

Description	FULTON COUNTY EMA EXECUTIVE BOARD MEETING
Date Time	Thursday, January 8, 2015 4:30 PM
Location	123 Courthouse Plaza Courthouse Plaza Conference Room Wauseon, OH 43567
	MINUTES
	<p>The EMA Executive meeting was called to order on January 8, 2015 at 4:30 by Chairman Todd Grisier.</p> <p>Roll Call Attendance was taken, members in attendance were Todd Grisier, William Rufenacht, Ann Roth, Jim Wyse, Randy Merillat, Rick Kazmierczak, and Kathy Huner. All EMA Executive Board members were present at this meeting and a quorum is established.</p> <p>Also in attendance were Heather Kost, Chad Smith, Sarah Gray, Richard Shatzer, and Jeff Mazurowski</p> <p>Chairman Grisier asked if there were any needed amendments to the agenda, with EMA Director Heather Kost advising a few items that needed to be added. The first addition was to include Resolution 2015-001 which would provide the approval of the EMA Board to submit the LEPC grant application to the State Emergency Response Commission (SERC). The second addition to the agenda references the need for the Chair to sign the EMA Agreements first prior to sending the agreements out to the political jurisdictions. Mayor Ann Roth motioned to amend the agenda to add these items to New Business, Trustee Rick Kazmierczak seconded the motion, all members were in favor, none were opposed, and the motion carries.</p> <p>Chairman Grisier then moved to old business asking the board members to review the meeting minutes from the meeting on November 13, 2014. The minutes were reviewed, Trustee Randy Merillat motioned to approve the minutes as submitted, and Mayor Kathy Huner seconded the motion. All members were in favor, none were opposed, and the motion carries.</p>
	<p>Chairman Grisier asked Director Kost to speak regarding New Business. Ms. Kost advised that she would like the approval of the Executive Board</p>

to enter into a contract with Henry County EMA for their assistance and expertise in finishing the county Emergency Operations Plan (EOP). Ms. Kost cites that she has spoken with Henry County EMA Director Tracy Bush regarding the extensive planning process changes at the State level. Due to these new changes, a thirty-six page guidance document (Crosswalk) was created. This serves as a checklist for the county EMA that is submitting the plan and a check and balance with the state to show where each of the required items are located in the plan. Mr. Bush is offering his assistance through this contract to walk Fulton County EMA through each step as he has vast experience in writing these plans. The current county EOP has not been updated at the state level for ten years. Ms. Kost has been working on updating the EOP and four sections of the plan have been completed at the county level and have been submitted to the state for review. At the time of this meeting there has no response from the state regarding changes. Using the updated Crosswalk is a cumbersome process for both the county submitter and the state reviewer. The ultimate goal and need for the contract of \$3,000 for the collaboration from Mr. Bush, would be to have the full submission to the state in March. Chairman Grisier then opened the floor for discussion, asking how long the plans have been out of compliance with state and federal review. Director Kost advised that both the EOP and the Mitigation Plan were outdated by ten plus years. At a minimum, the Mitigation plan is to be submitted to the state for review every five years and the EOP should be submitted anytime there is an event or disaster, a change to the EOP, or bi-annually at a minimum to the state. The suggestion is that plans are reviewed at the local level annually, and in addition to an annual review, they should be reviewed each time there is a county incident. Richard Shatzer then mentioned that there are already property owners who have reached out regarding concerns that could benefit from the plan updates. Per Ms. Kost, in order to receive mitigation funding at the county level, the county must have an active and approved mitigation plan. Trustee Rick Kazmierczak asked if this mitigation money could assist residents in mobile homes or provide shelters. Ms. Kost advised that since mobile home parks are private businesses that the park owners would need to begin the process to receive funding. Many times the funding covers a percentage of the cost to build a shelter, structure, etc., but requires the individual to come up with a percentage as well. A good example would be funding at 80% of the needed cost with the individual being required to provide 20% of the cost. Once Mitigation plan is approved, then these personal entities can apply for funding.

Trustee Rick Kazmierczak motioned to approve entering into a contract with Henry County EMA and its Director Tracy Bush for assistance in finishing the Fulton County EOP with Mayor Ann Roth seconding the motion. All were in favor, none were opposed, and the motion carries.

Chairman Grisier moved to the Election of Officers, with Ms. Kost advising that both a Chair and Vice Chair would need to be elected, each

...serving a one year term. Chairman Grisier opened the floor to nominations. Mayor Jim Wyse nominated Todd Grisier to serve as Chairman of the EMA Executive Board for 2015 with Trustee Rick Kazmierczak seconding the nomination. No other nominations for board Chair were announced. Mr. Grisier then nominated Mayor Jim Wyse to serve as Vice Chairman with Mayor Ann Roth seconding the nomination. No additional nominations for board Vice Chair were announced. Mayor Ann Roth motioned to close nominations and approve the slate of officers for the 2015 EMA Executive Board with Todd Grisier serving as Chairman and Mayor Jim Wyse serving as Vice Chairman. Trustee Rick Kazmierczak seconded the motion, all were in favor, none were opposed, and the motion carries.

