. Zuch believes that an employee is a better direction to move in.

Vice Chairperson Kallai stated that there is now more time to fill the position with someone that will best benefit the System.

Emergency Management Agency Grant

Ms. De Rose reviewed the new grant packet for the annual Emergency Management Agency Grant.

She stated that all suggested changes have been updated and a schedule of the grant has been attached.

Chief Calderone stated that this packet will greatly facilitate the grant process.

Ms. De Rose inquired about the process of releasing the grant. Historically the grant information has been released to the Emergency Management Executive Committee for SCEMEC Meeting, 12/17/09

distribution.

It was determined to release the grant to all disciplines.

Ms. De Rose suggested posting the grant documents on the Emergency Management Agency website.

Chief Bunner made a motion to adopt the new grant packet for the annual Emergency Management Agency Special Projects Grant; Mr. Zuch seconded the motion. The motion passed unanimously by voice vote.

Basic Plan

Ms. De Rose stated that the Basic Plan Annex of the Emergency Operations Plan has been amended to include the suggestions from Chief Calderone.

Chief Calderone reviewed the document and provided more clarity regarding his suggestions.

Ms. Murphy made a motion to adopt the Basic Plan Annex of the Emergency Operations Plan; Chief Bunner seconded the motion. The motion passed unanimously by voice vote.

“Managing the Media: Crisis Communications” Course

Ms. De Rose reviewed the “Managing the Media” Course that was held on November 16, 2009. She stated that over 150 people attending the training.

Ms. Skapin reported that an excellent presentation was provided at the training and she has heard a lot of positive feedback regarding the speaker.

Ms. De Rose stated that the Emergency Management Agency is intending to begin exercising public information with the Summit County Health District. A tabletop will be scheduled after the first of the year.

Chief Calderone suggested including the course in the annual in-service.

NEW BUSINESS

Requests for Proposal

Ms. De Rose reviewed the Requests for Proposal that were recently released from the Emergency Management Agency.

The MMRS Coordinator Request for Proposal was released and due yesterday, December 16, 2009. Two responses were received.

Ms. De Rose anticipates having that position filled by March.

The Special Teams Planner Request for Proposal was released and is due December 30, 2009. The Local Emergency Planning Committee and the Special Operations Response Team are looking to have that position filled by March.

SIEC Regional Interoperability Committee

Chief Calderone reviewed the Regional Interoperability Committee under the State Interoperability Executive Committee.

The State is currently requesting two representatives from each county to sit on the Regional Interoperability Committee. Each county is allocated one vote.

Chief Calderone reviewed the objectives of the Regional Interoperability Committee.

Chief Calderone stated that the System Administrative Committee has recommended that Summit County's representation provide a Fire Service representative and a Law Enforcement representative.

The System Administrative Committee is recommending that Chief David Calderone be named as the Primary representative for Summit County and Ms. Sharon McMurray be named as the Alternate.

After further discussion, Ms. Pesci offered the County of Summit Division of Public Safety to serve as the clearing house for information and any grant funding that may become available through the Committee.

The Division of Public Safety currently administers three regional grants for FEMA Region 5.

Ms. Skapin made a motion to approve the System Administrative Committees recommendation for Chief David Calderone to serve as the Primary and Ms. Sharon McMurray to serve as the Alternate, to represent Summit County on the Regional Interoperability Committee; Ms. Murphy seconded the motion. The motion passed unanimously by voice vote.

EMA AND SUBCOMMITTEE REPORTS

800 MHz Radio System Report

Ms. Pesci stated that currently no one is working in the capacity of the System Administrator.

The City of Akron is providing technical support to the System and the Users.

The County of Summit is providing administrative support to the System.

Ms. Pesci thanked Vice Chairperson Kallai for his efforts in getting the Users to sign the new MAC/User Agreement.

Ms. Pesci stated that all of the agreements have been returned except three which are still pending.

The City of Munroe Falls has declined to sign the new agreement.

The University of Akron will be a new member on the System.

Chief Calderone stated that the System Administrative Committee would like to become involved when new users come on to the System and to work with the new users.

Ms. Pesci stated that a representative of the System Administrative Committee is welcome to be involved in any new user meetings in the future.

Mr. Scarlatelli reported that the reconfiguration process is currently at a standstill due to frequency issues with the United States and Canadian governments.

Mr. Scarlatelli reported that Summit County is approximately two-thirds completed with the process. The Statement of Work is completed and ready to move forward, once the frequency issues are resolved.

Mr. Scarlatelli reported that there are State frequency issues pending as well.

