

**SCSORT EXECUTIVE BOARD MINUTES**  
**November 14, 2011**

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Board Member

Tim Gemind  
Valerie De Rose  
Steven Groves

Staff/Guest

Carly Lange  
John Rutecki  
Chris Miller

Absent

Clarence Tucker  
Phil McLean

The meeting of the Summit County Special Operations Response Teams (SCSORT) Executive Board was called to order by Chairperson Steven Groves on Monday, November 14, 2011, at 1:40 p.m. in the Emergency Operations Center, 166 S High St, Akron, Ohio 44308.

**Approval of minutes – October 17, 2011**

T. Gemind made a motion to approve the minutes with S. Groves as the 2<sup>nd</sup>. The motion carried by voice vote with Valerie De Rose abstaining.

**CHAIRPERSON'S COMMENTS AND COMMUNICATIONS**

**Correspondence sent and received**

S. Groves stated there was a copy of an email about lighting that will go on blue purchase sheet.

S. Groves stated that the corrections to the Executive Pry letter about the purchase of the new Decon vehicle had been made and that the letter could be sent.

S. Groves said that a letter was sent out to Mark Hamilton from the Stow Fire Department, accepting him as a SORT team member.

S. Groves said that the corrections had been made to the HazMat team member removal letter and provided the information on who the letters should be sent to. J. Rutecki is to send out the letters to the team members, their Chiefs and to Chief Moledor.

S. Groves said there was an unsolicited letter sent by Marty Conway selling a flow stopping product. He stated that no decision has been made about the product.

**OLD BUSINESS**

**TAT Calls**

P. Moledor said that he has no information.

V. De Rose does not know if Akron had any calls.

**SORT Standard Response**

No report

**SORT Standard Response – Out of County**

No report

### **SORT Team Website**

C. Miller had no new information other than information is being provided to the webmaster to place on the site.

P. Moledor said that the site is up and running and that everyone should check it out.

### **Instructor / Technicians**

V. De Rose asked for updates from P. McLean, but Mr. McLean did not have an update.

### **Valerie De Rose Old Business**

V. De Rose brought information back to the Board that S. Groves had asked her to research on the Renewable Advance Energy Property Tax Exemption, Implementation Issues summary. V. De Rose said that she had spoken with Jack LaMonica in the Fiscal Office and he said that County Council had adopted it but he did not know what that meant at this point in time.

V. De Rose said some parts of the bill are about property approval, lowering of property taxes and various other issues.

S. Groves spoke about how he understood that the bill states these new energy sources have hazards associated with them. S. Groves said that he thought the intent of bill was, for those people participating in the program, to not put the burden on communities/first responders and to ensure that they have necessary equipment to respond. S. Groves was not even sure if anyone had applied for assistance.

V. De Rose stated that, according to Mr. LaMonica, there have been no applicants at this time.

V. De Rose said she has sent the \$25,000 sales agreement for the old HazMat vehicle to Stark County, but they have not responded.

S. Groves said that the Stark HazMat director had contacted him about where the agreement was. S. Groves was not aware it had been sent.

T. Gemind asked if this was just a verbal agreement so far.

V. De Rose said that Stark County has to review the agreement and return 3 signed to copies to Summit County. V. De Rose said she will contact Stark's EMA Director again.

### **HazMat Vehicle**

S. Groves provided V. De Rose and C. Lange bid specs for the new vehicle and stated they were going to give the information to the County purchasing department.

C. Lange said that she had forwarded a draft bid spec to the purchasing department and she is waiting for a response.

V. De Rose contacted Chief Ross just to let him know that this information has been given to our purchasing department.

S. Groves said that he did add warranty information to the bid spec. S. Groves also added to spec for Goodyear tires and for the light tower to be installed by the manufacturer.

T. Gemind asked S. Groves who is on the committee for bid spec approval.

S. Groves said Tim Mier, Clarence Tucker, Ron Breznak and himself. S. Groves said that Ron had shared the information with Akron Fire.

T. Gemind asked if S. Groves would be more comfortable with putting something in writing about if anyone sees any issues with the specs to ensure everyone involved had opportunity to have input.

S. Groves said we do not need a motion but this will go out to bid when the spec is approved. S. Groves said that P. McLean has been very active through this process.

