

**SCSORT EXECUTIVE BOARD MINUTES**  
**April 12, 2010**

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Board Member

Captain Steven Groves  
Valerie De Rose  
Chief Jim Paulett  
Captain Clarence Tucker  
Phil McLean

Members Absent

Staff/Guest

Tommy Smoot  
Chief Paul Moledor  
Carly Lange  
Sharon McMurray

The meeting of the Summit County Special Operations Response Teams (SCSORT) Executive Board was called to order, by Chairperson Clarence Groves, on Wednesday, April 12, 2010, at 1:37 p.m., in the Emergency Operations Center, 166 South High St. Akron, OH 44308.

**CHAIRPERSON’S COMMENTS AND COMMUNICATIONS**

Chairperson Groves reviewed the correspondence sent and received.

An invoice was received from Brandon Heating and Cooling for 2010. Chairperson Groves stated that it will be need to be added to the blue purchase request sheet.

Chairperson Groves reviewed a sample time sheet for the Instructor Techs submitted by the University of Akron. Ms. De Rose made some suggestions and changes to the sheet.

Chairperson

Ms. De Rose made a motion to approve the February 8, 2010 minutes; Mr. McLean seconded the motion. The motion passed unanimously by voice vote.

**OLD BUSINESS**

**TAT Calls/Incident Reports**

Vice Chairperson Tucker stated that he was unaware of any TAT calls.

Chief Paulett inquired about the discussion of TAT calls at the recent Summit County Fire Chief’s Association meeting.

Chief Moledor stated that there was not a quorum at the last meeting and there was limited discussion.

Ms. De Rose stated that TAT calls were not discussed.

After further discussion regarding TAT calls and the Summit County Fire Chief's Association, it was determined that the issue should be discussed at the Summit County Fire Chief's Executive Board.

Chairperson Groves reported that he received an unofficial TAT call from Hudson Fire Department. He stated that the call did not go through dispatch and he will remind Hudson Fire to do so in the future.

Chief Moledor suggested providing a written procedure for the use of TAT calls.

### **SORT Standard Response – Out of County**

Nothing new to report regarding out-of-county response.

### **SharePoint Site**

Mr. Smoot reported that he is still working with the County of Summit Fiscal Office to provide easy access to the site.

### **Special Teams Planner**

Chairperson Groves reported that Chris Miller has been delayed in starting as the Special Team Planner. He is currently in the hospital due to a ruptured appendix.

Chairperson Tucker and Ms. De Rose continue to have contact with Mr. Miller regarding his health.

Ms. De Rose reported that the contract has been approved and currently pending signature by Mr. Miller.

### **Instructor Techs**

Chairperson Groves reported that Mr. McLean has concern with the proposed contract with the University of Akron for the Instructor Techs. Due to the length and content of the contract, the University of Akron will be hesitant to sign, as they are not benefitting financially.

Ms. De Rose stated that she is working with Brian Harnack, contract attorney with the County of Summit Law Department.

Chief Moledor suggested pulling everyone together and discuss the contract.

Ms. De Rose will work to set up a meeting.

## **SORT DISPATCH**

Ms. McMurray reported that there have been no recently calls. She stated that there have been few calls for trainings.

Ms. McMurray stated that for the training held on February 17, there was concern that not everyone got the page.

The group was tested on February 18 and everyone did receive the page.

Chief Moledor requested a correction to the minutes regarding the out-of county response discussion with Medina County. Chief Moledor did not send out a page, he worked with the Summit County Sheriff's Office to send out a page that the Region 5 team would not be need for the incident.

## **STATE TACs**

### *Water TAC*

Chief Moledor stated that the Water TAC is progressing with training classes and continuing to try and secure state funding.

### *USAR TAC*

Chief Moledor stated that the USAR TAC has received approval for classes through the Department of Justice.

### *Hazmat TAC*

Chairperson Groves reported that typing the big push across the State, with the goal of typing eighteen (18) teams per region, per month.

Chairperson Groves stated that the Summit County Hazmat Team should be typed in November. It is necessary to have all equipment and records in one place for the typing.

## **NEW BUSINESS**

Chairperson Groves reported that he came from March Road and was unable to open any doors due to the snow and ice piled up in front of each door.

Chairperson Groves stated that the gutters are missing, contributing to the snow and ice piling up in front of the doorways.

Ms. De Rose stated that she would contact Craig Stanley regarding the status of the building.

Chief Paulett mentioned the current concern of overtime for team members.

Chairperson Groves stated that the issue is being discussed at the Zone Coordinator's meetings.

Ms. De Rose mentioned that it was suggested that incident reports be included in the monthly newsletter. She mentioned the recent firefighter death and suggested that a brief summary of such incidents would now be included in the newsletter.

Chairperson Groves provided a copy of the incident action plan of the recent drill with the 52<sup>nd</sup> Civilian Strike Team. He stated that there is no form or format to complete an after-action report.

Ms. De Rose distributed a sample time-sheet for the Special Teams Planner.

Chairperson Groves suggested using a weekly time-sheet verses a monthly sheet, as there will be a lot of activity to document.

Chairperson Groves asked if the hourly rate was confirmed at \$20.00.

Ms. De Rose stated that she will double check.

Ms. De Rose stated that she intends for the timesheet to be made in triplicate to ensure that everyone gets a copy of the accurate information.

## **FINANCIAL REPORT**

Mr. Smoot distributed a copy of recent financial report.

Mr. Smoot stated that he included the recent charges for the cell phones.

Mr. Smoot noted that Santee Lock Service was unable to accept a credit card. The check for those services has been processed and should be mailed out next week.

Ms. Lange stated that the 2009-2010 Search and Rescue Capability grant for \$9,000.00 is still pending. The performance period ends at the end of June.

Chief Moledor stated that he will gather that information to begin making those purchases.

Chairperson Groves inquired about the status of the FY07 Regional State Homeland Security Program Grant.

Ms. Lange stated that it was necessary to reduce Stark County's additional Notice of Award by approximately \$285.00 to expend the full grant award.

## **DIRECTOR OF OPERATIONS REPORT**

Chief Moledor reviewed the purchase requests as: little giant ladder - \$350.00; search cam gang charger - \$585.00; search cam battery - \$99.00; web video capture for search cam - \$150.00; tripod - \$60.00.

Captain Tucker made a motion to approve the purchase requests; Chief Paulett seconded the motion. The motion passed unanimously by voice vote.

Chairperson Groves stated that the purchase requests are needed based on the recent WMD Drill with the 52<sup>nd</sup> Civilian Strike Team.

Chief Moledor reviewed the application submitted for the 2010 Emergency Management Agency Special Projects Grant: side-scan sonar; jon boat and motor; two-rope systems pack; hazmat trailer. The application totals approximately \$50,000.00. The Grant Review meeting is scheduled for March 18, 2010.

Chief Moledor reported that Bob Shaw has completed the 2008 Annual Report. The report will be posted on the SharePoint Site.

Chief Moledor is looking for Mr. Miller to begin working on the 2009 Annual Report.

Chief Moledor stated that he recently worked met with Chief Calderone, Chief Evans, Chief Jackson, Chief Goodrich, Jon Carney and Mark Ozimek regarding the Water Branch and SOG.

It was determined that there should be on SOG for the county, including rope signals, diver hand signals and how to hold and tie the rope.

Chief Moledor stated that the Water Branch is currently working on completing the SOG and anticipated bringing the document to the Board in April, looking for approval in May.

## **GOOD OF THE ORDER**

Ms. De Rose stated that Mr. Smoot is currently working on the 60-day notice for the upcoming LEPC exercise.

Mr. Smoot stated that he is working with Jim Carter of Copley Fire Department. The exercise is scheduled for June 19 at PVS Chemical.

Ms. McMurray asked if dispatch will be involved.

Chairperson Groves stated that dispatch should be involved.

Mr. Smoot agreed that dispatch will be involved in the exercise.

### **NEXT MEETING**

Chairperson Groves stated the next meeting is tentatively scheduled for **April 12, 2010 at 1:30 p.m., at the Emergency Operations Center, Akron Municipal Building, Basement Level, 166 South High Street, Akron, Ohio 44308.**

### **ADJOURNMENT**

Captain Tucker made a motion to adjourn; Chief Paulett seconded the motion. The motion passed unanimously by voice vote.

CHIEF JAMES PAULETT  
Secretary

/cml

cc: File