

Minutes of Meeting
Office of Emergency Management Monthly Discussion
November 2, 2015
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman Pro Tem Marc Eberlein and Commissioner David Stewart met to discuss the following agenda items. Also present were Office of Emergency Management (OEM) Director Sandy Von Behren and Deputy Clerk Alicia Lynch. Chairman Dan Green was excused.

- A. Call to Order:** Chairman Pro Tem Marc Eberlein called the meeting to order at 9:30 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

Continuity of Government/ Continuity of Operations Plan (COOP) Updates

OEM Director Sandy Von Behren stated that 12 of 29 COOP updates have been received and she was working with the remaining departments to get all of their plans up to date.

County Campus Emergency Plan Updates

Ms. Von Behren stated that at the October 29th Risk Management Orientation a presentation was made on both the County Campus Emergency Plan as well as the COOP plan as many people were confused concerning the difference between the two plans. The new County Campus Emergency Plan would be printed and distributed as scheduled so Elected Officials and Department Heads can begin to train employees.

Ms. Von Behren explained that the first committee meeting for the Courthouse Campus Active Shooter Exercise was scheduled for November 4, 2015. She added that a date for the exercise had not been set at this time nor do they know the extent of the exercise.

Ms. Von Behren added that OEM was nearly done updating the Juvenile Justice Center (JJC) emergency plan and that when it was completed it would be the standard for the other off-campus buildings plans.

Chairman Pro Tem Eberlein inquired why the JJC would be the standard and if an active shooter exercise was a mandate.

Ms. Von Behren explained that the Courthouse Campus was the largest and required its own plan and that all the other buildings required a smaller scale plan. She explained because the JJC plan was the closest to being fully completed it would become the standard for all the other locations, excluding the Courthouse Campus. She added that

to her knowledge only the fire drills were mandated but because of the increased threats at government locations, she thought it would be prudent to test the emergency plans being put into place. She added that the drills were a good way to test both equipment and participants.

Ms. Von Behren added that the Memorandums of Understanding with Emergency Evacuation Centers were still being developed and updated in accordance with the new Emergency Plans.

Chairman Pro Tem Eberlein expressed concerns with disrupting County business during the drills. He stated he was concerned with the DMV licensing center as that can get backed up during normal business hours. He was also concerned with disrupting Courtrooms during session. Ms. Von Behren encouraged the Board to come to the November 4, 2015, meeting for the planning of the Active Shooter Exercise.

Citizen Tina Kunishige entered the meeting at 9:44 a.m.

2015 Wildfire Update

Ms. Von Behren explained that fires were still burning and would likely continue to burn until a significant weather change. She updated the Board regarding the submission of the letters of intent for the Hazard Mitigation Grant from the County, Lakes Highway District, Bonner County, and Idaho Department of Lands.

The Board questioned what provisions would be required of the County in using this grant. Ms. Von Behren explained that these letters of intent were placeholders in case the County was to seek grant funds later but were not an agreement now. She said that should grant funds be sought, the Board would be fully advised as to the ramifications ahead of time.

Ms. Von Behren explained that she sent a letter to the Silver Jackets, a coalition of federal and state agencies working to develop solutions to Idaho's flood hazard issues associated with the Cape Horn Burn Scar area. She stated that using the Silver Jackets to assess the area could potentially save the County from dealing with mudslides or rockslides post fire.

All Hazard Mitigation Plan

Ms. Von Behren reminded the Board that there was a contract dispute regarding \$3,666.71 for the All Hazard Mitigation Plan. She explained that her office had yet to receive a final invoice. She stated that she had consulted with Civil Deputy Prosecuting Attorney Jamila Holmes and was advised to send the final payment with a letter explaining it was the final payment.

OEM Staffing

Ms. Von Behren explained that her office was conducting interviews this week to fill their vacancy.

2016 Full-Scale Exercise Schedule and Status

Ms. Von Behren stated that the County was ahead of Idaho's and FEMA's (Federal Emergency Management Administration) schedule in planning the exercise. She added that she had delegated the duty of planning the 2016- Full Scale Exercise to Preparedness Coordinator Tamie Eberhard in order for Ms. Von Behren to fully participate in the exercise with little advanced knowledge of the exercise. Ms. Von Behren corrected the date on the paperwork she supplied to the Board concerning the official training and practical exercise, to January 21, 2016, not October 21, 2015. She added that Chairman Pro Tem Eberlein had completed an Incident Command System 402 training and therefore was not required to go to the January 21, 2016, training. She stated Chairman Green had already been to a similar training and did not need to attend. She suggested Commissioner Stewart come to the training so that he could be as prepared as possible for the 2016 Full-Scale Exercise.

EOC Readiness Project Update

Ms. Von Behren explained that OEM lost several volunteers for the Emergency Operations Center (EOC) Readiness Project but had recruited five new members. She stated that the new members would begin training and that the Standard Operating Procedures were on schedule for their update.

2015- Preparedness Presentations

Ms. Von Behren stated that OEM provided preparedness presentations to the Kiwanis Post Falls Chapter and Risk Management.

Facilitated Exercises

Ms. Von Behren explained that OEM helped develop and facilitate the Spirit Lake Police Department Initial Response to Hazmat Incident. She stated this involved the Kootenai and Bonner Counties and that the exercise went well.

Fire Management Assistance Grant (FMAG) and State Assistance for Cape Horn Fire

Ms. Von Behren summarized that OEM's efforts with FMAG cost reimbursement. She explained that there would be ongoing monthly status calls with the Bureau of Homeland Security regarding Cape Horn Fire. She added that the Airport was excluded from the FMAG because they received their reimbursement from the United States Forest Service.

Vacation

Ms. Von Behren explained that she had 72 hours of vacation she needed to use or lose and would be taking time off before year's end.

- E. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.

Citizen Tina Kunshige stated that parking was still a serious issue for the County Administration building and sought clarification regarding the Active Shooter exercise.

Chairman Pro Tem Eberlein adjourned the meeting at 10:12 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN PRO TEM

BY: _____
Alicia Lynch, Deputy Clerk
