

**SCSORT EXECUTIVE BOARD MINUTES**  
**October 17, 2011**

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<u>Board Member</u>	<u>Staff/Guest</u>	<u>Absent</u>
Tim Gemind	Carly Lange	
Clarence Tucker	Paul Moledor	
Phil McLean	Chris Miller	
Valerie De Rose	John Rutecki	
Steven Groves	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, October 17, 2011, at 12:06 p.m. in the Emergency Operations Center, 166 S High St, Akron, Ohio 44308.

**Approval of minutes – September 19, 2011**

T. Gemind said the minutes needed to be changed to reflect that he was absent at the meeting.

P. McLean made a motion to approve the minutes with the correction listing T. Gemind as absent, with C. Tucker as the 2<sup>nd</sup>. The motion carried by voice vote with no abstentions.

**CHAIRPERSON'S COMMENTS AND COMMUNICATIONS**

**Correspondence sent and received**

S. Groves discussed the draft SORT member removal letter and asked for Board corrections and approval.

The Board discussed participation of members and how they are reviewed each year to decide if they need a refresher course.

T. Gemind thought that the letter needed a firm date for a response.

S. Groves said that he was not expecting a response from the letter.

V. De Rose suggested asking for a response within two weeks of the date of the letter. She also wanted to highlight that the exit physical would be at the department's expense.

With V. De Rose's additions, the Board approved the letter.

S. Groves asked for the Board to review the letter prepared for Executive Pry to inform him of the final decision by the Board in regards to Copley's Heavy Rescue Vehicle and the purchase of the new Decon vehicle and to thank him for his support.

The Board reviewed and approved the letter and it is to be sent to Executive Pry.

S. Groves said the correspondence included a cost recovery letter to the Fairlawn Fire Chief related to the 77 incident.

S. Groves said there was a need for correction in the new member letter sent to Tim Best. Mr. Best was accepted onto the TROT team and not the SORT team.

S. Groves discussed the Mark Hamilton's HazMat team member application and asked if the Board approved sending him a new member acceptance letter.

C. Tucker made a motion to approve his application with T. Gemind as the 2<sup>nd</sup>. The motion carried by voice vote with no abstentions. An acceptance letter is to be sent to Mr. Hamilton.

V. De Rose asked if C. Tucker could get the correct number for team members to contact for their physicals because the number currently listed says that it is disconnected.

C. Tucker said that he did not have the number with him but will get it and send along to C. Miller. C. Tucker found the number for physicals at the Summa Center for Corporate Care. He provided the direct line to Hester Whitt to set these up. The number was 330-379-9848.

T. Gemind wanted to know if the letter to Chief Benson was sent out.

S. Groves responded yes and that it was approved at the last Board meeting.

S. Groves asked for EMA to review the Renewable Property Tax exemption legislation to see if it applied to Fire Departments. He was not sure exactly what the legislation was meant to do or if it just dealt with alternative windmill energy. He just asked if EMA could make an inquiry into it.

V. De Rose said that EMA would check.

## **OLD BUSINESS**

### **TAT Calls**

S. Groves said there was a HazMat call out in the file for October 9, 2011 in Green.

### **SORT Standard Response**

No report

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

No report

### **SORT Team Website**

P. Moledor stated that the site was up and running and included the SOG's.

S. Groves said that he had been on the site and felt that good information was being put up.

## **Instructor / Technicians**

P. McLean provided updated time sheets. He said the current balance, as of the meeting, was at \$18,296.00.

P. McLean said that there was one pay issue with Paul Amonette but that it had been taken care of.

P. McLean asked the Board what they thought of the pay sheets be sent directly to him so he can pay them and provide updated sheets.

T. Gemind wanted to know what the current process is.

S. Groves said that it is cumbersome where the request goes from the branch director to the Director of Operations then to Phil.

P. McLean wanted to know if budgeting \$10,000 would be a good amount of money for the instructor tech program.

S. Groves stated that the Board did expect more people to participate, but that is not the case.

P. Moledor said that it has taken some time to get the program off the ground and that amount may not be enough.

S. Groves said that the initial application packet takes some time.

T. Gemind wanted to know when enough time to evaluate the program is.

S. Groves said that it took until September 2010 for TROT members to participate, so the program is barely beyond its first full year.

S. Groves asked if the Board wanted to stop the program.

The Board consensus was no and that they need to work on increasing participation.

T. Gemind asked if September 2012 is a good timeframe since that will be two full years.

P. McLean wanted to know how long until the County looked at the progress of the program.

C. Lange thought the only time that a problem may arise is when they go to request more money from the LEPC.

V. De Rose also mentioned that there are no City of Akron techs and their involvement would increase participation in the program.