Chairman Grisier began discussion regarding frequency of meetings, currently the Executive Board is meeting quarterly, but would appreciate discussion on whether the board would like to continue at this frequency or increase to meeting bi-monthly. Chad Smith suggested that the board meet bi-monthly until the contract is completed with Henry County and both the EOP and Mitigation plans are submitted to the state for approval. Chairman Grisier asked if there were any conflicts with this, or discussion from the board members. Mayor Ann Roth cited that she will have a conflict during this time for the next few meetings, but that commitment should resolve by the summertime. No other members noted conflicts with the proposed meeting time and dates. Meetings will be held the first Thursday of the month at 4:30 pm for the remainder of 2015 in March, May, July, September, and November.

Director Kost then welcomed the new Executive Board members; Kathy Huner, Mayor of Wauseon; Randy Merillat, Township Trustee; Rick Kazmierczak, Township Trustee; and Commissioner William Rufenacht. Commissioner Rufenacht advised that he may not be the Commissioner representative for 2015 as the assignments had not been approved yet, noting that information should be released next week. Ms. Kost continued by introducing guests in attendance which included ODOT Administrator, Richard Shatzer, and Jeff Mazurowski, York Township Trustee.

Rich Shatzer provided insight into the new shared facility between ODOT and the county. In preparation for the new facility, ODOT is reaching out to each jurisdiction to make sure that there is enough soft storage that would be provided free for all entities, brine will also be available and offered at low cost. He has recently received the first site plan and expects the facility to be in use by December 2015 or January 2016.

Chairman Grisier asked that Director Kost provide insight on the changes with Standard Operating Guidelines (SOGs) for the board to replace the previous by-laws. Ms. Kost stated that the SOGs that were put together for this group were created to offer more specificity as to the role of EMA and allow for board members to obtain a clear understanding of their role in the group. After having discussion with Jon Whitmore from the

Prosecutor's Office, he stated that there was redundancy in having bylaws as the EMA Executive Board must follow the guidelines set forth in Ohio Revised Code (ORC). SOGs would be a good replacement and would be helpful to be used as information and training to new members. Chairman Grisier asked the board members to take time to review the SOGs prior to the next meeting as any amendments and a vote to approve would be requested at that time.

Chairman Grisier asked EMA Deputy Director, Sarah Gray, to discuss board approval of an internal housekeeping item for EMA employees as it relates to FMLA leave time. Ms. Gray advised that after discussion with Laura Howell in Human Resources, it was noted that it was not clearly stated as to who would fill out any Notice of Designation Forms, whether it be the board Chairman, or whether the board would allow this to be handled internally. The suggestion would be to have Emergency Services Director, Chad Smith approve the Notice of Designation Forms for Ms. Kost, with Ms. Kost then approving the Notice of Designation Forms for her employee Ms. Gray. Commissioner Rufenacht asked Mr. Smith if he agreed with this suggestion, and he stated that he was in agreement. Trustee Randy Merillat motioned to allow FMLA related items to be handled in-house as discussed with Trustee Rick Kazmierczak seconding the motion. All were in favor, none were opposed, and the motion carries.

Chairman Grisier then asked Director Kost to explain resolution RES2015-001 regarding the LEPC grant application. Ms. Kost advised that by submitting this grant application to the state, LEPC would then be able to receive funding and state reimbursement close to \$22,000. Commissioner Rufenacht motioned to approve the submission of the grant application with Mayor Jim Wyse seconding the motion. All were in favor, none were opposed, and the motion carries.

Chairman Grisier asked Director Kost to expound on any changes to the annual contract with the political jurisdictions that was approved at the 2014 EMA Annual Board meeting by a quorum of all jurisdiction members. Ms. Kost advised that she was in touch with Jon Whitmore at the Prosecutor's Office for approval and guidance. Due to the possibility of transitions between elected officials in the political jurisdictions, many representatives are not aware of the services that are included in the contract and the specifics of what the jurisdictions are paying for. Mr. Whitmore advised and approved for EMA to send a contract and a new invoice each year. Adjustments to the contract were noted as follows; on the second to last page, in the last two paragraphs, there is a statement saying this will be renewed annually prior to January 31st. Director Kost advised that per ORC each political jurisdiction is required to have an EOP and a Mitigation Plan. If they choose not to contract with the county EMA, they are required to then fund a local EMA in their jurisdiction, provide have their own plans.

