

EMERGENCY MANAGEMENT USERS BOARD

Pennington County Administration Building | PennCo EOC

October 7th, 2022 · 9:00 a.m.

MINUTES

Board members in attendance: Jason Culberson, RC Fire Department; Bill Evans, RC Council; Dale Gadbois, SD National Guard, Lance Lehmann, RC Council; Jodi Mack, SD National Guard; Brian Mueller, Pennington County Sheriff's Office; Scott Sitts, RC Police Department; Gary Sortland, Pennington County Fire Service Board; Kevin Thom, Pennington County Sheriff's Office

Others in attendance: Dustin Willett, Emergency Manager; Alexa White, Deputy Director; