

**EMERGENCY MANAGEMENT EXECUTIVE COUNCIL**

**December 14, 2015 – 2:30 PM**

**Ada County Courthouse**

**200 W. Front Street**

**3<sup>rd</sup> Floor, Commissioner's Meeting Room**

**\*\*AGENDA\*\***

**I. AGENDA ADDITIONS / CHANGES (2:30)**

**II. OPEN DISCUSSION / ANNOUNCEMENTS (2:35)**

**III. ACTION ITEMS (2:40)**

**\* A. Approve June 1, 2015 Minutes**

**Jim Tibbs, Chair**

*June 1, 2015 2015 Executive Council Minutes attached.*

**\* B. Approve September 14, 2015 Minutes**

*September 14, 2015 Minutes attached*

**\* C. 2013-2014 Homeland Security Grant (HSGP) Expenditure Summary**

**And 2015 LEPC Grant Requests**

**Doug Hardman**

*Doug will provide an overview of the 2013 and 2014 HSGP expenditures and approved projects for 2015 HSGP. In addition, new Local Emergency Planning Committee (LEPC) grant-funded project requests will be presented to the Executive Council for consideration and approval. Project requests will be submitted to the council on a quarterly basis to ensure a viable pool of eligible projects exists to meet future funding opportunities.*

**IV. Information / Discussion Items (3:10)**

**A. Preparing Communities for a Complex Coordinated Attack (CCA)**

**Joe Lombardo**

*Joe Lombardo will provide details on a training and exercise opportunity that Ada County has been awarded by the Federal Emergency Management Agency/Department of Homeland Security. The community-specific Preparing Communities for a Complex Coordinated Attack (CCA) training initiative is designed to improve the ability of local jurisdictions to prepare for, protect against, and respond to complex coordinated attacks.*

**V. EMERGENCY MANAGEMENT DIRECTOR'S REPORT (3:20)**

**\* A. Emergency Preparedness Pointer**

*December Emergency Preparedness Pointer attached.*

**\* B. Monthly Activity Report/Projects Update**

*October activity report attached.*

**VI. ADJOURNMENT (3:30)**

\* Attachment

**ACCEM EXECUTIVE COUNCIL MEETING  
ADA COUNTY COURTHOUSE  
200 WEST FRONT STREET  
3<sup>RD</sup> FLOOR, COMMISSIONERS MEETING ROOM**

**JUNE 1, 2015**

**\*\*SUMMARY MINUTES\*\***

**MEMBERS ATTENDING:** Jim Tibbs, Commissioner, Ada County, **Chair**  
Jim Reynolds, Mayor, City of Eagle, **Vice Chair**  
Dave Case, Commissioner, Ada County  
Joe Stear, Councilman, for Greg Nelson, Mayor, City of  
Kuna  
Sara Baker, Commissioner, Ada County Highway  
District  
John Evans, Mayor, City of Garden City  
Maryanne Jordan, Council Chair, City of Boise  
Keith Bird, Councilman, for Tammy de Weerd, Mayor,  
City of Meridian

**MEMBERS ABSENT:** Nathan Mitchell, Mayor, City of Star  
Dave Bieter, Mayor, City of Boise

**OTHERS ATTENDING:** Doug Hardman, Director, Emergency Management  
Joe Lombardo, Ada County Emergency Management  
Larry Maneely, Chief of Staff, Ada County  
Eugene Smith, Boise PD, TAG Chair

**CALL TO ORDER**

Chair Tibbs called the meeting to order at 9:32

**I. AGENDA ADDITIONS/CHANGES**

None

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

June 12<sup>th</sup> Expo Idaho grand opening

### **III. ACTION ITEMS**

#### **A. Approve March 9, 2015 Minutes**

Commissioner Case moved to approve the March 9, 2015 Minutes of the Emergency Management Executive Council meeting. Councilman Stear seconded. Commissioner Baker and Councilman Bird abstained. Motion passed unanimously.

#### **B. Adopt FY 2016 Membership Dues & Preliminary Budget**

Commissioner Case moved to adopt FY 2016 membership dues & preliminary budget. Councilman Stear seconded. Motion passed unanimously.

#### **C. Receive 2010 – 2013 Homeland Security Grant Program Expenditure Summary and Pie Charts**

No action taken. Discussion item only.