C. Tucker said that he had handed out applications and was waiting on responses.

P. McLean then suggested that \$15,000 may be a good amount.

V. De Rose mentioned that the Board will need to provide the LEPC with a cost breakdown when requesting more funds. She thought Phil should keep providing updates and the Board could continue to evaluate the progress of the program.

The Board began a discussion on when certain meters need tested and whether certain duties such as this are or are not being done.

C. Tucker cited as an example, if there are currently any level 1 suits that need tested.

V. De Rose asked if Akron does it now.

S. Groves said that the instructor techs will be able to do that when they are signed up.

V. De Rose made a motion to have the pay sheets go directly to P. McLean and C. Tucker was the 2<sup>nd</sup>. The motion carried by voice vote with no abstentions.

### **Dispatch**

S. McMurray asked if the new Decon vehicle was in service.

S. Groves said that it should be in service by the end of the month (October).

S. McMurray wanted to know if she should add the vehicle to the pager/tests, i.e. 3846 is being called out.

V. De Rose said that we need the procedure for call outs in writing.

S. McMurray wanted to know if the call is still coming out on the radio the same (i.e. MERC Fire 1 – keep it on the same line).

P. Moledor asked if S. McMurray had gotten his sheet with the up to date Fire Chiefs information.

T. Gemind said yes because when the call out for assistance with Hurricane Irene occurred, he sent an email to the Chiefs to see if the pages were being received and they were.

C. Tucker would like there to be a back-up phone call made when the County truck has responded.

S. McMurray said this is already done for Stow, so it would be no problem.

### **Special Teams Planner Report**

C. Miller does not have the last purchase sheet with him, but said that T. Smoot was working on the final purchase.

C. Miller stated he is still attending all of the zone coordinators' meetings. He requested clarification from the Board on whether he is to attend the zone coordinators meetings and take minutes. He feels that these meetings are a very important part of his position.

V. De Rose said that she thinks he should still attend them because it is vital to his position.

P. Moledor said that there was an issue with the number of hours C. Miller was spending at these meetings and with taking minutes. He thought the instructor techs were doing the minutes. He also does not think C. Miller needs to attend the zone coordinator's meetings, but thinks attending the command staff meetings is ok. He feels there were issues in the past with miscommunication at these zone coordinators meeting.

V. De Rose said that is why she was sending him to the meetings.

P. Moledor said that the branch director's will share the information with him when there is a miscommunication.

V. De Rose said she would like to avoid that disconnect and keep him attending the meetings.

P. McLean asked for clarification because as he remembered it, when they looked at C. Miller's hours, he thought that attending those meetings was considered one of his important duties and top priorities.

S. Groves said he sees great value in Chris attending the zone coordinator's meetings.

T. Gemind thinks the meeting information should come from C. Miller.

P. Moledor thinks the dissemination of information should follow the chain of command with the branch directors' getting information to the command staff.

P. McLean asked if the Board considered C. Miller's work as a double-check

V. De Rose thought yes.

T. Gemind asked what the issue is with him going.

P. Moledor said that it was because of time concerns.

T. Gemind said that he was under the impression that the time issue was cleared up.

V. De Rose said that C. Miller attends those meetings as a representative of the County to explain the policies and procedures. The branch directors' do not know County policy. She asked if the issue is with purchasing or miscommunication.

S. Groves asked to be provided with a specific example.

T. Gemind also wanted to be provided with a specific example and said that an executive session could be called to decide what his duties should be.

V. De Rose would like to see C. Miller continue attending the assigned meetings.

P. McLean thinks that C. Miller is doing a good job.

P. Moledor said that you can control his hours by just having him attend the command staff meetings.

S. Groves said that a decision needs to be made by the Board as to whether he does or does not attend the meetings.

P. McLean asked C. Miller if there was something else that his time could be used for or if he felt that this was important to attend.

C. Miller said no, his time would be best spent attending.

S. Groves asked if a motion needed to be made for him to continue attending or if it should be tabled.

V. De Rose said that it could be discussed in executive session.

S. Groves tabled the issue until the end of the meeting.

S. Groves spoke about reaching a tentative agreement with Stark County to purchase the old HazMat vehicle for \$25,000. He asked for a motion to be made to follow through with the sale.

V. De Rose presented a draft agreement for the sale of the old Decon vehicle to Stark County.

C. Tucker made the motion, with P. McLean as the 2<sup>nd</sup>. The motion carried by voice vote with no abstentions. This money will go back into the SORT fund after appropriations.

### **EMA Grants**

Carly provided updates and mentioned the stipends.

### **State TAC's**

S. Groves said state HazMat TAC meeting is tomorrow, October 18, 2011 in Columbus.

P. Moledor said the Water TAC meeting is Thursday, October 20, 2011. He said the USAR meeting was last week and it focused on training gaps.