V. De Rose asked if the Board should move forward after Chief Ross, legal/purchasing approval.

T. Gemind felt that decision should be made by the entire committee.

S. Groves said that he will send out an email for final input on the specs.

P. Moledor thinks S. Groves should set a deadline for individuals to provide input on the specs.

S. Groves said he will ask for a response within one week. He asked if he should include Chief Ross in the correspondence.

V. De Rose said to cc: him.

P. Moledor asked for S. Groves to send out the information to the Board as well for their input.

## **Dispatch**

No report from Sharon McMurray.

V. De Rose asked about Decon Unit response.

P. Moledor said he last recalled S. McMurray was working on writing up a procedure for call-outs.

V. De Rose asked if it is in service.

S. Groves said there is still an issue with a charger being installed and that is the only issue holding up putting the truck in service.

T. Gemind asked if that meant the truck was not in service.

S. Groves said the truck will go out if needed and would go out as a call from Stow.

T. Gemind asked as far as putting the truck into service.

S. Groves said the dispatch procedure needs finished.

V. De Rose stated that the Board needs to see a copy of the procedure so it can be disseminated.

P. Moledor said this procedure should be included in the SOG's.

T. Gemind said it should go out to the Summit County Fire Chief's.

V. De Rose said she would speak with S. McMurray about the status.

### **Special Teams Planner Report**

C. Miller discussed the purchase request sheets stating that all the items have been purchased except the Motorola chargers. C. Miller stated the only other outstanding item was the Marchese Communications PO increase from \$100 to \$200.

C. Miller said he is giving the water trailer license plate to T. Gemind.

P. Moledor said he would take the license plate since the trailer was still at his station.

C. Miller talked about how he looked into ID card systems. He provided the Board with 3 quotes. C. Miller talked about how these ID's need to meet NIMS credentialing standards (i.e. look like federal ID's). C. Miller said the first quote was for \$12,385.43. He said this is a very basic system which would have the ability to make 500 ID cards.

S. Groves asked if C. Miller knew what the service agreement breakdown is.

C. Miller said the amount is \$2,385.00 and this is included in the total quote.

T. Gemind asked if the ID's could be done in house. He also asked who handled making the IMAT ID's.

V. De Rose said the Sheriff's office made those ID's

C. Miller said this system is portable and will be used for on-scene credentialing.

T. Gemind asked if Domestic Preparedness funding would be better suited to cover the costs.

V. De Rose talked about Marlene Martin going out and getting a system for the MRC volunteers. She said the system does wrist bands and they are torn up each day.

S. Groves thought the state should be setting the standard.

C. Miller looked at the NIMS requirements as a starting point and thought the state would then adopt those standards.

V. De Rose said the County has been waiting for a federal NIMS standard to be set. V. De Rose said when she did the 2011 NIMS roll-up she said we were still working on federal credentialing.

C. Miller said these systems still have the ability to read bar codes.

V. De Rose said if we buy a system for the whole County and for all disciplines, how much money will be spent.

C. Miller said the most expensive quote is approx. \$17,000 and that is the system that meets our needs.

V. De Rose asked if that meant we would have to buy three systems.

C. Miller said if you are looking for portability then yes we would need around 3 systems. He has been looking for direction and appreciates all the input so far.

C. Miller said the 2<sup>nd</sup> quote was for \$13,401. He said this system is the closest to apples to apples comparison.

P. Moledor said it looks like this system includes a laptop.

S. Groves says that it looks like a laptop printer.

P. Moledor asked if C. Miller could get clarification if it is included.

C. Miller said the 3<sup>rd</sup> quote (Salamander quote) was for \$17,563.75. C. Miller stated that this would be the ideal system. This quote includes software which would provide accountability across multiple sites, accountability of equipment, etc. This system allows

V. De Rose asked if this would work with the current County barcode system being used to inventory equipment.

C. Miller said the barcodes on equipment should be able to be inputted into the system and be scanned with the new scanner provided with the system.

T. Gemind said the County HR department made the Kronos cards, then why can't they make these.

S. Groves said it would be very difficult to complete the credentialing in the field and this credentialing should be done ahead of time.

