

SCSORT EXECUTIVE BOARD MINUTES
November 08, 2010

Board Member

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

Staff/Guest

Barbara Buckner
Carly Lange
Chris Miller
M. Jo McMullen
Chief Paul Moledor
Sharon McMurray

The meeting of the Summit County Special Operations Response Teams (SCSORT) Executive Board was called to order by Chairperson Steven Groves on Monday, November 08, 2010, at 1:35 p.m., in the Emergency Operations Center, 166 South High Street, Akron, OH 44308.

CHAIRPERSON'S COMMENTS AND COMMUNICATIONS

Correspondence sent and received

Chairperson Groves stated there were three pieces of correspondence to review. 1) Memo from Mr. Smoot stating that the Summit County SORT team will not bill for cost recovery for the October 7 Chlorine incident per Chief Moledor's request. 2) Copy of a Motion that was approved by Council to reappoint Chief Jim Paulett to the Special Operations Response Team Executive Board. 3) Team Member Application from Mogadore Fire from Kyle D. Morrow for Trench and Hazardous Materials.

A motion to approve Kyle Morrow's Application was made by Chief Paulett; Captain Tucker seconded the motion. The motion passed unanimously by voice vote.

Approval of minutes – October 18, 2010

Captain Tucker commented that the verbiage under SORT Dispatch needed correction. Ms. De Rose stated she will provide the correct verbiage.

A motion to approve amended minutes was made by Captain Tucker; Chief Paulett seconded the motion. The motion passed unanimously by voice vote.

OLD BUSINESS

TAT Calls

Chairperson Groves stated that there were no TAT calls.

SORT Standard Response – Out of County

No updates at this time.

Share Point Site

Mr. Miller stated that Ms. Shelley Davis, who is the Chief of Staff for the Fiscal Office and in charge of the IT Department, was asked if her department could make changes to the Share Point Site, such as shortening the User Name and Password. These changes are still under consideration and should be in effect the first of the new year. There has been a section added to the left-hand column of the screen for training. Mr. Miller will check to see if videos can be supported on the site.

Ms. De Rose suggested that a "Thank You" letter be sent to Ms. Davis from the SORT Board for her immediate response and assistance. Committee members agreed this would be a good gesture.

During the meeting, a slide presentation of approximately 2,000 photos was ongoing of the HazMat Team. Chairperson Groves stated that these photos will be displayed at the November 19th Anniversary celebration.

Instructor Technicians

Mr. McLean distributed a breakdown report from the University of Akron Controller as to how Instructor Technicians are paid. This report outlines deductions that are taken out and maintains a balance of funds available. This report will be available once a month.

Team Typing

Chairperson Groves stated that they are ready for November 19th. He also advised Committee members that there will be three evaluators for the typing.

Captain Tucker stated that they currently have two light duty people assigned, along with a secretary, to type all records and check all equipment to make sure everything is calibrated. Captain Tucker stated they will be ready for the 19th.

25th Anniversary

Chairperson Groves advised Committee members that the invitations went out via email to team members and the others were mailed via the postal service as of today. Ms. De Rose stated that there was approximately 266 invites mailed.

Chairperson Groves reviewed the Program with Committee members. Committee members discussed the need to make sure that all Elected Officials present are recognized.

Ms. De Rose distributed a copy of the flyer to announce the 25th Anniversary.

Ms. De Rose stated that Kathy Cunningham will not be at the Fairgrounds on the 19th, but she did provide two contacts for Ms. De Rose and stated that a coffee pot will be made available for the event.

Ms. De Rose shared the list of hors d'oeuvres from ACME for Committee members to review. It was agreed that the items listed were pricey.

One concern raised was that there would be people at the Fairgrounds from 7:30 a.m. with nothing to eat. Committee members agreed that it would be best to provide a deli tray from ACME for those individuals and have it available about 11:30 a.m. Also, light hors d'oeuvres can also be ordered from ACME for 1:00 p.m. Open House.

Ms. De Rose distributed the News Release Announcing the 25 Year Celebration to SORT members for their review and comment. It was suggested that the release should read that "Summit County will be hosting an open house...", also, "food and drinks will also be served" sentence should be removed from the announcement.

Mr. Miller stated tee-shirts have been ordered and available. Chairperson Groves suggested that a sign in sheet should be done in order to make sure tee-shirts are appropriately distributed.

SORT DISPATCH

Ms. McMurray stated that she only had two calls in October.

Captain Tucker reviewed a recent drill with Ms. McMurray and the breakdown in communication that happened during the drill.

There was some general discussion by SORT board members as to why this breakdown happened.

Captain Tucker stated, that in retrospect, they now have someone assigned to the Akron Dispatch Center to train all Dispatch Supervisors as to what the correct procedure is and to confirm that the Dispatch Center has what they need in order to properly respond.

Chief Moledor suggested that maybe a brief meeting should be arranged to review the processes to ensure no delays in response. SORT board members agreed that this matter should be revisited to review the overall procedures.

SPECIAL TEAMS PLANNER

Mr. Miller stated that there were about 35 people who accessed the Share Point Site by Special Operations user name. Mr. Miller stated that the Zone Coordinators will have to go to this site to get their training.

Chairperson Tucker stated that the photos that will be presented at the 25th Anniversary will be put on the Share Point Site for those who may wish to download any of the photos.

Mr. Miller stated that Praxair is no longer a provider for the county. All tanks have been returned.

