



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



Date/Time: Thursday, December 11, 2014 / 2:00 P.M.

Location: Northeast Ohio Regional Sewer District (NEORS), 4747 East 49th 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		Vice-Chair – City of Cleveland	Ron Kauntz	x
Kenneth Mills	x	Cuyahoga County	Norberto Colón	
Laura Palinkas		City of Cleveland	Larry Jones II	
Mayor Joseph M. Cicero, Jr.		Mayors & Managers		
Mayor Richard Bain		Mayors & Managers		
Mayor Michael Summers	x	Mayors & Managers		
Chief Daniel Gilles		Police Chiefs Assoc.		
Sherri Lippus		Township Trustee (Olmsted Twp.)	Chief John Rice	
Terry Bindernagel	X	MMRS		
Robert Horwatt	x	City of Cleveland		
Walter Topp		Office of Emergency Management	Jerry Mullins	x
Sheriff Frank Bova		Cuyahoga County Sheriff	Bryan Smith	x
Chief John P. Joyce		GCRTA	Thomas Murawski	
CHAIR		FUNCTIONAL COMMITTEES		CO-CHAIR
Robert Kollar – Chair	x	AMS *Non-Voting	Peter Killmer	
Sharon Nicastro - Chair	x	Citizen Corps	Michelene Holland	
Chief Christopher Flynn - Chair	x	Communications	Steven Greene	
Chief Joseph Zemek - Chair		EMS	Chief Bruce Elliott	x
Chief Mike Carroll – Chair		Fire	Chief Briant Galgas	x
Beth Gatlin - Chair	x	Health & Medical	Rebecca Hysing	
Chief Scott Lee - Chair		Law Enforcement	Chief Kevin Nietert	
Bob Girardi - Chair		Public Works	Bill Boag	

AGENDA ITEMS

- 1. CALL TO ORDER:** Chief Kenneth Ledford called the meeting of December 11, 2014 to order.
- 2. ROLL CALL / QUORUM DETERMINATION:** Roll was called, quorum present.
- 3. PUBLIC COMMENT:** None.
- 4. APPROVAL OF THE MINUTES**
Chief Ledford moved to approve the meeting minutes of October 9, 2014; Chief Flynn seconded; all in favor; none opposed; minutes approved.
- 5. OFFICE of EMERGENCY MANAGEMENT (OEM) ADMINISTRATOR UPDATE**
Jerry Mullins reviewed OEM initiatives, trainings, workshops and exercises (summary attached).

CUYAHOGA COUNTY EMERGENCY SERVICES
ADVISORY BOARD (CCESAB)
MEETING MINUTES



6. PUBLIC SAFETY GRANTS

Jerry Mullins reported FY2013 spending is underway; awaiting FY2014 final approval from Ohio EMA.

7. COMMITTEE REPORTS

AMS – Bob Kollar

Report on Cleveland Tactical Operations Group (CTOG) initiative involving Sheriff's Office and special ops teams for training. Planning meetings for full scale exercise, a two day event on the Cuyahoga River June 2015. Next open committee meeting February 5, 2015 at NEORSD.

Citizen Corps – Sharon Nicaastro

Noted Red Cross reorganization nationally and staffing impact in Cuyahoga County. Services are expected to remain the same. Citizen Corps focus on development of long term recovery committee.

Communications – Chief Flynn

Tactical Interoperable Communications Plan (TICP) distributed for review pending approval by the CCESAB, to be forwarded to the County Executive for signature. Chief Ledford noted correction to organizational chart.

***Chief Flynn Moved to Approve the TICP; Chief Ledford Seconded the Motion;
All In Favor; None Opposed; Motion Passed.**

EMS – Chief Bruce Elliott

Committee met; trauma bags received and distributed, with re-use of equipment. Work with County Board of Health on Ebola guideline policy draft. Group discussed future projects and planning. Rebecca Hysing mentioned Centers for Disease Control protocols for personal protective equipment.

Fire – Chief Briant Galgas

Mark Vedder gave an update on meth lab task force initiatives with LEPC and other specialty teams and trainings.