#### **D. Approve TAG Grant Requests**

New TAG project requests were presented to the Executive Council for consideration and approval by Eugene Smith, Deputy Chief of Operations for the Boise Police Department and Chairman of the Technical Advisory Group. Commissioner Baker moved to approve the TAG requests as presented. Councilwoman Jordan seconded. Motion passed unanimously.

### **IV. INFORMATION / DISCUSSION ITEMS**

#### **A. Fire District Representation on ACCEM**

Joe Stear was asked to research the subject and report back to the council with a recommendation. In addition to being a Kuna City Councilman, Joe is also an elected Kuna Rural Fire District Commissioner. Council Stear recommended that the Executive Council membership stay as is. The fire districts are represented through the mayors. All in attendance agreed.

#### **B. Grant Administration Updates**

Doug gave an update on several administrative items related to the current Joint Powers Agreement, Subgrant Agreement, etc.

### **V. ADJOURNMENT**

Meeting adjourned at 10:32

**ACCEM EXECUTIVE COUNCIL MEETING  
ADA COUNTY COURTHOUSE  
200 WEST FRONT STREET  
3<sup>RD</sup> FLOOR, COMMISSIONERS MEETING ROOM**

**SEPTEMBER 14, 2015**

**\*\*SUMMARY MINUTES\*\***

**MEMBERS ATTENDING:** Jim Tibbs, Commissioner, Ada County, **Chair**  
Jim Reynolds, Mayor, City of Eagle, **Vice Chair**  
Dave Case, Commissioner, Ada County  
Joe Stear, Councilman, for Greg Nelson, Mayor, City of  
Kuna  
Paul Woods, Commissioner, Ada County Highway  
District  
John Evans, Mayor, City of Garden City  
Maryanne Jordan, Council Chair, City of Boise

**MEMBERS ABSENT:** Nathan Mitchell, Mayor, City of Star  
Dave Bieter, Mayor, City of Boise  
Tammy de Weerd, Mayor, City of Meridian

**OTHERS ATTENDING:** Paul Marusich, Ada County Emergency Management  
Myla Jeffries, Ada County Emergency Management  
Joe Lombardo, Ada County Emergency Management

**CALL TO ORDER**

Chair Tibbs called the meeting to order at 2:30

**I. AGENDA ADDITIONS/CHANGES**

None

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

None

### **III. ACTION ITEMS**

#### **A. No Action Items**

### **IV. INFORMATION / DISCUSSION ITEMS**

#### **A. Regional Capability Building Efforts**

##### **2016 Functional Exercise – Public Information & Warning**

Joe Lombardo presented the findings from recent regional exercises, hosted by Ada County, which indicated a need for regional capability building efforts to address (1) mass fatality management and (2) pet sheltering. ACEM is in the planning stages of a public information and warning exercise, slated for early 2016. The exercise will allow the public information teams from area partner agencies to build upon their working relationships and assist with the revision of Ada County plans and procedures.

#### **B. Ada County All Hazard Mitigation Plan Update**

##### **Wildfire Risk Map Project Update**

Paul Marusich provided a brief overview of the Hazard Mitigation Assistance Program and the requirement of a Hazard Mitigation Plan. He will then give an update on the current progress of the 2016 Plan update and the need for future participation from the planning partners' staff to complete the process. As part of the continuing county-wide mitigation efforts, all of the local fire departments/districts and ACEM, are working with Quantum Spatial and Interra Group to develop an enhanced Wildfire Risk Assessment Map that will clearly define the wildland urban interface and specifically identify the sources of risk for the purposes of response and mitigation planning. Paul recently filled the vacant ACEM Emergency Planner position, transferring his former public education duties to the full-time community outreach specialist.

