

**STEPHENSON COUNTY  
UNIFIED COMMAND PLANNING COMMITTEE**

**JANUARY MEETING AGENDA**

**Date:** January 24, 2006

**Time:** 200 PM

**Location:** County Highway Department 295 W Lamm Road, Freeport, Il. 61032

**Introductions**

**Approve December of meeting minutes**

**Old business**

Report: Special Needs All Hazard Radio Program (S. Holbert)

Report: Haz Mat Exercise Planning Committee (D. Bergman)

**Note:** Exercise planning Committee meets at 1100 AM Jan 24

Potential Full Scale Exercise by IDPH and IEMA (T. Groves)  
For State Illinois May 2006 (C. Beintema)

**New Business**

ITTF/IESMA EOC GRANT (S. Holbert)

EMnet Update (T. Groves)

Regularly Communication Test (C. Beintema)

Disaster Preparedness Special Needs Committee (C. Beintema)

Modification of County Emergency Ops Plan (S. Holbert)  
Direction and Control Annex

**Open Comments**

**Confirm Next Meeting Date of February 28, 2006**

# STEPHENSON COUNTY EMERGENCY MANAGEMENT PLANNING COMMITTEE

## JANUARY MEETING AGENDA

**Date: January 24, 2005**

**Time: 150 PM**

Attending:

Terry Groves	EMA Director	Craig Beintema	SCHD
Mike Liebenstein	EMA Office	Dennis Bergman	Lena Fire
Craig Mutchler	Freeport PD	Ray Busker	Sheriff's Reserve
Kevin Countryman	Freeport Fire	Keith Eikstadt	Sheriff's Department
Mandy Hofmaster	American Red Cross	Stephen Holbert	EMA Office
Jean Korte	Freeport Memorial	Chris Isbell	County Engineer
Cindy Martin	American Red Cross	Sue Coors	IEMA
Greg Munda	School Dist 145	Dallas Pieper	School Dist 145

Meeting called to order at 150PM by Chairman Groves.

Introductions: Dallas Pieper School District 145  
Greg Munda School District 145

Minutes of the November were approved.

### OLD BUSINESS

#### Special Needs All Hazards Radio Grant

The second order of 110 radios has just been delivered. ARES delivered 20 radios to the Hosmar Apartments and Lincoln Towers is waiting for 10, to be delivered first week of February. S. Holbert still needs to contact several other housing units for seniors. There is a list started for persons wanting radios that still needs to be completed. Current Stats:

Radios picked up or delivered	125
Radios waiting for pickup or delivery	25
Person on waiting list	30

#### Hazardous Materials Training Exercises

Chief Bergman reported that the design committee met at 11:00 AM on the 24<sup>th</sup> of January and reviewed the progress made to date on the planned table top exercise.

- The State of Illinois has approved the exercise plan
- There was some confusion created by a transcribing mistake (S. Holbert) and the drill date is February 22<sup>nd</sup> at 130 PM to be held at the Stephenson County Highway Department, conference room.
- Letters of invitation have been sent to responder agencies and support agencies.
- Follow-up communication will take place to confirm attendance.
- A review of the event time line was conducted and changes made.

- The next meeting of the design committee is set for 15<sup>th</sup> of February, 1:00 PM in the conference room of the Stephenson County Highway Department, to review a power point presentation and props needed on the 22<sup>nd</sup> of February.
- Work should begin very soon on seeking approval from the State of Illinois for the April 29<sup>th</sup> Functional Exercise.

#### Potential Full Scale Exercise by IDPH and IEMA

C. Beintma gave a brief report on the previously conducted Strategic Stockpile Drill (October 07, 2005) for the benefit of the new members of the committee. He then advised that the proposed exercise we have heard about is going to centered around Cook County (and the neighboring counties) and at the same time an event is planned around the east St Louis area. Any involvement in this area may be just "paper".

Craig gave an over-view of the planned Health Department training exercise scheduled for February 10<sup>th</sup> at Highland Community College. He invited members of the committee to participate and or to observe. The event is to give Health Department staff a chance to use set up and use a dispensing site.