### **Financial Report**

V. DeRose said that this 2011 Budget Summary shows that the stipends are closed.

C. Lange had no grant update, but said she is waiting on quotes for the \$43,000 in the FY09 Region 5 Search and Rescue grant. A budget cannot be submitted to OEMA until she has a complete itemized list of equipment that adds up to the \$43,000.

V. De Rose said she would like to work on spending all of those funds by March 2012.

P. Moledor said that would not be a problem.

### **Director of Operations Report**

P. Moledor discussed the blue sheet purchases.

P. Moledor talked about purchases that will go towards that \$43,000 by purchasing various hoses and SCBA bottles for around \$6,500.

C. Lange stated that she is unable to submit a budget to OEMA until she receives a complete itemized list of equipment totaling the \$43,000.

S. Groves asked about Motorola and asked that it be added to the sheet with a not to exceed amount.

C. Lange said to put a not exceed amount of \$4,999.

P. McLean made a motion to approve the not to exceed amount with T. Gemind as the 2<sup>nd</sup>. The motion carried by voice vote with no abstentions.

P. Moledor stated that the new boat trailer was in.

P. McLean asked who gives direction to the dive people on how to handle the new equipment.

P. Moledor said the branch directors.

V. De Rose brought up an issue with the inventory of equipment. She stated that Summit County has to inventory the equipment for grant purposes. She said that an email was sent out by C. Miller asking to come out to inventory and he has not been responded to.

T. Gemind wanted to know how long the issue had been going on.

C. Miller said approximately 3 months.

T. Gemind stated that EMA needs contacted when equipment comes in so the County can come and inventory. He asked if that has happened.

C. Miller said no.

T. Gemind said that he will talk to his department and work out the process for contact. He asked what the County needs from his Department.

C. Miller said just to set up a date/time and for him to be allowed access to the Department.

T. Gemind asked if that has happened yet.

C. Miller said yes for the 1<sup>st</sup> set of equipment but not for the 2<sup>nd</sup> set.

P. Moledor said that he will hold all equipment until C. Miller is able to come and inventory.

P. Moledor brought up the Region 5 MOU discussion.

V. De Rose said that the MOU would need to go to the Summit County Department of Law to be reviewed.

**Purchases (Blue/Green Sheets)**

Purchases were approved.

**GOOD OF THE ORDER**

V. De Rose mentioned the upcoming LEPC conference that is being held on November 3, 2011.

**NEXT MEETING**

S. Groves stated the next meeting is scheduled for **November 14, 2011 at 1:30 p.m., at the Emergency Operations Center, Akron Municipal Building, Basement Level, 166 South High Street, Akron, Ohio 44308.**

P. McLean made a motion to adjourn and C. Tucker was the second.

**ADJOURNMENT @ 13:46**

Valerie DeRose  
Secretary

/jr

cc: File

COPY

SUMMIT COUNTY SPECIAL OPERATIONS RESPONSE TEAM  
Equipment/Supply Request/Status Form

Oct 2011

For Emergency Management Only

Items/Name	Detailed Description (Size, Color, Style, Etc)	For Vehicle	Need Codes*	Est. Cost	Suggested Vendor	Quotes	P.O. #	Ordered	Received Date/Who
<del>2 Mails</del>	Hydro 4 BTLs - 450		NBA RM	\$200	AutoTel				
<del>2 Mails</del>	High Pressure Hose		NBA RM	\$100	Manson Ribbon McMaster Carr				
	hoses - Power Straps/Cords		NBA RM	\$200	see attached				
	T. Card items -		NBA RM	\$1000	see attached				
	Bridge Diving - Various		NBA RM	\$500	see attached				

FEED CODE: N = New Item B = Replacement for broken item A = Additional quantity needed R = Replacement for item used for run/training M = Maintenance

Additional justification/description/notes: Refer to appropriate line above. Attach additional sheet if needed.

MOTOROLA RADIO PARTS / ACCESSORIES / BATTERIES

Items Taken:

Director of Operations: Name [Signature] Date 10-17-11 Action App  
 ORT Board: Date 10-17-11 Action App Initials [Signature]

Requests are to be made on original BLUE/GREEN form and submitted to the Executive Board. All lines must be completed before Executive Board review. Once equipment has been ordered, a copy of request will be returned to the Director of Operations for notification of Zone Coordinator/Requestor. Request that are rejected at any level will also be returned back down line.

Reports are maintained by Emergency Management and are reported at each SCSORT Board Meeting.

\*\*\* ALL SECTIONS MUST BE COMPLETED FOR APPROVAL FROM THE EXECUTIVE BOARD \*\*\*