V. De Rose does not think Kronos is NIMS compliant.

C. Miller agrees.

S. Groves asked if taking this request to DPSC extends the amount of time it takes to get the unit purchased.

V. De Rose said the purchase would not take very long if it is GSA pricing.

C. Lange said if the Board wants to purchase one unit, then a purchase order can be put in place.

S. Groves said for what you are looking at being able to do, one unit will not be sufficient.

C. Lange said if we go over \$25,000 and it is not GSA pricing, then it will have to go out to bid which will delay the process.

P. Moledor asked if this request would/could go to DPSC.

C. Lange said the recommendation to DPSC would come from whatever subcommittee is requesting the system.

S. Groves asked which subcommittee that would be.

V. De Rose said any subcommittee that wants to do credentialing could request the purchase, ex - communications.

S. Groves does not think that SORT should be setting the direction for the County. He does think we need something in the interim to credential the first responders until a decision can be made about whether to purchase a system.

T. Gemind thinks the Board could accomplish that for a relatively cheap.

V. De Rose says she can speak with the HR department and see if they make badges for team members and charge it back to the HazMat budget.

P. Moledor said that Medina County offered to make ID's for just the cost of the cards if we are looking for a quick fix.

T. Gemind asked what the goal would be if we purchased the equipment.

V. De Rose said to take care of our credentialing and to inventory equipment.

S. Groves asked if bar-coding equipment is feasible.

P. Moledor thinks that having a hand scanner with a barcode system would be very helpful to check equipment in and out.

S. Groves asked how labor intensive that would be.

C. Lange said that most of the equipment we have now already has a barcode.

S. Groves said there is equipment at his station that has tags that are not readable anymore.

P. Moledor said that even if we don't scan the equipment, he thinks scanning people in and out is important or accountability.

V. De Rose said she thought having a photo database would be helpful.

C. Lange said EMEC may be a better platform for assessing what would be the best system for the County, especially since they would not be the funding source.

V. De Rose said that she is not sure they understand the importance of credentialing. She thought DPSC communications and/or fire/rescue subcommittee would be the best, because they may be the funding source.

S. Groves asked C. Miller if the Kronos ID system is NIMS compliant.

C. Miller said he doesn't know if Kronos can be NIMS compliant but the County's ID system is not.

S. Groves asked what makes an ID NIMS compliant.

C. Miller said the ID needs to have a picture, a seal, an expiration date, a magnetic strip/barcode for accessing information, a hologram/chip.

V. De Rose said we will have to do further research on Kronos.

S. Groves said if these have to be renewed each year, then there will be an ongoing cost for cards, etc.

C. Lange said that is what her concern was for warranty and cost. She asked who this cost get billed back to. She said does the burden fall on who is requesting the cards unless there is an incident.

S. Groves asked who we would send this to, EMEC and DPSC.

V. De Rose said she doesn't think it should go through EMEC because the funds would not come out of their budget. She thought the best idea would be to go through a DPSC subcommittee.

C. Lange asked why it couldn't be general correspondence to the whole DPSC.

T. Gemind thinks that it should be presented to EMEC because they have the authority to act on these recommendations.

V. De Rose said then we can present it to EMEC, but it is not their funds and DPSC needs to make this approval.

S. Groves asked if we can apply for an EMEC special projects grant next year.

V. De Rose said yes.

V. De Rose asked if the Board wants her to look into a quick fix.

T. Gemind said yes it is a good idea.

P. Moledor said he would check with Medina County for a cost comparison.

C. Miller wanted to know if we can ask the County or Medina the feasibility of sending photos.

V. De Rose said yes.

C. Miller thought the importance of this system being portable was that it could be taken to training and make the ID's on site.

P. Moledor asked if you would be creating a database that would have all the individuals' information.

C. Miller said yes and he could even get the information from their driver's license and would be the simplest method for making ID's.

S. Groves said he appreciates C. Miller's work and agrees that he thinks the Salamander system is the one to go with.

C. Miller said he and anyone who wants to could sit through a demo to make sure this is the system that we want.

P. Moledor said that for anyone who wants to use these ID's, we could have them purchase the materials.

S. Groves agrees.

C. Miller talked about the Rapid Tag system that was part of the Salamander system, which is \$10,000 more. He said this is the system that would handle individuals/volunteers that come to the scene and do not have the proper credentials.