#### Homeland Security Grant Tow Vehicle

At the time of the meeting C. Isbell was waiting for follow-up information from the dealer handling the two vehicle contract. On Jan 31<sup>st</sup>, Chris learned that the vehicles have been manufactured and the dealer was in the process of sending the vehicles to the company that is going to outfit the vehicle to the grant specs. Delivery is expected in April.

## **NEW BUSINESS**

#### ITTF/IESMA EOC GRANT

S. Holbert gave a brief report on a grant that the EMA Office was notified about on December 29, 2006. The grant was for accredited Emergency Services and Disaster Agencies only and the minimum amount of the grant request is \$5,000.00. The grant is specifically for Emergency Operations Interoperable Communication equipment and items must be outside of the agency budget. The deadline for apply is February 09, 2006. Mr. Groves is currently looking at applying for technology that can blend multiple radio frequencies and bands into one source. He is also applying for a 911 console for the Sheriff's Reserve Trailer which is the alternate (mobile) EOC.

#### EMnet Update

Mr. Groves gave a brief report to the committee on the EmNet system installed in his office. The system is a satellite and cabled communication devise that may be used to facilitate communications between other sites with EmNet including the proposed and under-construction communications trailers owned by IEMA and positioned around the State. The system is also part of Emergency Alert System used to contact designated public broadcasters for the release of emergency information over the broadcasters system. (Note: This is a voluntary function by the broadcasters.) There are several persons who still need training in this function and Mr. Groves is lining up that training in the near future.

#### Regularly Communication Test

C. Beintema had asked Mr. Groves to work out some kind of regular (monthly) test of communications between the various members of the Unified Command structure. There was discussion on using various means of performing this test, such as regular phones, cell phones, radios, and the internet. Mr. Groves advised he agrees with this and will attempt to set something up by the next meeting.

#### Disaster Preparedness Special Needs Committee

C. Beintema was asked to present information to this committee about the Special Needs Committee that is currently meeting to identify the population in the county that would fit the special needs definition.

S. Holbert asked if the Special Needs committee should be represented in the Unified Command structure.

The Unified Command Committee members present agreed.

#### Revised Emergency Operations Plan Work

S. Holbert handed out a copies of the Direction and Control Annex with the NIMS sections marked in the margin. This should be the final draft of the annex.

Next month there should a draft of the Incident Command and possibly Unified Command and Emergency Operations Center for committee review.

### **OPEN COMMENTS**

S. Holbert suggested the formation of a communications committee. This committee's purpose is to look at how all our participants communicate normally, in an emergency and during a disaster or major event. They would be looking at voice (radio and telephone), transmission and reception of data from Incident Command, Staging areas, parts of Unified Command and the Emergency Operations Center. Their first task would be to prepare a communications plan that can be added to the Emergency Operations Plan and shared with the IEMA communications personnel, who will be responsible for setting up the various communication links. Mr. Groves approved the appointment of Scott Allshouse to chair this committee. Several members of the Unified Command Committee agreed to serve on the committee also.

Mr. Groves gave a brief presentation on Prairie SHIELD Regional Alliance. This is an alliance made up of governmental units, Sheriff and Police Units, Fire Units, Rock Valley College and one private industry. The alliance has just been awarded a grant from the Federal Government, sponsored and presented by Congressman Don Manzullo. The money is to be used to improve communication between the members of the alliance through the use of equipment that will allow interoperable capabilities. The Stephenson County is a part of that alliance, represented by the Sheriff Snyders.

Meeting adjourned at 250 PM

**Next Meeting Date: February 28, 2006**

**Note: The results of the Table Top Exercise should be ready for presentation and this may cause the meeting to go past one hour.**

If you have an item(s) you would like to have placed on the agenda please email the information to Stephen Holbert at [stcoema2@yahoo.com](mailto:stcoema2@yahoo.com) by Friday the 24 so it can be added to the agenda.