Commissioner Rufenacht advised that the Township Trustees probably do not want to have extra meetings to sign this contract and was

concerned about the January 31st date of contract return to EMA. Trustee Rick Kazmierczak advised that if the contracts go out within the next few days to one week, it would be no issue to have approved through resolution. ES Director Chad Smith advised that since this is a new contract, it would be reviewed again Jan 31, 2016 and suggested sending a cover letter stating Jan 31st date doesn't reference 2015, but that the contract still needs to be signed. Mayor Jim Wyse asked if the per capita fee amounts were received from all entities last year from the contracts. Director Kost advised all jurisdictions paid their invoiced amounts as requested.

Commissioner Rufenacht directed questioning to Director Kost to produce documentation of her efforts to visit outside entities, such as Rotary Clubs, asking if there was a PowerPoint presentation or video that she has ready in preparation, and if she could expound on her efforts. Director Kost reminded Commissioner Rufenacht that her Director's Reports had been provided monthly to the Commissioners and then upon their request, she was told to cease providing these. Ms. Kost advised that EMA has a large focus on community outreach, she has visited Senior Centers, has been to the Exchange Club, presented at a High School and at a summer children's outreach program, met with all superintendents at their monthly meeting, has promoted safety on the roads on WMTR, presented on tornado safety, and has hosted a booth at the Fulton County Fair, Fulton County Health and Safety Day at Sauder Village, and at the Road to Wellness. Deputy Director Gray also presented to the Wauseon Primary School. Ms. Kost expounded on the goals that EMA has for 2015 which include updating the county plans, offer additional trainings to first responders, continue reaching out to community groups and meeting with the political jurisdictions. Ms. Kost also advised that after the creation of the EMA Facebook page, which in a few short months has double the amount of "likes" that the county page has, this page has also been a great resource in connecting to the county residents. Ms. Kost advised that once asked, she was happy to return meeting with the Commissioners on a monthly basis again to give updates regarding the progress of EMA, in particular, the EOP and the Mitigation plans. Commissioner Rufenacht stated he agrees that the jurisdictions and these additional community groups should be visited and educated on EMA. Chairman Grisier stated that the Rotary Club has many community leaders that would benefit from receiving information from Director Kost. Deputy Director Gray advised that in addition to, and more important than, "likes" on a Facebook page, the community relationships being built, and the credibility of the department is the most important outcome from the work that is being done in the EMA office. A direct example of worth of the Facebook page was cited during the Toledo Water Emergency. The Fulton County EMA and Twitter posts were reaching large amounts of constituents and the information was being pushed out quickly. In addition to reaching local individuals, large businesses like NorthStar were waiting for our information to immediately share both on their page and with their employees. Other county EMA's nearby also share and use our posts to give information to their residents

	<p>as well. Fulton County EMA was also recognized at the Fall State of Ohio EMA Conference for their efforts and timely push of information and collaboration with other entities during the response. Mayor Kathy Huner stated that she agrees that the EMA Facebook page has fast, accurate, and helpful information that is in a format to easily share with others.</p> <p>Chairman Grisier asked Director Kost to advise on any updates or changes to the previously approved and submitted budget appropriations for 2015. Ms. Kost stated that no changes had been made, but provided reports as a reminder of what was submitted. She also stated that Ms. Gray will continue to provide the financial updates at each meeting, but members are welcome to call or ask for clarification at any time. Director Kost explained the name of some of the revenue and expense lines showing that different amounts were appropriated for each grant such as Mitigation and the Emergency Management Performance Grant (EMPG). The EMA office continues to be extremely productive in recovering funds on behalf of the fire departments who respond during spills. Deputy Director Gray advised that in 2014, funds were recovered in the amount of \$62,502.81, with the breakdown of \$55,545.72 being returned to local fire stations and \$6957.09 for EMA. EMA is working at a current collection rate of 89.64%. Director Kost advised that on the rare instance that it is needed, the Prosecutor's office will also assist at the point where the EMA office feels that they have exhausted a majority of efforts. Director Kost also advised that Director Smith and the Fire Chiefs review the Cost Recovery pricing and specifics each year to make changes. Once they have approved the document, it is submitted to the Commissioners for additional approval. Chairman Grisier stated that the collection efforts are due to the tenacity and hard work of the EMA team. Richard Shatzer stated that the current EMA team is proactive, rather than reactive and this is why they are successful. Mr. Shatzer additionally mentioned that this team mentality reaches over to all areas, citing winter storms as an example. Previously contact with agencies had been fragmented. Beginning with last winter a team of stakeholders, including EMA, all meet and are in communication before, during, and after a storm.</p> <p>Chairman Grisier asked the members if there was any additional discussion to bring before the board, none was noted. Mayor Huner motioned to adjourn the meeting with Mayor Wyse seconding the motion. All were in favor, none were opposed, and the meeting was adjourned at 5:23 pm.</p>
	<p>Minutes Submitted By: Sarah Gray EMA Deputy Director 1/14/15</p>