V. De Rose said she thinks this is the system that we already have for the MRC/Citizen Corp volunteers.

V. De Rose stated under Homeland Security's 37 target capabilities, credentialing is allowable and we can have a presentation at the mid-year retreat. She said that we can invite both the DPSC and EMEC.

## **EMA Grants**

Discussed in Financial Report

## **State TAC's**

S. Groves said he has no report on State HazMat.

P. Moledor said has no report on the State Water or USAR TAC.

## **Financial Report**

Carly spoke about the FY10 SHSP grant report. She stated that some equipment has been purchased and she has asked for reimbursement. C. Lange said that some large items are still waiting for Board of Control approval. She said that when they are approved and PO's are in place, she will have C. Miller purchase and inventory the equipment.

V. De Rose said the 2011 Homeland Security grant appropriation amount has been released. She said it is about a 50% cut in funding and that amount is \$249,696.00.

S. Groves asked if that means we have three years to expend the money.

C. Lange said until 2014.

### **Director of Operations Report**

P. Moledor discussed the purchasing request sheets.

V. De Rose made a motion to approve the purchases with T. Gemind as the 2<sup>nd</sup>. The motion carried by voice vote with no abstentions.

T. Gemind asked if the boot purchases are replacements.

P. Moledor said yes due to dry rot.

P. Moledor talked about the expending all of the FY12 Water Stipend and it is \$266 over budget. He said that the extra money would have to come out of the SORT budget.

T. Gemind made a motion to approve the purchases with the overages with V. De Rose as the 2<sup>nd</sup>. The motion carried by voice vote with no abstentions.

P. Moledor said that water trailer is still at Cuyahoga Falls Station #5, but the equipment has been inventoried.

C. Miller said that he could not inventory all the equipment, like the dive equipment.

P. Moledor said that he is working on an SOG on when the County sonar would go out of the County and within the County.

P. Moledor said Walt Hower was working on getting reflective vests for the HazMat team when working on roadways and asked if that had been done.

S. Groves said yes and they are already on the trucks and the PFD's are in too.

### **Purchasing Request Sheets**

Purchases were approved.

### **GOOD OF THE ORDER**

S. Groves said that drug license needs renewed by December 1, 2011.

S. Groves stated that Dr. McMullen is retiring January 1, 2012. He said that means there will be a new medical director, Dr. McHugh. S. Groves did not know if it would be necessary to have Dr. McHugh be approved as the new medical director. S. Groves said that he has already been doing physical exams and is now going to be on our drug license.

S. Groves talked about how involved Dr. McMullen has been and asked for the Board's input on what they can do to honor her for her time and service. He also did not know if anyone else was planning on honoring her.

T. Gemind said he would look into whether Fairlawn is planning anything.

V. De Rose said that a proclamation from Executive Pry is a possibility. V. De Rose said the Board could honor her by giving her the medical director's vest.

C. Lange asked if it was okay for J. Rutecki to handle paying for the drug license.

S. Groves asked if we have received the notarized letter from Dr. McHugh stating that he is taking over for Dr. McMullen as medical director. He said we also need an electronic copy of our drug protocol, which he does not have or know where it is. S. Groves asked if EMA had a copy of drug protocol that would have been sent to the State when HazMat first applied for a drug license.

V. De Rose and C. Lange stated that they have not received anything yet.

V. De Rose said that we would have to go back and look through our drug license folder and see if there is copy. She stated if there is; we could scan it and put on a CD.

T. Gemind wanted to know whose decision it was to choose Dr. McHugh as the new director. He asked how you officially make Dr. McHugh the new medical director.

S. Groves said that Dr. McMullen through the years has tried to find someone interested in taking over as the medical director and the only person that has been interested is Dr. McHugh. S. Groves said he did not know if a motion needed to be made. He asked if the Board would like to meet him.

V. De Rose said that it may be nice to meet him.

T. Gemind said even if we approve of Dr. McHugh, are we able to get Council approval before December 1, 2011. T. Gemind asked if Dr. McMullen should write an official letter to the Board recommending him.