Health & Medical – Beth Gatlin

Committee has not met; reported distribution of CAT tourniquets to Law Enforcement Committee for regional countywide distribution.

Law Enforcement – No Report

Public Works - No Report

8. EXECUTIVE SESSION – None

9. ANNOUNCEMENTS / OTHER BUSINESS

- 2015 Meeting Schedule – February 12; April 9, June 11, August 13, October 9, December 10.
- Chief Flynn announced his retirement date of January 16, 2015.
- Ken Mills gave an update on the Emergency Operations Center (EOC).
- Bob Horwatt noted meetings with FEMA reps from CDP on upcoming RNC.

10. ADJOURNMENT - Meeting adjourned.

NEXT MEETING

Organizational Meeting - February 12, 2015, 2:00 p.m. at NEORSD



Administrator's Report: CCESAB – Thursday, December 11, 2014

Notes:

- OEM **THIRA** has been submitted to OEMA. This is a significant accomplishment and Mark Christie and his planning section are commended for their work.
- Last week we conducted our annual **Training and Exercise Planning Workshop**. This workshop is the foundation of our Multi-Year Training Plan (MYTEP). Thank you to all who attended. If anyone was not able to attend and they have a training or exercise need or request for 2015, 2016, or 2017, please contact Justin Bechtel.
- On Tuesday (this week) we conducted another in our series of **Emergency Coordinator Workshops**. We discussed the recent Ebola incident and also reviewed basic ICS forms and the use of the Incident Action Plan (IAP) in support of pre-planned events. Thank you very much to the coordinators who attended. These workshops are designed to assist coordinators and to strengthen the relationship between OEM and the fifty-nine municipalities. If there are issues that you would like us to discuss or information that you would like us to present, please let us know.
- This month we will complete our **Emergency Management Assessment Program (EMAP)** self-assessment which will enable us to request an assessment visit by an EMAP team. That visit will last a week and will examine in detail all aspects of our emergency management program. It is a difficult process but we expect to complete it in 2015.
- On Dec 2 the **USCG Marine Safety Unit (MSU)** in Cleveland conducted its initial planning meeting for their required **2015 Full Scale Exercise**. The FSE will be conducted on June 17-18 in the Cuyahoga River near the Main Avenue Bridge. The exercise will validate USCG and Ohio EPA unified command processes as well as USCG (and possibly CFD and CCSO) oil spill response capabilities. The next planning meeting will be conducted in early March. Any agency that wants to participate in the FSE should contact OEM or Pete Killmer at USCG MSU.
- Last month we distribute copies of our Emergency Management Guide to each community (mayor and Emergency Coordinator). The purpose of the Guide is to provide a quick reference on emergency management to elected and appointed officials who may not be emergency management professionals. If you have suggestions for improving the document, or if you would like additional copies, please let us know.
- We are currently working on an Emergency Management Field Guide for Emergency Coordinators and/or Incident Commanders. This Guide will assist ICs and ECs as they manage the response to an incident.



- CECOMs has completed our Emergency Medical Dispatch (EMD) training program for CECOMs personnel and interested PSAPs.
- On Dec 1, CECOMS began providing police, fire, and EMS dispatch services to Olmsted Township.

Program Updates:

- Ready.Certify
 - 1 community is certified
 - 14 communities are enrolled (2 are near completion)
- Ready.Notify
 - 13 communities are using the system
 - More than 12,600 persons are registered (includes county employees, residents of participating communities, and other county residents)
- Knowledge Center software
 - The next training session will be conducted Dec 15 at the Independence Fire Department
 - 31 communities have access
- RNC (2016): Awaiting federal guidance. (NSSE application being prepared by ODPS)
 - Our near-term focus is on:
 - OEM training and qualification
 - EOC operation
 - ESF training and qualification

Training Opportunities and Exercises:

- G300 Intermediate ICS; Feb 2-4, 2015
- PER 320 Personal Protective Measures for Biological Events; Feb 5, 2015
- G400 Advanced ICS; Feb 10-11, 2015
- G191 ICS/EOC Interface; Feb 20, 2015