Board members in attendance: Laura Armstrong, City Council; Chad Lewis, City Council; Patrick Moran, SD National Guard; Gary Sortland, Fire Service Board; Kevin Thom, Pennington County Sheriff’s Office

Others in attendance: Pepper Massey; Alexa White, Deputy Director; Dustin Willett, Director

I. MEETING CALL TO ORDER: The meeting was called to order at 9:03am by Gary Sortland.

II. PUBLIC COMMENTS: Nothing brought forth.

III. APPROVE AGENDA: Motion to approve 10 January 2020 agenda by Sortland, Moran second. Motion carried.

IV. APPROVE MINUTES: Motion to approve 11 October 2019 minutes by Sortland, Armstrong second. Motion carried.

V. OLD BUSINESS

a. Training/Public Education Updates
   i. THIRA/LEOP: Willett said it was turned in and approved November 6, 2019. He will have an opportunity in the near future to bring stakeholders together to discuss the PDM and find efficiencies in processes with the help of SD FEMA office.
   ii. Adult/Teen CERT: White verified that since the program began, 349 people have completed the program as of December 2019. CERT builds internal capacity and by default, will help build resiliency in the community. Teen CERT begins in February and Adult CERT in March.

   White also noted 138 people completed Stop the Bleed training since we began offering it, with a new class beginning in February. Armstrong said she had participated in the training with her family and it was an excellent class.

b. Back-Up EOC: Willett stated Buildings and Grounds ran wiring and are finishing up radio and telephone communications, the final step. The space is shared with ESCC/9-1-1 backup. Also working on a mass casualty bus and writing grants to help fund.

c. MetWarn Agreements: Willett reported the agreement has been approved and he is in the process of getting on municipal partners agendas and collecting signatures.

d. Duty Officer Program: Willett said he plans to identify and train a duty officer(s) from agencies such as the PennCo Sheriff’s Office and/or Fire Administration, and/or RC Fire and/or Police departments to maintain proficiency when the Emergency Manager and Deputy Director are otherwise engaged. The responsibilities would center around public warning notification systems.
   i. IPAWS: Will utilize Duty Officers to author and disseminate IPAWS alerts.
   ii. Public Warning Position in JIC / Weather Closure Process: Could utilize Duty Officer to work those aspects in the absence of Director/Deputy Director.

e. HLS Grant FY2019:
   i. NCSR Submitted (December 5, 2019): Willett said that although grant funds were approved and awarded, they are on hold due to a new National Cyber Review
requirement. All agencies must participate in the review before they can receive their funds. He has not been notified as of this date if this will become an annual requirement.

ii. Timeline: Willett said the grant process opens 1 January and closes 14 February. The EMUB is a designated working group and will vet all submitted projects. The eligibility focus has been revised and applicants will need to show a clear terrorism nexus to be approved.

VI. NEW BUSINESS

a. Declared Disasters

i. DR-4440, March/April: Willett reported that the process is moving forward, and FEMA has assigned a specialist who is working with multiple applicants.

b. Civil Disturbance Exercise: Willett was contacted by the State to ascertain interest in County/City participation in a civil disturbance exercise in March/April/May timeframe, consisting of 1-2-hour refresher and 3-4-hour exercise. Before moving forward the State would like commitments from public officials, who set policy, willing to participate. Counties may choose either a civil disturbance or flooding exercise.

VII. EXECUTIVE SESSION: Executive Session was not necessary during this meeting.

VIII. ADJOURNMENT: Motion to adjourn by Sortland, Armstrong second. Motion carried. Meeting adjourned at 9:30am.