Mr. Miller stated that Captain Morgan advised him of a company in Twinsburg that is willing to provide tanks without daily rental fees. Board members felt that because the cost was considerably lower than Praxair, Mr. Miller should pursue this company for services.

Mr. Miller advised Committee members of an Alternative Fuel Vehicles Training that will be coming up the end of January, 2011. This training will be conducted at the Akron General Health & Wellness Center, West in Montrose.

Mr. Miller is still looking to purchase an ID machine. He has no quotes to present at this time.

STATE TACs

Hazmat TAC

Chairperson Groves stated that the Hazmat TAC was cancelled due to being stuck in a traffic jam.

Water TAC

Chief Moledor stated they are still waiting for funds to be dispersed.

USAR TAC

Chief Moledor stated they are meeting on Wednesday and currently in the process of submitting classes to FEMA.

NEW BUSINESS

HazMat Physicals

Dr. McMullen stated that the Med Group has been doing their physicals for at least nine or more years and have maintained the same cost. Unfortunately, they have been bought by Summa, and the two units have been separated. Summa is currently running the West facility and Western Reserve Hospital is running the Stow facility.

The West facility gave a \$25 increase per physical. The Stow facility is about \$50 higher. The Stow facility price for a stress test is considerably higher than the West facility.

Dr. McMullen stated that neither facility will have the services of an Occupational Medicine Specialist. Therefore, a decision must be made whether or not to contract services or go with the approval of a physician. Dr. McMullen stated there is no requirement at the Federal level for an Occupational Medicine Specialist.

Dr. McMullen's recommendation to the Board was that they permit physicals from both facilities. Changes in price will go in effect next year.

Captain Tucker made a motion to accept Dr. McMullen's recommendation to allow physicals at either the West or Stow facility and not utilize an Occupational Medicine Specialists; Chief Paulett seconded the motion. The motion passed unanimously by voice vote.

Chief Paulett agreed to make sure this information is shared with the Summit County Fire Chiefs.

FINANCIAL REPORT

Chairperson Groves stated that there were several handouts distributed to Committee members for their review.

Ms. De Rose reviewed the 2010 Budget Summary. Ms. De Rose stated that the Office of Budget & Finance did express concerns about carrying over large amounts of the budget in the next year. She explained to Mr. Judge, in the Office of Budget & Finance, that a great deal of expenditures this year for SORT was taken out of Homeland Security grants. Also, the Board had not always been informed of their carryover. Ms. De Rose added the importance of having some funding available in the case of an incident. Monitors and encapsulated suits are very expensive to replace.

Chairperson Groves made a proposal to Committee members that a significant portion of the money be placed into a building fund for future use, since there will not be a grant available specifically for building. Ms. De Rose stated she will ask to see if this is a possibility.

Ms. Lange commented that the budget report for FY09 Region 5, Search and Rescue does not reflect any money spent, which is not accurate. Ms. Lange stated there is still a balance available in this fund.

Ms. Lange also advised Committee members that for the Talon Shield Reimbursement Report where there were no dollar figures, these municipalities declined reimbursement, with the exception of Hudson. However, Hudson did not meet the guidelines for reimbursement.

Ms. Lange also reviewed the Special Teams Planner current budget status and balances available. Ms. De Rose stated that since Mr. Miller's contract was only for one year, next year a new contract for his services will have to be prepared and approved by SORT and LEPC.

Ms. Lange advised Committee members that for the FY08 Hazmat budget handout, it reflects that all items have been ordered and we are waiting on their delivery.

Decontamination Vehicle

Chairperson Groves advised Committee members about the trip to Chicago to review the decontamination vehicle for purchase. Chairperson Groves stated this was a very worthwhile trip. Chairperson Groves stated that it is expected to have drawings of this vehicle for display on November 19th. Chairperson Groves also commented that soon they will have an official spec and price quote to present to Summit County Council for approval.

Captain Tucker commented that the vehicle they saw was used during the Katrina disaster and was extremely effective. He also commented that the vehicle is in very good condition.

To date, no place has been determined as to where this vehicle will be housed.

DIRECTOR OF OPERATIONS REPORT

Chief Moledor advised Committee members that the sonar unit will be going to Akron Fire after they do their training. The training will be on April 12 & 13, 2011. Mr. Miller agreed to do an inventory sheet for this item for Emergency Management Agency.

Chief Moledor stated that all of the teams have turned in their schedules for next year. Mr. Miller will prepare one schedule to ensure there are no scheduling conflicts. This will be presented at the December meeting.

Chief Moledor then reviewed blue sheets (Purchase Orders) with SORT Board members for their approval.

Ms. De Rose requested of the SORT Board to allocate \$2000.00 toward food to be provided at the 25th Anniversary celebration.

Captain Tucker made a motion to approve purchase orders and \$2000 for food purchase for the 25th Anniversary; Ms. De Rose seconded the motion. The motion passed unanimously by voice vote.

NEXT MEETING

Chairperson Groves stated the next meeting is scheduled for **December 13, 2010 at 1:30 p.m., at the Emergency Operations Center, Akron Municipal Building, Basement Level, 166 South High Street, Akron, Ohio 44308.**

Ms. De Rose made a motion to adjourn meeting; Chief Paulette seconded the motion. The meeting was adjourned.

ADJOURNMENT @ 1503

CHIEF JAMES PAULETT
Secretary

/blb

cc: File