Ms. Skapin inquired about the status of the contract for Mr. Scarlatelli, with regard to rebanding.

Mr. Scarlatelli stated that Mr. Dobbins is looking for confirmation from the City of Akron before the contract is signed.

Mr. Scarlatelli stated that Dave Leiberth will be forwarding the contract to Mr. Dobbins.

Emergency Management Agency Report

Ms. De Rose reported that the WENS Committee is working to bring users together to review the System on a countywide perspective.

Ms. De Rose stated that the Emergency Management Agency provided an All-Hazards Senior Planning Workshop on October 23, 2009

The Emergency Management Agency participated in the Child Abduction Response Team drill on October 28, 2009.

Inspector Bill Holland reported that there were a few hitches in the planning process for the CART Drill, however the team learned a lot.

Mr. Smoot provided a demonstration of the Sharepoint Site for Emergency Management Agency alerts. He will be sending out a user name and password to all disciplines to receive notifications and alerts.

Ms. Skapin suggested adding a media link to the site.

Ms. Swindell inquired about the capabilities of an RSS link.

Mr. Smoot believes that there are capabilities for RSS and will look into that.

Mr. Smoot reported that he has been working on inventory of all of the County equipment housed in the fire departments throughout the county.

Mr. Stimmel reported that he has been working with the Domestic Preparedness Task Force subcommittees to establish goals and objectives for 2010, as well as reviewing the current members.

Mr. Stimmel stated that he is working on gathering information for an Emergency Operations Center grant for Green as well as completing the Mass Casualty Incident Plan revisions.

Ms. Adams reviewed the spreadsheet she is currently working on to track the completed trainings of the Summit County Incident Management Team members.

Ms. De Rose stated that the Emergency Management Agency will be scheduling a meeting of a new subcommittee for training and exercises. All committees and disciplines will be involved in this subcommittee.

Summit County Health District Report

Ms. Kernen reported out for the Summit County Health District.

Ms. Kernen reported that the Summit County health departments have provided several community-based H1N1 clinics for the high risk population, as determined by the Centers for Disease Control.

The Centers for Disease Control recently opened up the vaccine to the general public. The health departments intend to schedule several more clinics for the community.

Ms. Kernen reported that the hospitals are seeing an average influx of influenza patients in the Emergency Rooms.

Ms. Kernen stated seasonal flu has not yet begun to peak. The seasonal flu season typically begins in January or February.

Ms. Kernen stated that Summit County received their initial shipment of the Strategic National Stockpile. The antivirals have been distributed out to all pharmacies with Memorandums of Understanding in place.

The personal protective equipment is still housed at the drop-site, as it has not yet been requested.

Chief Bunner inquired about the number of confirmed deaths in Summit County.

Ms. Kernen stated that the number of deaths is two or three; however she is not sure if the deaths are related to the H1N1 virus or pneumonia.

Domestic Preparedness Program

Ms. De Rose briefly reviewed the status of the Domestic Preparedness Task Force subcommittees and the current grants.

Ms. De Rose stated that the FY09 applications will be submitted based on the information provided for building a new tower in Twinsburg Township.

Incident Management Assistance Team

Chief Calderone reviewed the process of compiling the team members training records in order to facilitate moving the Team forward.

Summit County is looking to provide training at the State level, however it is necessary to determine who needs what trainings.

Chief Calderone recognized the Summit County Health District for the H1N1 clinics under the ICS structure.

Chief Calderone provided a brief presentation of a prism light to be housed on the IMAT trailer.

This light can light up the area of a football field, is portable and compactable.

The Summit County Emergency Management Agency has budgeted funds to support the trailer and will be purchasing this light.

Citizen Corp Council

Ms. Kernen reported that the Summit County Health District was awarded the FY09 Citizen Corp grant, in the amount of \$6,650.00.

These funds will be used to revitalize the Citizen Corp and support training and exercises as well as update the CERT curriculum.

2010 MEETINGS

Ms. De Rose reviewed the scheduled meetings for the 2010 Calendar Year.

Ms. De Rose stated that the February meeting will include the election of officers and the vote for the Citizen-At-Large vacancy.

GOOD OF THE ORDER

Nothing new to add to the Good of the Order.

NEXT MEETING

Vice Chairperson Kallai stated that the next meeting is scheduled for **Thursday, February 18, 2010 at 10:00 a.m., in the Emergency Operations Center, Akron Municipal Building – Basement Level, 166 South High Street, Akron, OH 44308.**

ADJOURNMENT

Respectfully submitted,

Emergency Management Agency

/cml

cc: File