

**Minutes of Meeting**  
**Office of Emergency Management Update**  
**January 4, 2016**  
**9:30 a.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner 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, Preparedness Coordinator Tamie Eberhard, and Deputy Clerks Alicia Lynch and Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:34 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Business:**

**Fire Management Assistance Grant (FMAG) July 5<sup>th</sup> Update**

OEM Director Sandy Von Behren stated that all of the documents necessary for the FMAG to be filed have been delivered to the Bureau of Homeland Security (BHS) and their review was scheduled to be complete by January 8, 2016. She said the next step was to develop a cost workbook and forward everything to the Federal Emergency Management Agency (FEMA). She stated these were necessary steps for the County to be reimbursed for the July fire. Ms. Von Behren added that it could be years before the process was complete.

Ms. Von Behren stated that Bayview Water & Sewer District were not included in the FMAG and were seeking reimbursement from the State. She explained that OEM was the liaison to the State, which required OEM to assist all of the agencies within the County with getting all of the information needed to file for such reimbursements, but once the outside agencies had submitted their claims OEM was no longer involved.

**Cape Horn Hazard Mitigation Status**

Ms. Von Behren said that OEM was still waiting for a response from the Silver Jackets regarding the examination of the Cape Horn burn scar area. She clarified that if there was a disaster due to the aftermath of the Cape Horn fire it would be considered a separate issue. She explained that a new disaster would have to be filed and all requirements would have to be met again even though it was a direct result of the Cape Horn fire.

**November 17<sup>th</sup> Windstorm Update**

Ms. Von Behren stated that a Presidential Disaster Declaration had been approved by FEMA and that the Initial Applicant Briefing was scheduled for January 7, 2016.

### **December 2015 Snowstorm Update**

Ms. Von Behren stated that OEM was still attempting to quantify when the Snowstorm Disaster started and ended, which would affect the total cost of damages. She said that Kootenai Electric Co-Op (KEC) and the County's Snowgroomers were the only parties claiming excessive damages. Ms. Von Behren stated that the deadline for fact gathering on the Snowstorm was end of day January 4, 2016. She added that if the damages do not meet the FEMA threshold of \$2.3- 2.4 million then the County could consider other reimbursement options.

### **OEM Staffing Update (Clerk and Administrative Assistant)**

Ms. Von Behren updated the Board regarding the new hire at OEM and requested that the current OEM Clerk be made a full time employee.

The Board directed Ms. Von Behren to provide the net cost of making the OEM Clerk full time.

### **County Facility Needs – OEM/ Emergency Operation Center (EOC) Space**

Ms. Von Behren asked the Board to consider OEM's needs in their plans to consolidate the campus. She stated that OEM shares space with the primary EOC and does not have walls for posting maps or other situational awareness materials. She added that the space was hot, cramped and too loud when the EOC was in full operation. Ms. Von Behren stressed that it was important to have the EOC close to OEM and that it made sense to move both if one was relocated.

### **December 28<sup>th</sup> Administration Building Incident**

Ms. Von Behren stated that an After Action Meeting regarding the Burnt Pop Tart incident would be held on January 5, 2016. She said this meeting was important as the evacuation highlighted flaws in the current emergency plan.

### **BOCC Representation at OEM Meetings/ Trainings**

Ms. Von Behren provided a list of meetings and trainings that she felt would benefit from the presence of a Commissioner:

- After Action Meeting –Burnt Pop Tart
- Active Shooter At County Courthouse Campus Design Meeting
- IS-701 Multi-Agency Coordination System Online Training
- ICS-402 ICS Overview for Senior & Elected Officials
- Senior Officials Disaster Declaration Process Training & Practical Exercise
- IS-701 Multi-Agency Coordination System Tabletop Exercise
- Active Shooter at County Courthouse Campus Tabletop Exercise
- Cascadia Rising Full Scale Exercise

The Board decided that after Commissioner Stewart attended the Active Shooter At County Courthouse Campus Design Meeting he would advise the remaining Commissioners if it was necessary for them to attend the following related meetings.

**HipLink Issues/ Alert Sense Presentation**

Ms. Von Behren stated the Local Emergency Planning Committee subcommittee would provide examples to the Board of the HipLink system flaws, as well as hear a presentation from another vendor. She said in addition this committee would provide all the options available to the County to get information to the public and who can help implement those services.

- 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. There were no public comments.

Chairman Green adjourned the meeting at 10:36 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Alicia Lynch, Deputy Clerk

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