

**STEPHENSON COUNTY
UNIFIED COMMAND PLANNING COMMITTEE**

NOVEMBER MEETING AGENDA

Date: November 22, 2005

Time: 200 PM

Introductions

Approval of minutes from October meeting.

Old business

PIO Update (S. Holbert) (C. Beintma)

EMS Representative (M. Liebenstein)

New Business

Special Needs All Hazard Radio Grant (S. Holbert)

SNS Training Update (R. Hill)

Quarterly Communications Check (R. Hill)

Emergency Operations Center Development (S. Holbert)

Transportation Officer question (S. Holbert)

Proposed Haz Mat Exercises(s) (D. Bergman)

Revised Emergency Operation Plan Review (S. Holbert)

Preface pages: ii - iv

Background and Information: page 3 - 10

Open Comments

Confirm Next Meeting Date December 20, 2005
(Changed to regular date (12-27-05) to follow LEPC meeting)

Hurricane Katrina/Rita Symposium

November 11, 2005

Hosted by: Rockford Memorial Hospital

Presenters representing:

IMERT

Fire

Police

Ambulance/Paramedic - Private Sector

NOVA

Public Health

MASS Triage

Points learned by Terry and Stephen

Medical:

Responder care not addressed at first - had to organize along with manage flow of victims

Transported their command structure with them, one of only a very few with this capability

Rumor mill drove them crazy, no reliable source of intelligence given to them in a timely manner (you are about to receive 75 patients all needing blood and then to find out it was only a rumor)

Regular stress debriefings needed for responders during deployment time

Students at university acted as a labor force to keep different levels of care functioning (janitorial, construction, transporters)

Need to have a trained MD staff available to keep triage moving along and to keep temporary care realistic.

Manage constant flow of aircraft

Police:

Only discipline not to have security issues

Need good coordination between regular law enforcement and National Guard patrol (unified command) so both are working same district same time.

Ability to mobilize in short period of time

Need flexible communication capabilities (ask committee about creating an IT staff to reprogram radios at time of check in to staging)

Be prepared to perform non-police functions

Fire:

Rapid response, have to be ready

Game plan to help responders keep family issues under control

Took their command and control with them, set up before left Illinois
Fire Trucks and Equipment not meant to be driven long distances need:

- Good fuel, civilian diesel fuel vs. Military Grade diesel fuel

- Repair facilities needed at staging

- Medical issues at base camp took days to organize (ie simple things like getting cold meds and other normal over-counter meds)

- Lack of command and control had to develop unified command and incident command as they went. Three days into deployment a system was in place.

Command and Control should go on ahead of equipment to prepare for men and equipment arrival

Communications a real problem, not only frequencies but repetitive engine numbers cause units to need renumbering:

- Supervisors needed 4 radios to stay in touch with CC, troops, and base camp

- Dispatching of assignments done by a 24 hour period beginning early in morning for the coming days assignments.

Staging locations needed outside of the main "base camp" only two fire houses remained after storm

Getting use to different fire fighting strategy: let it burn due to security issues and logistics.

- Those not use to water drops at risk of getting 500 gallons dropped on them

Security issues till National Guard or police were assigned to base camp, firehouses, and incident scenes.

Private Ambulance/Paramedic Service

Quick response agency to agency request resulted in assistance in route in very short time. Made outside of FEMA and Louisiana EMA

Security issues moving from point to point inside of New Orleans, very little done after dark.

Pairing up of local people with outside help

Good communications as requesting agency equipment was used

Able to hook up with a command and control center, but it took some work to do

Working in a polluted environment caused problems for personnel and equipment, decontamination issues.

Have to plan ahead for removal of people and pets, would have been easier if there were pet shelters set up, so many would not have stayed behind.