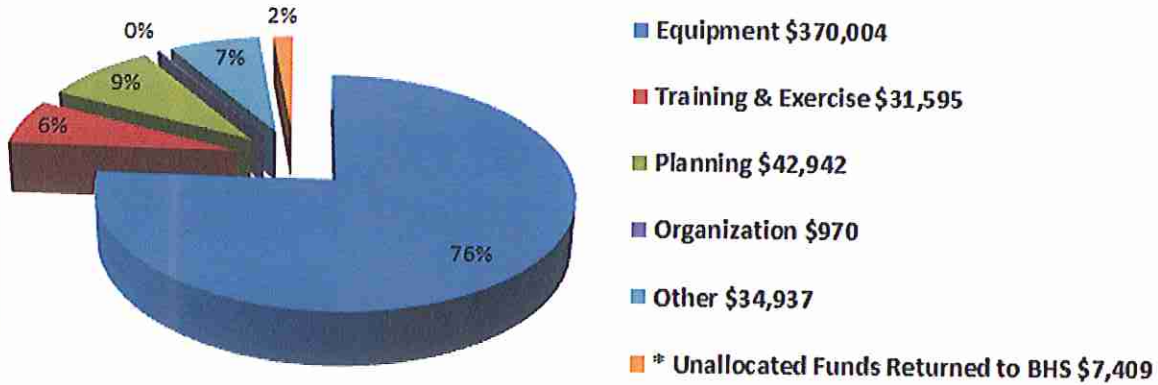
#### **C. Community Outreach & Social Media**

Myla Jeffries is Emergency Management's new Community Outreach Specialist. Myla discussed the important role social media plays in emergency management during a disaster. She gave a short demo of ACEM's new Facebook and Twitter capabilities and an overview of future social media activities.

### **V. ADJOURNMENT**

Meeting adjourned at 3:45

### 2013 HSGP Allocations Total Grant \$487,857

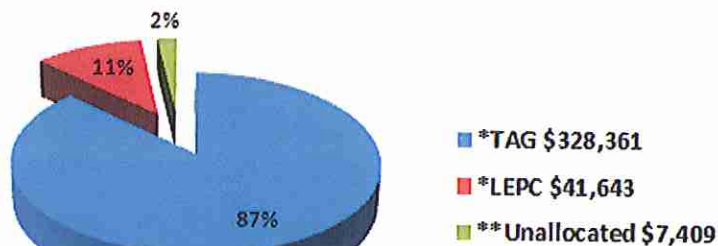


\* Unallocated Funds Returned to BHS

### 2013 HSGP Allocations by Agency (Total Award of \$487,857)

Agency	Equipment	Training & Exercise	Planning	Organization	Other	Funds Returned
Unallocated Funds Returned to BHS						\$ 7,409
Boise PD (Plates, carriers & robot)	\$ 61,555					
Boise FD (Cradle Point)	\$ 68,570					
Paramedics (Cradle Point)	\$ 35,197					
Meridian PD - SWAT (Helmets)	\$ 4,905					
City of Star (EOC Upgrade)	\$ 2,616					
ACSO (Code Red - Partial)	\$ 15,845					
ACSO Swat (Robot, camera, battery)	\$ 24,980					
ACSO (Redundant Router-700MHz)	\$ 83,243					
ACHD (Camera)	\$ 31,450					
ARC (Totes; vests; amateur radio install)	\$ 3,228					
IMSARU (K-9 crates; winch; shelters; equip storage sys; jackets)	\$ 17,013					
Idaho Humane Society ( Pet crates)	\$ 1,980					
ACEM (Smart Board & assessories; EOP/SOP & IT Technical Support)	\$ 19,423		\$ 42,942			
ICS/NIMS/COOP Training		\$ 31,595				
Mitigation/Community Preparedness				\$ 970		
BHS Mandated Expenses					\$ 34,937	
<b>TOTAL</b>	<b>\$ 370,004</b>	<b>\$ 31,595</b>	<b>\$ 42,942</b>	<b>\$ 970</b>	<b>\$ 34,937</b>	<b>\$ 7,409</b>

