

## EMERGENCY MANAGEMENT USERS BOARD MEETING

January 7, 2022 ▪ 9:00am

Pennington County Administration Building | EOC

Board members in attendance: Brian Povandra, Rapid City Fire Department; Lt. Col. Dale Gadbois, SD National Guard; Chief Don Hedrick, Rapid City Police Department; Travis Lasseter, Pennington County Commission; Travis Lasseter, Pennington County Commission; Lance Lehmann, Rapid City Council; Gary Sortland, Fire Service Board; Sheriff Kevin Thom, Pennington County Sheriff

Others in attendance: Dustin Willett, Emergency Manager; Alexa White, Deputy Director

- I. MEETING CALL TO ORDER: The meeting was called to order at 9:02am by Gary Sortland since Chief Jason Culberson was out sick; Val Newman, new Administrative Assistant was introduced to group. She is out sick.
- II. PUBLIC COMMENTS: Nothing brought forth.
- III. APPROVE AGENDA: ***Motion to approve January 7, 2022 agenda by Hedrick, Lehmann second. Motion carried.***
- IV. APPROVE MINUTES: ***Motion to approve October 8, 2021 minutes by Lehman, Sortland second. Motion carried.***
- V. ELECTIONS (motion – majority vote of Users Board)
  - a. Chairperson (*One-year term, open to Rapid City Police Chief, Fire Chief, or the Pennington County Sheriff*): Jason Culberson was nominated by Kevin Thom; ***Motion to cease nominations and cast a unanimous ballot for Jason Culberson to continue as chair by Hedrick; Lehmann second. Motion carried unanimously.***
  - b. Vice Chairperson (*one-year term, open to any EM Users Board member*): Sortland was nominated by Don Hedrick; ***Motion to cease nominations and cast a unanimous ballot for Gary Sortland to continue as the Vice Chair by Thom, Hedrick second. Motion carried unanimously.***
- VI. OLD BUSINESS
  - a. Disaster Declaration (COVID-19) – Willett stated there is a new variant and cases in Pennington County are rising, no specific end or guidance in site; we are still under the federal Presidential Declaration with an unknown end date.
  - b. Homeland Security Grant
    - i. Communications Equipment – Willett stated the HLS Enhance Digital Radio Project is still awaiting supplies that are backordered from Motorola. The EM application will facilitate patient care on the AmbuBus is still waiting for a few more pieces to arrive.
    - ii. The 2022 HLS Homeland Security Grants opened Jan. 1<sup>st</sup> and will close Feb. 4, 2022. Once approved with HLS the EMUB will review the Pennington County applications and will move 4 projects forward to go through the full application process along with other projects in Region 4 of South Dakota.
  - c. CERT Training – White reported 374 adults and teens have participated in the CERT program. 187 adults and 187 teens have participated in 28 classes since 2013.

- d. Pre-Disaster Mitigation Plan (PDM) and Threat Hazard Identification and Risk Assessment (THIRA) Process – Willett stated there is a contract with the Council of Governments and an application has been submitted for a larger amount to do a virtual plan with an interactive map for an online version of the next revision of the PDM plan.
  - e. Duty Officer Program – Willett confirmed significant progress has been made on the program. Reps were selected from those who were interested: Lt. John Potter, Fire Department; Dave Switzer, Police Department; Kelvin Masur, Sheriff’s Office. We will move forward with a training plan.
  - f. Continuity Planning – Willett stated there has been no movement yet on the project.
  - g. Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training & Technical Assistance – Willett reported a meeting was held in December and Cora with the State’s Victim Advocacy Group was looped in. The plan for Jan. is a PIO Training with information when multiple agencies and/or locations, hospital, the airport and more are involved in a mass violence event.

VII. NEW BUSINESS

- a. EM Staff Adjustments
  - i. New Admin Assistant II was hired: Valerie Newman, Dec 27 start date. With this hire the former Staff Assistant position was changed to an Administrative Assistant II: Willett discussed the reclass of the position because of job duties and increase in roles/responsibilities.
  - ii. Deputy Director scale movement: Willett shared policies/wage scales and movement from Newly hired, Step 1 to Competent, Step 7. There may need to be supplement for increased salary to all EM Staff with scale adjustments.
- b. Wildfire Evacuation Planning: Schroeder Road Fire Mitigation funds and the recent Auburn Fire: there needs to be improved fire coordination in fast moving wildfires. Willett is working with partners on the first 15 minutes of evacuation planning. They have drafted a single-page document for each discipline: LE, Fire, EM, Dispatch, JIS. How should we coordinate and what is important? The job aide contains information and steps to take in the first 15 minutes when an evacuation is requested during a fire.
- c. Additional Topics: Willett offered information about the EOC updates using the Cares Act to refresh the audio/video system that hasn’t been updated since 2014. It will include technology in the tables and podium, expand input into the system, everything will be changed to ethernet, and the entire room will be a virtual meeting space.

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

IX. ADJOURNMENT: ***Motion to adjourn the meeting at 9:37am by Hedrick, Lehmann second. Moton carried.***