NOVA (National Organization Victims Assistance)

Went to Mississippi 4 weeks after hurricane

Most of normal community intra-structure was destroyed

Dealt with issues of the victims and found:

Frustrations that everything is about someplace other than where they're at

Lack of organized response to this location by social support groups

- People lacking basic human comforts for 5 weeks (shelter (still sleeping on ground, no showers, no laundry, lack of regular hot food and reliable information)

Misdirecting of assistance

Private sources much quicker than governmental

Strength of the human spirit

STEPHENSON COUNTY EMERGENCY MANAGEMENT PLANNING COMMITTEE

NOVEMBER MEETING AGENDA

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Time: 200 PM

Attending:

Mike Liebenstein	EMA Office	Craig Beintema	SCHD
Stephen Holbert	EMA Office	Roger Hill	SCHD
Dennis Berman	Lena Fire	Craig Mutchler	Freeport PD
Chris Isbell	County Highway	Kevin Countryman	Freeport Fire
Mandy Hofmaster	American Red Cross	Joe Grove	IEMA Region 2
Dan Bowman	ARES/RACES	Sue Coors	IEMA Region 2
Jean Korte	Freeport Memorial Hospital		

Meeting called to order at 200PM by Secretary Holbert as Chairman Groves was on vacation.

Guests

Region 2 IEMA Officials Mr. Joe Grove and Ms Sue Coors

OLD BUSINESS

Minutes of the October meeting were approved.

Public Information Officer(s)

S. Holbert informed the committee that Connie Sorn had been contacted by Mr. Groves and asked to become the Public Information Officer for Stephenson County. She has tentatively agreed to accept this position and Mr. Groves is looking to formal her training. Due to a scheduling conflict Ms Sorn was not able to attend the meeting.

C. Beintema advised that the Health Department has several persons under consideration for the upcoming training PIO in Alabama.

A question was raised about the PIO function regarding responsibilities. The current Emergency Operations Plan annex regarding the PIO function will be modified to fit the NIMS requirements and also take into consideration that the County's PIO can not be "everywhere" a PIO is needed or required. The annex will be constructed to reflect that the County PIO is responsible for information given to the population, media and responders with other PIOs reporting to the County PIO for coordination of information releases. The County PIO reports to the EMA Director and ultimately the County Board Chairman.

EMS Coordinator

M. Liebenstein presented Jean Korte (Freeport Memorial Hospital) to the Committee to act as a representative from the EMS discipline. Jean brings many years of experience in the EMS field

along with the ability to coordinate an information exchange with the various EMS agencies in the County.

NEW BUSINESS

Special Needs All Hazards Radio Grant

S. Holbert advised the Committee that a request for a 6 month extension to the Grant has been sent to the State of Illinois. Currently there is some \$13,000 left in the fund. Mr. Groves intends to work with the current special needs identification committees (Red Cross and Public Health) to try and give away as many radios as possible. In the event there would be radios left, he intends to give away as many as possible to residents of the County's mobile home parks.

A discussion followed where the following points were made:

- It would be better to draft a cover letter from Mr. Grove's office and forward the letter to the Red Cross. The Red Cross would then forward the letter to the responding individuals thereby protecting the personal information of responding individuals.
- A similar draft letter should be forwarded to each school district directed toward the parents of children with special needs along with the request the parents be notified of the free all hazards radio program.
- A similar letter be sent to Malcolm Eaton and other similar in county programs working with the special needs community notifying them of the all hazards radio program and asking the information be forwarded to the persons, parents, guardians of those clients.
- A draft letter be sent to the 911 board asking the letter be forwarded to individuals who have notified 911 that their home has a person with a special need living at that location.
- A draft letter be sent to the Life Line Program asking the letter be forwarded to individuals who have requested a life line phone at their home as a person with a special need living at that location.
- Radios be provided to school districts for use at out door activities such as baseball games, football games, soccer matches or any outdoor related school events.

SNS Training Update

R. Hill and C. Beintema reported the Health Department volunteer training, recently completed was very successful. There were approx 48 persons who came to the training, with 15 of those persons having a medical training.

The next phase of the Health Department's training plan is to train staff and volunteers in the operation of Dispensing Site. This is currently set for February 10, 2006 at Highland Community College. The staff and volunteers will be trained in the individual responsibilities need to operate the site. Highland Community College is recruit students to come and receive the "medications".

S. Holbert asked about the training of the other response disciplines that would be needed to make the site successful. It was suggested that volunteer firefighters may be tapped a volunteer source for distribution sites and that area will be explored. R. Hill identified that other agencies would be needed at an actual site to ensure the Health Department Staff and volunteers could function as needed.