### 2013 HSGP Equipment Funds Available \$377,413

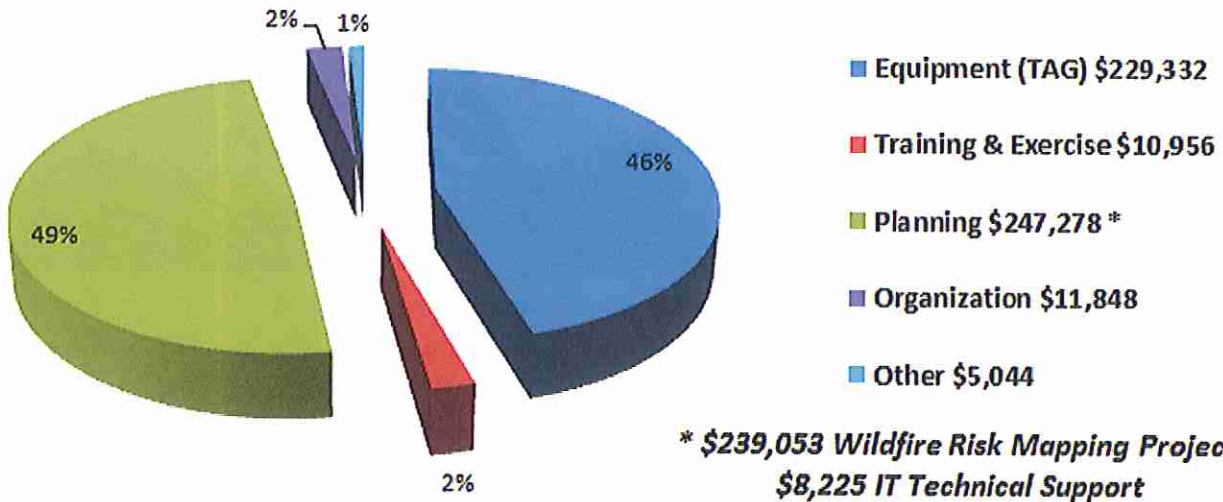


\* Total TAG/LEPC Expenditures \$370,004

\*\* Unallocated Funds Returned to BHS



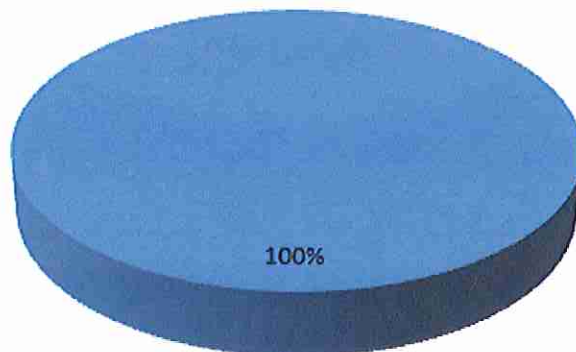
### 2014 HSGP Allocations Total Grant \$504,458



### 2014 HSGP Allocations by Agency (Total Award of \$504,458)

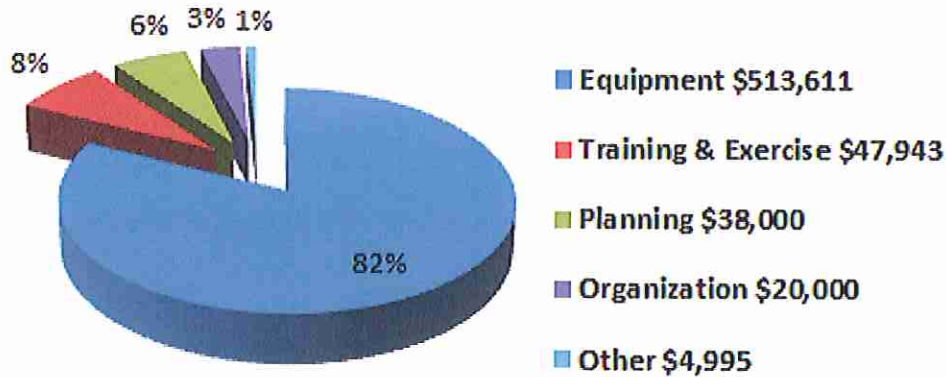
Agency	Equipment	Training & Exercise	Planning	Organization	Other
Garden City PD (MDT's/ RMS)	\$ 149,857				
Paramedics (Secure Facility Access)	\$ 54,865				
ACSO (800MHz Repack)	\$ 24,610				
Damage Assmt; JIC/JIS; Pet Sheltering				\$ 11,848	
Mitigation/Community Preparedness		\$ 10,956			
Wildfire Risk Mapping, IT Tech Support			\$ 247,278		
BHS Mandated Expenses					\$ 5,044
<b>TOTAL</b>	<b>\$ 229,332</b>	<b>\$ 10,956</b>	<b>\$ 247,278</b>	<b>\$ 11,848</b>	<b>\$ 5,044</b>