T. Gemind asked if we can do the license renewal with Dr. McMullen as the director and change to Dr. McHugh as the new director next year.

V. De Rose asked if that is the route the Board would like to pursue.

S. Groves said either way, the Board still needs to get an electronic copy of the drug protocol.

V. De Rose asked if Akron Fire had a drug protocol that we could use.

S. Groves said that Akron has a different drug protocol and it is up to the medical director to set that protocol. He asked how the Board wants to proceed with Dr. McHugh.

T. Gemind said he would like to have the commitment from Akron General and Dr. McHugh first.

V. De Rose said she does not even have his contact information. She agrees and said we need to get a commitment from him. V. De Rose said then we can proceed with recommending him to the Council's personnel committee. She said after that it would go to Council for approval.

C. Lange said as an FYI, that the \$43,000 SAR stipend needs to be expended by March 2012.

S. Groves asked if the County closes out its books in December.

C. Lange said yes, but when we do we will be able to start expending again in January after we get money appropriated.

P. Moledor said there will be no issue with expending by March 2012. He said he thought it had to come before the Board for approval to purchase.

C. Lange said yes but she would like to get the information to OEMA for approval and can amend it if necessary.

V. De Rose made a motion for Carly to send the current list of proposed purchases to OEMA for pre-approval with T. Gemind as the 2<sup>nd</sup>. The motion carried by voice vote with no abstentions.

S. Groves asked C. Lange if she just asking the State if we are allowed to purchase the items.

C. Lange said yes.

T. Gemind asked S. Groves if Dave Hartman is still an active SORT team member.

S. Groves said he is not active team member. S. Groves said that Walt Hower was supposed to have talked to him about why he was no longer a member. He was not aware if a formal letter was sent to him making him aware of this.

T. Gemind said he should be notified that he is not an active member.

The Board was not sure if a letter had been sent to him in the past about him being removed from the team. The Board asked J. Rutecki to research if a letter had been sent.

T. Gemind said that he would follow up with Walt Hower.

#### **NEXT MEETING**

S. Groves stated the next meeting is scheduled for **December 12, 2011 at 1:30 p.m., at the Emergency Operations Center, Akron Municipal Building, Basement Level, 166 South High Street, Akron, Ohio 44308.**

V. De Rose made a motion to adjourn with T. Gemind as the 2<sup>nd</sup>.

#### **ADJOURNMENT @ 15:50**

Valerie DeRose  
Secretary

/jr  
cc: File

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

FY 12 - Water

Date November 2011

	Item/Name	Detailed Descrip. (Qty, size, color, style)	Total Cost	Preferred Vendor	Attached?	Funding Source	PC or PO#	Order date
1	Rope system pack	See attached- 3 quotes	\$12,306.00	Fire Force	Yes	FY12		
2	Metal and welding- Trailer	Welding and Metal for building boat trailer	\$1,525.00	A/C Welding	Yes	FY12		
8					Y N			
9					Y N			
10					Y N			
11					Y N			
12					Y N			
13					Y N			
14					Y N			
15					Y N			

**LEGEND:**

Preferred Vendor is vendor quoted or preferred use;  
 Total Cost or estimated; Fund Source please specify grant name or board funds;

Attached? is quote or documentation attached  
 PC or PO is the procurement card or purchase order number

Submitted by D.O. Name: [Signature]  
 Board Approval Date: 11-14-2011

Date: 10-14-11  
 Chairman's Signature: [Signature]