R. Hill pointed out that he has sent letters to various emergency disciplines and has not gotten a response from some. A discussion followed on what would be needed to open the lines of communication between the Health Department and those agencies.

Required Quarterly Unified Command Communications Check

R. Hill advised that IDPH requires the Public Health Departments to conduct a quarterly communications (documented) check with other agencies in the county's unified command structure. They also require the checks be made by various means to ensure that information can be disseminated should the normal communication system (telephone) be disabled. His first

communication check was via email and was not as successful as is required. After some discussion it was determined that the next check, done in December, should be via cell phone. As this is something different there will need to be an adjustment period for the other members being contacted.

Emergency Operations Center Development

S. Holbert advised that the EMA office is in the process of developing the conference room next to Mr. Grove's office as the EOC. There will work space around the walls for members of the EOC along with the needed boards and maps in the room. The location is secure and also has access to a large meeting room, offices of Health and Environmental personnel, along with ample parking.

The new Stephenson County Sheriff's Reserve trailer is currently being outfitted and may function as a remote 911 site or mobile command post.

Transportation Officer Question

In the past the transportation director for the 145 public school district has served as the transportation officer. This year there is a new director and Mr. Groves was waiting till the Christmas break to meet with her, as she started her position at the start of the school year and has been quite busy. The school district still remains committed to this function.

Proposed Haz Mat Exercise

Chief Bergman and Chief Countryman advised that in cooperation with Adkins Energy a series of training exercises would be conducted in the coming late winter and spring at Adkins Energy. The exercises would begin with a table top, followed in 6 weeks with a functional exercise, followed in 6 weeks with a full scale drill for responders. There is a planning session scheduled for December 06th at 1:00 PM at Freeport Fire Station #3 located on Rt 26 (West St). Committee members will be from Freeport Fire, Lena Fire, County EMA, and IEMA. Mr. Grove, IEMA Region 2 Coordinator, request that the training plan(s) be submitted to his office 30 days prior to the exercise(s) so they may be forwarded to Springfield. Sue Coors from IEMA has offered to sit on the planning committee and assist in the planning and evaluation of each exercise. The exercise(s) will follow the outline provided by the new Illinois Exercise and Evaluation Manual.

Revised Emergency Operations Plan Work

S. Holbert provided copies of the existing emergency operations plan, preface sections ii-iv and background information pages 3-10 to the committee for review. There was some minor changes needed and those were penciled in for discussion.

Also reviewed was the use of the responsibility matrixes and listing of individual annexes, which will be changing as the NIMS requirements are added to the plan.

Discussions followed on how the activation of the plan actually works. Mr. Grove (IEMA) provided some clarification on city and county issues along with some insight on what the response from the State may be and the requirements for the county emergency operations command to be in place for the State and possibly the Federal agencies to blend into.

There was also a discussion on communications; the use of a radio frequency for a specific purpose and the need to keep the State abreast of that information. The State of Illinois will be in the process of requesting similar information from individual counties at a later point in time. It was determined that possibly in the communication annex the use of radio communication

frequencies for different purposes needs to be clarified and worked-out in advance to plan activation.

The next annex for review is Direction and Control, which will begin to address the 75 NIMS requirements.

S. Holbert advised that the emergency operations plan is OUR plan and while we want to meet the various State and Federal requirements we have room create an operational plan that reflects the procedures and needs of our County.

OPEN COMMENTS

Mr. Groves has received a price quotation from our radio provider on the cost of building an emergency portable radio system. The system consists of hardware that can be used with an existing 110 volt power supply, internal batteries, contains a programmable VHF radio, with the necessary antenna. Mr. Groves would like to have at least 4 of these systems constructed and they would be used to set up a communication center at dispensing sites, staging areas, unified command sites, and incident command sites. The cost of each system is \$603.10 not including the plastic carrying box, which is estimated to be about 15.00 each.

Meeting adjourned at 345PM

Next Meeting Date: December 27th 2005.

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 by Monday the 26th so it can be added to the agenda.