### 2014 HSGP Equipment Expenditures - TAG \$229,332



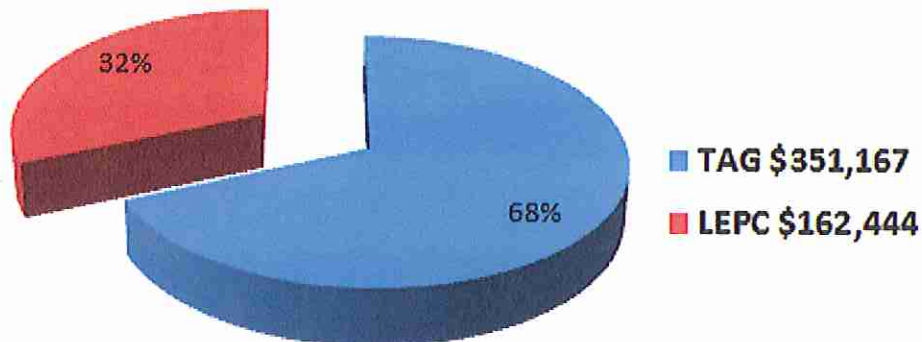


**Approved Requests \$624,549**  
**2015 HSGP Total Grant \$499,549**



Approved Requests (\$624,549)					
Agency	Equipment	Training & Exercise	Planning	Organization	Other
Garden City PD (RMS)	\$ 188,815				
Meridian City PD (RMS)	\$ 162,352				
Boise Rescue Mission (Generator)	\$ 37,444				
ACEM EOC Upgrade	\$ 125,000				
American Red Cross (T&E)		\$ 13,410			
ACCEM Training & Exercise (TBD)		\$ 34,533			
ACCEM Planning (IT Tech Support; TBD)			\$ 38,000		
ACCEM Community Outreach (TBD)				\$ 20,000	
BHS Mandated Expenses					\$ 4,995
<b>TOTAL</b>	<b>\$ 513,611</b>	<b>\$ 47,943</b>	<b>\$ 38,000</b>	<b>\$ 20,000</b>	<b>\$ 4,995</b>

**Approved Equipment Expenditures**  
**Total \$513,611**

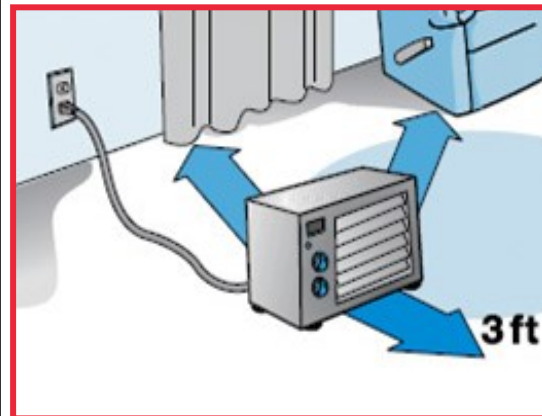


# EMERGENCY PREPAREDNESS POINTER

## Home Heating Safety

Winter is a time where many people choose to use alternative heating methods in place of electric heat. Alternative methods include fireplaces, space heaters, and fuel-fired equipment to make their homes warm and cozy. Alternative heating sources also provide a great heating source in the event of a power outage, but they also increase your risk of starting a home fire. Heating is the second most common cause of home fires. The U.S. Fire Administration provides tips on heating safety that include:

- ▲ Keep a safe space of at least 3 feet from any heating source
- ▲ Use a screen in front of your fireplace to prevent sparks from flying
- ▲ Use the correct kind of fuel for fuel-burning space heaters
- ▲ Turn off all portable space heaters when leaving the room or going to bed

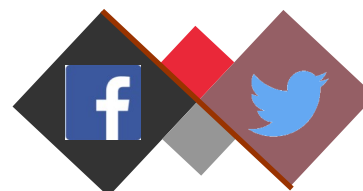


### HEATING YOUR HOME DURING A POWER OUTAGE

Power outages can cause many home heating problems for homeowners in winter. There are several steps you can take to weatherproof your home for a winter power outage. Insulating your attic and weather-stripping doors and windows is effective in preventing cold air from seeping in. If your home has a fireplace, be sure to have your chimney or flue inspected on a yearly basis and cleaned as needed. Avoid using candles during a power outage. Candles can cause a house fire if left unattended. Most importantly make sure you have smoke detectors and carbon monoxide detectors if you use an alternative heating source. If power lines are down near your home, call your power provider and emergency services.