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

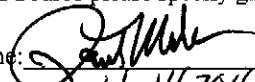
Date November 2011

	Item/Name	Detailed Descrip. (Qty, size, color, style)	Total Cost	Preferred Vendor	Attached?	Funding Source	PC or PO#	Order date
1	Totes	Totes for HM quantity x4 @ \$154.96	\$619.84	Alfred industries	<del>Yes</del>	<del>Budget</del>		
2	Swiftwater boots	NRS Water rescue boots including shipping	\$1,022.16	NRS	Yes	Budget		
3	<del>Drug License</del>	<del>Drug License for Haz Mat</del>	<del>\$120.00</del>		Yes	<del>Budget</del>		
4	ACLS Manual <del>ACLS</del> <u>ACLS</u>	ACLS Manual X2 at \$ 45 each	\$90.00	on line	Yes	Budget		
5	<del>BTLS Class</del> <u>BTLS</u>	On Line Classes for BTLS X10 @ \$45 each	\$450.00	on line	Yes	Budget		
6	<del>Lights for Trailer</del>	<del>Lights/installation emergency lights on Trailer Hudson</del>	<del>\$1,093.39</del>	<del>Fallsway</del>	Yes	<del>Budget</del>		
7	Dive Equipment	Various dive gear	\$500.00	Buckeye Diving	Yes	Budget		
8					Y N			
9					Y N			
10					Y N			
11					Y N			
12					Y N			
13					Y N			
14					Y N			
15					Y N			

**LEGEND:**

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Total Cost or estimated; Fund Source please specify grant name or board funds;

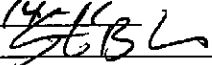
Attached? is quote or documentation attached  
PC or PO is the procurement card or purchase order number

Submitted by D.O. Name: 

Board Approval Date: 11-14-2011

Chairman's

Date: 11-14-11

Signature: 

Item/Name	Detailed Descrip. (Qty, size, color, style)	Total Cost	Preferred Vendor	Attached?	Funding Source	PC or PO#	Order date
1 OAM METER	FOLKE 87-SEX INTRINSIC SAFE MULTIMETER	\$921.56 + SHIP/PAK	TECH EQUIPMENT	<input checked="" type="radio"/> Y <input type="radio"/> N	BUDGET		
2 EMERGENCY LIGHTS	FOL WATER SPILL TRAILER	\$1093.33	FALSWIM	<input checked="" type="radio"/> Y <input type="radio"/> N	BUDGET		
3 INSTALL LIGHTS & RADIO STUFF	WATER TRAILER DECON VERTICES + UMROSS	\$1080	MARLBORO COMM.	<input checked="" type="radio"/> Y <input type="radio"/> N	BUDGET		
4 HAM DRUG LICENSE	RENEW	\$112.50	OHIO BO PHARMACY	<input checked="" type="radio"/> Y <input type="radio"/> N	BUDGET		
5 HAZCAT UPGRADE	UPGRADE TO HAZ CAT 20	\$660	HAZTECH	<input checked="" type="radio"/> Y <input type="radio"/> N	BUDGET		
6 5 GAL CANBOTS X4	FOL DECON UNIT	\$619.84	ALFRED INDUSTRIES	<input checked="" type="radio"/> Y <input type="radio"/> N	BUDGET		
7 LITTLE GIANT LADDER	FOL DECON UNIT	\$459.99	SEARUS	<input checked="" type="radio"/> Y <input type="radio"/> N	"		
8 4 TRAPS	FOL DECON UNIT 20'x30'	\$42.98 EXT/1 \$371.99 TOTAL	LOWES	<input checked="" type="radio"/> Y <input type="radio"/> N	"		
9 FOLDING LADDER	EXTEND & CLIMB, 1 PRO 15 1/2	\$265.99	SEARUS	<input checked="" type="radio"/> Y <input type="radio"/> N	"		
10 RADIATION MONITORING	DUD	\$295	EMERGENCY TECH GROUP	<input checked="" type="radio"/> Y <input type="radio"/> N	"		
11 PHOSPHORUS SENSING	ITX METER	Awaiting quote	PREMIER SAFETY	<input checked="" type="radio"/> Y <input type="radio"/> N	"		
12 RAD MITIGATION TOOLS	1 SET OF CONTACTS	\$90	RAD RESPONSE.COM	<input checked="" type="radio"/> Y <input type="radio"/> N	"		
13 WIND SIMULANTS	SEE ATTACHED LIST	-	WALMART	<input checked="" type="radio"/> Y <input type="radio"/> N			
14				<input type="radio"/> Y <input type="radio"/> N			
15				<input type="radio"/> Y <input type="radio"/> N			

**LEGEND:**

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Total Cost or estimated; Fund Source please specify grant name or board funds;

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Submitted by D.O. Name: \_\_\_\_\_  
Board Approval Date: 11-14-2011 Chairman's

Date: \_\_\_\_\_  
Signature: [Signature]