

Office of Emergency Management
Minutes
March 9, 2015

Present

Councilman Sebastian Giuliano
Councilwoman Hope Kasper
Councilwoman Deborah Kleckowski
Councilman Robert Santangelo
Councilman Thomas Serra
Emergency Management Director George Dunn
Joseph Carta

RECEIVED
15 APR 10 PM 3:01
TOWN OF EAST
PROBLETTA, CALIFORNIA

Meeting Called to Order:

Councilman Santangelo called the meeting to order at 7:35 p.m.

Minutes:

On motion of Councilman Giuliano, seconded by Councilman Kleckowski, the minutes of December 8, 2014, were unanimously approved.

Public Hearing:

There being no members from the public wishing to speak, the public hearing portion of the meeting was closed.

Monthly Report

- Mr. Carta explained that the Drill and Training categories were combined into the one category, entitled, Training, and a new category was added entitled, Standby Hours.

Mr. Carta proceeded to further explain the monthly reports (attached Exhibit 5a). Training for February consisted of bloodborne pathogens, Hamm radio, CERT, training on State generator equipment, and training with the quarterly state web EOC and high-band radio test. Three members are currently enrolled in Hamm radio course; twelve members were trained in safety awareness of bloodborne pathogens; eleven members were trained in CERT integration with Emergency Management. Mr. Carta explained that the CERT Section of the Emergency Management volunteers are becoming more active and are being invited to participate in meetings; ten members were trained in the state generator protocols with towing, starting, etc.; four volunteers are getting training in state web EOC and high-band radio test process.

In total, 864.5 hours were logged for the month of February. Using the Independent Sector website for placing a value on volunteer hours, Mr. Carta estimated the value to be \$24,007 (864.5 x 27.77).

It was reported that Emergency Management has 22 active members, 9 on call and 3 out on leave.

Year-end statistics, which are calculated on the calendar year of January through December 2014, totaled 5,958 hours. These hours translate to a value of \$165,453 (5,958 x \$27.77). The total yearly hours break down to an average of 496.5 hours per month. The peak month included 1,062 hours for snow storms and the low month was December with 195 hours.

The goal for 2015 is to try to conduct more training sessions.

Mr. Carta suggested that if the Commission would like to see the reports broken down differently to please let him know.

New Business

- **8a. - NIMS ICS Requirements**
Director Dunn referred to the National Incident Management System (NIMS) training chart included in the agenda packet (Exhibit 8a.) and noted the various levels of training required for employees with emergency response duties. Mr. Dunn explained that the training process started approximately 8 years ago and has been ongoing. The BOE Principals and Asst. Principals have all been trained. This includes Mercy High School. The Director will look into whether or not the principals at St. John Paul, Xavier High School and Vinal have undergone the training. He explained that a great deal of the training is provided free of charge online. It was recommended that an administrative policy be adopted to ensure that all City officials are compliant with the training as recommended in the NIMS guidelines. Councilman Serra suggested that Director Dunn draft a policy to be presented to the Public Safety Committee for consideration. Councilman Serra also asked for any/all costs associated with the training to accompany the policy.
- **8b – Emergency Management Work Group Report**
Director Dunn stated that the Fire, Police and the Health Departments have been very active working to address key issues. A meeting was held with outside agencies as well. The issues discussed include the sheltering at the high school but also the possibility of alternative sheltering.
- **8c – School Evacuation Incident (NIMS/ICS) process**
Woodrow Wilson Middle School on Hunting Hill Avenue had an odor of gas. Because the Superintendent and Principals were trained, the incident was managed very effectively. A command post was established and directives were all followed.
- **8d – Emergency Management MHS Agricultural Building Exercise**
An Emergency Management Vo-Ag building exercise had been planned which would have determined the length of time needed to heat up that area of the building in case of a power failure. The exercise did not take place because the load bank test had to be postponed due to weather conditions.
- **8e – Prospect Place Water Evacuation**
The Fire Department requested assistance with the Prospect Place water evacuations. The volunteers assisted under extreme cold conditions.

- 8f – Emergency Management Preparedness Program
Emergency Management will be going out into the community to inform people about preparedness. A session was conducted for Chapter 406, State Retirees., in which 27 people participated. Another session is planned with a Boy Scout troop.
- 8g – Assist PD with Road Closure
A car accident on Westfield Street called for the road to be closed from Country Club Road to Nejako Drive. Director Dunn spoke to Chief McKenna and advised that Emergency Management volunteers would be available to further assist with similar situations in the future. Volunteers will be trained in traffic statutory guidelines on April 11, 2015.
- Emergency Operations Center Opening/Operation for Blizzard 2015
The Emergency Operations Center was opened during the blizzard, and operations worked quite well. There were some technical difficulties communicating with the State. The flow of communication and city network of operations was completely watched and monitored, and if a policy was needed to be established, it was noted. An after-action review was held and department heads went over everything that took place during the storm and identified the areas of concern so they would be addressed for future emergencies.
- Request for Services Due to Blizzard
Requests included calls from the hospital for rides for nurses; nursing homes; request for generator at Warming Center on Pleasant Street.

Councilwoman Kleckowski noted that many City Hall employees were very generous to the Warming Center.

Correspondence

- 6a. – Consulting Engineering Services – email from D. Lajoie
Director Dunn referenced the email from Douglas Lajoie from Consulting Engineering Services (CES) dated January 5, 2015. In reviewing the design, Director Dunn and the Emergency Management Work Group noted problems with egress and security. Furthermore, Mr. Lajoie had designed the changes to shelter up to 600 participants, while the Emergency Services Work Group recommends that the shelter house no more than 250 at maximum. It was also recommended by the Work Group that the shelter be expanded for usage on the first floor rather than the second and third floors. One critical area that was not covered with the original design plan is the office area next to the cafeteria. That will be included as part of the new schematic being discussed by CES. The new plan under consideration will provide emergency electrical service for ¾ of the first floor, excluding the auditorium area, and it would make the school more user-friendly. If there is an incident, everyone could be gathered on the first floor.

The timeframe of work to begin must be worked out. It will take approximately 8 to 12 weeks for all the work to be completed once it begins. This could very well take the entire summer. If all works out with bidding and funding, the work can begin in June 2016. The work cannot be performed during the school year.

Currently, CES is looking to complete the entire project as a design build project delivery method of operation. The contract is with the City Attorney's Office to review if this project must be bid.

Questions arose as to whether the new approach will address all the concerns that the Public Safety Committee had on sheltering and also maximizing the usage of the generator up to 70 percent. Director Dunn advised that he would get better clarification from CES, and report back at the next meeting.

The Director also suggested that two other sites be reviewed for possible sheltering locations—one was the Senior Center and the other was Wesleyan University. He advised that the Senior Center could potentially house 140 people and 117 people if disabled people were taken in.

On motion of Councilwoman Kasper, seconded by Councilman Giuliano, the meeting was unanimously adjourned at 8:33 p.m.