### Have Your Furnace Checked

If your primary heating source is a furnace, it is important to have a professional check your furnace system on a yearly basis. Things that should be checked include the thermostat, electrical connections, all moving furnace parts, the condensate drain, and the controls of the system. Other heating specific items that should also be checked include inspecting all gas connections, gas pressure, burner combustion, and heat exchanger in your furnace. For more information about furnace maintenance, visit [https://www.energystar.gov/index.cfm?c=heat\\_cool.pr\\_maintenance](https://www.energystar.gov/index.cfm?c=heat_cool.pr_maintenance)



## **ADA COUNTY EMERGENCY MANAGEMENT OCTOBER 2015 - STAFF ACTIVITY REPORT**

### **EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM SUPPORT**

- Attended several monthly committee meetings, including: Ada County Emergency Management Staff, Ada County Open Business, and ECPC Meeting.
- Attended several meetings that are not typically scheduled on a monthly basis, such as: Ada County Strategic Business Plan: TEAM 2015 Meeting, Ada City-County Executive Council Meeting, Ada County 2015 Comprehensive Plan Meeting, and the Ada County and Canyon County Local Emergency Planning Committee Meeting.
- Continued update of emergency contact lists.
- Staff met with outside auditors for annual audit Q&A.
- Staff attended procurement training put on by County Attorney and Procurement Manager.

### **PLANNING**

- Updated Mitigation web page and event calendar.
- Continued review process of County Standard Operating Procedures (SOPs) and workflows in relation to SOPs used at the State Emergency Operations Center.
- Conducted Steering Committee meeting for the All Hazards Mitigation Plan.
- Participated in conference call regarding the Enhanced Wildfire Risk Map Project.
- Participated in conference call with CRS Activity 610 reviewer to discuss new form and qualifications.
- Worked in Activity 610 applications for Ada County and the City of Meridian.
- Reviewed multiple federal and local flood related documents/plans to identify elements required by CRS.
- Participated in Ada County 2025 Planning meeting.

### **COMMUNITY OUTREACH**

- Researched, prepared and distributed monthly electronic Preparedness Pointer newsletter.
- Responded to numerous telephone calls from the public requesting emergency preparedness information and presentations.
- Assisted with the Hazard Mitigation Plan Outreach Event at the Village in Meridian.
- Participated in Eagle Fire Department's Open House and Meridian Public Safety Day with a combined 500 contacts made at the events.
- Worked in conjunction with Boise State University professors on conducting outreach for a workshop that will be held in November for a community resilience project to take place in Ada County.

### **TRAINING/EXERCISE PROGRAM**

- Conducted Chemical Defense exercise for Taco Bell Arena
- Distributed notices of state and federal training opportunities to area agencies, including local government, non-governmental agencies, and private sector.
- Researched and responded to multiple training requests from stakeholders, coordinated requests with BHS, training providers, and departmental/organizational training offices across the County.
- Revised Ada County Training and Exercise Plan (TEP)

- Developed exercise materials for 2016 Functional Public Information Exercise
- Served as Secretary for Ada City-County Emergency Management (ACCCEM) Technical Advisory Group (TAG)
- Assisted Idaho BHS with control/evaluation of Snake Oil Functional Exercise

#### OPERATIONS/RESPONSE

- Staff participated in the Anderson Ranch Dam Inspection and EAP review.
- Staff performed site visit to the Western Idaho Fair EOC.

#### 913 CITIZEN CORPS PROGRAM

- Responded to telephone calls requesting information about Citizen Corps and CERT program.

#### CONTINUITY OF OPERATIONS PLANNING

- Staff met with various COOP coordinators and preformed informal walk-through of COOP planning efforts.
- Continued assisting dept/offices with COOP plan updating process.
- Review of updated COOP Plans in progress.
- Staff took IS-546 Continuity of Operations (COOP) Awareness Course, and IS-524 Continuity of Operations (COOP) Planner's Workshop.

#### TECH SUPPORT

- Conducted test of all communications equipment.
- Checked in on Idaho SECURE net radio to test equipment.
- Attended Ada County ACS meeting.
- Completed documentation for updating ACHD camera software and forwarded to John Mina.
- Completed documentation for Call Center telephone configuration
- Attended Idaho Cyber Security Interdependencies Tabletop Exercise.
- Attended 700 region 12 RPC plan meeting.
- Attended Nampa Cyber Security Summit.
- Ordered video adapters for EOC. This will allow additional types of computers to attach to equipment in EOC.
- Archived all files from shared network drive to removable hard drives. This data is kept in the store room and a copy at the Paramedics building for COOP.
- Imaged new ACHD computer to a thumb drive for faster recovery of system.