



**CUYAHOGA COUNTY EMERGENCY SERVICES  
ADVISORY BOARD (CCESAB)  
MEETING MINUTES**



Date/Time: Thursday, February 18, 2016 / 2:00 P.M.

Location: Northeast Ohio Regional Sewer District (NEORS), 4747 East 49<sup>th</sup> Street, Cuyahoga Hts., OH 44125

**Attendees (Voting Board Members)**

L=Late

NAME	Present	ASSOCIATION	ALTERNATE	Present
Chief Kenneth Ledford	X	Chairman – Fire Chiefs Assoc.		
Cmdr. Harold Pretel	X	Vice-Chair – City of Cleveland	Ron Kauntz	
George Taylor		Cuyahoga County	Brandy Carney	
Laura Palinkas		City of Cleveland	Alex Pellom	X
VACANT		Mayors & Managers		
Mayor Richard Bain		Mayors & Managers		
Mayor Michael Summers		Mayors & Managers		
Chief Timothy Malley		Police Chiefs Assoc.		
Sherri Lippus		Township Trustee (Olmsted Twp.)	Chief John Minek	X
Terry Bindernagel		MMRS		
Alex Pellom		City of Cleveland	Robert Horwatt	X
Walter Topp	X	Office of Emergency Management		
Sheriff Clifford Pinkney		Cuyahoga County Sheriff	Bryan Smith	X
Chief John P. Joyce	X	GCRTA	Ronald Darden	
<b>CHAIR</b>		<b>FUNCTIONAL COMMITTEES</b>	<b>CO-CHAIR</b>	
Robert Kollar	X	AMS *Non-Voting	Peter Killmer	
Sharon Nicastro	X	Citizen Corps		
Chief William Shaw		Communications	Steven Greene	
Chief Bruce Elliott	X	EMS	Chief Cornel Munteanu	
Chief Mike Carroll		Fire	Chief Pat Sweeney	X
Beth Gatlin / Andrea Bishop	X	Health & Medical	Rebecca Hysing	
Chief Scott Lee		Law Enforcement	Chief Kevin Nietert	
Bob Girardi		Public Works	Rob Jamieson	X

**AGENDA ITEMS**

**1. CALL TO ORDER**

Vice-Chair Commander Harold Pretel called the Organizational meeting of Feb. 18, 2016.

**2. ROLL CALL / QUORUM DETERMINATION**

Roll was called and a quorum was in attendance.

**3. NOMINATION – ELECTION CHAIRMAN**

Vice Chair Pretel called for nominations for Chairman; Andrea Bishop nominated Chief Ken Ledford; Sharon Nicastro seconded. Chief Ledford elected Chairman by unanimous decision.

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**4. PUBLIC COMMENT – None.**

**5. APPROVAL OF THE MINUTES**

Motion to approve the meeting minutes of October 8, 2015 made by Bob Horwatt, seconded by Bob Kollar, all in favor, none opposed, minutes approved.

**6. OFFICE of EMERGENCY MANAGEMENT (OEM) ADMINISTRATOR UPDATE**

Walter Topp reported on OEM initiatives; EOC upgrades to be completed by June 2016 in time for activation for RNC; implementation of Knowledge Center county-wide, improved resource typing and upcoming trainings, exercises (see attached).

**7. PUBLIC SAFETY GRANTS**

Larry Tafe noted FY2014 State Homeland Security Grant Program (SHSP) grant cycle is closed as of Feb. 2016 (see spreadsheet). Cleveland/Cuyahoga County is included in the FY 2016 Urban Area Security Initiative (UASI) grant award will be \$2.96 mil.

**8. COMMITTEE REPORTS**

**AMS – Bob Kollar**

Reported Full Scale Exercise scheduled April 20<sup>th</sup>. Port Security Grant to be announced next month.

**Citizen Corps – Sharon Nicastro**

COAD moving forward; developing a full scale exercise, and programs to involve youth and children in disaster planning.

**Communications**

Chief Ledford noted Chief Shaw's absence, reported the committee is working on a countywide notification system for fire departments.

**EMS – Chief Bruce Elliott**

Reported committee worked with EMA to update Mass Casualty Plan. Establishment of Bylaws to assist with more participation. Discussions on countywide EMS protocol.

**Fire – Chief Patrick Sweeney** - No Report

**Health & Medical – Andrea Bishop**

Reported on procurement for equipment for trauma bags, and PPE equipment. Working with RNC health committee.

**Law Enforcement** - No Report

**Public Works – Rob Jamieson** - No Report

**9. EXECUTIVE SESSION – None**

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**10. ANNOUNCEMENTS / OTHER BUSINESS**

- Chief Ledford thanked Nora Hurley, County Law Dept. for assistance with Bylaws for the main board and subcommittees.
- Alex Pellom noted introductory training course for ICS forms. Courses are first Thursday of every month for two hours, contact Alex for more information.
- Chief Ledford commented on former Mayor Cicero's retirement. He will be presented with a proclamation from the Cuyahoga County Executive for his participation on the CCESAB.
- Mark Christie spoke regarding the process updating and review. Both plans will be posted to Knowledge Center. Both plans were approved by vote as follows:
  - **Motion to Approve the *Emergency Operations Plan (EOP) Basic Plan*; made by Bob Kollar; seconded by Bob Horwatt; all in favor; none opposed.**
  - **Motion to Approved the *Mass Casualty Incident Annex*; Bob Kollar moved; Chief John Joyce seconded; all in favor; none opposed.**
- Approval of Bylaws Changes – Sections 3.5; 3.6; 3.9  
Chief Ledford reviewed the changes and called for a motion to approve; Chief Bruce Elliott moved' seconded by Bob Kollar; all in favor; none opposed.
- 2016 Meeting Schedule – Discussed; additional monthly meetings prior to RNC.
- Vice-Chair Pretel spoke regarding recent incident involving a missing girl in Lorain and relating regional assistance by Cleveland Police Dept. Also commented on the RNC, purchasing and associated costs.

**11. ADJOURNMENT**

With no further business, motion to adjourn made by Chief Nietert; seconded by Commander Pretel; all in favor; meeting adjourned.