

Minutes of Meeting
Office of Emergency Management-Monthly Discussion
April 13, 2015
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Marc Eberlein, and Commissioner Dan Green met to discuss the following agenda items. Also present were Office of Emergency Management Manager Sandy von Behren and Preparedness Coordinator Tamie Eberhard, and Deputy Clerk Mary Enquist.

A. Call to Order: Chairman David Stewart called the meeting to order at 9:40 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

2016 Full-Scale Exercise

Office of Emergency Management (OEM) Manager Sandy von Behren said a Concepts and Objectives meeting was conducted to determine jurisdictions interested in participating in the 2016 Full-Scale Exercise. Ms. von Behren said those that attended the meeting and/or confirmed interest in participation were:

- Kootenai Health
- Emergency Medical Services System (EMSS)
- Fire Services (Fire Districts)
- Coroner's Office
- CdA Airport
- Sheriff's Office
- CdA Police and Fire Department
- City of Rathdrum
- Spirit Lake Police
- Post Falls Police Department
- Spokane Department of Emergency Management

FY2016 Budget

Ms. von Behren said she is requesting funding for a Response & Recovery Coordinator position in the FY2016 budget. She said the duties were previously handled by an outside contractor and she felt the need to build institutional knowledge within OEM. Ms. von Behren said the salary would be \$42,000 plus benefits.

Ms. von Behren also asked the Board if they would approve changing her title to Director, which she said would make a difference when collaborating with organizations.

The Commissioners gave no approval on either item.

Mitigation Plan Update

Ms. von Behren said the steering committee approved a draft plan of the Kootenai County Multi-Jurisdictional All Hazard Mitigation plan, and it was posted to the County website on March 25, 2015. Ms. von Behren said that OEM sent out a press release, the Sheriff's office posted the plan on Twitter and Facebook and noticed a public meeting which was held on March 31, 2015. She said due to requests by the public to extend the public review period, the steering committee has extended the deadline to April 12, 2015. Ms. Von Behren said the steering committee will meet April 15, 2015 after which the edited and approved document will be forwarded to the contractor, Tetra Tech. Once the edits are made, the

plan will again be posted on the County website allowing an additional seven days for public review prior to sending the plan to Bureau of Homeland Security (BHS) and Federal Emergency Management Agency (FEMA) for review and/or approval. She said once FEMA sends a letter approving the plan contingent on adoption her department will become eligible to apply for mitigation funding.

Commissioner Eberlein gave Ms. von Behren changes to various sections to the KC Multi-Jurisdictional All Hazard Mitigation plan. Ms. von Behren said she would incorporate those into the plan.

Regional Hazmat Transportation Planning Grant

Ms. von Behren said the Regional Hazmat Transportation Planning grant focuses on railroads and highways carrying hazardous materials (hazmat) including Bakken oil shipments. The plan development includes:

- A “Hazardous Materials Incident Response Guide” for use by first responders during the first few hours of a hazardous materials incident.
- Identifying hazmat resource gaps to be added to County’s resource database so first responders can promptly locate resources.
- Identify and map critical infrastructure, populations, and environmentally sensitive areas so first responders have this information readily available during a hazardous materials incident.

Wildland Fire/FMAG Tabletop Exercise

Ms. von Behren said the Fire Mitigation Assistance (FMA) Grant Tabletop Exercise will be held on May 6, 2015 from 8:30 a.m. to 1:30 p.m., lunch included. She said the exercise requires a disaster declaration by the County and involves walking through a wild fire and asking for a FMA Grant, which needs to be done before the wild fire is under control. She said the FMA Grant offsets the cost incurred.

Courthouse Campus Emergency Plan

Ms. von Behren said that OEM is waiting for a new notification process using HipLink from Kootenai County Sheriff’s Office and the Information Systems department. She said the next steps will be:

- Information Systems analyzing capabilities using HipLink
- Legal review
- BOCC adoption
- Staff training
- Designing and conducting an active shooter exercise

F. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

Chairman Stewart adjourned the meeting at 10:33 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
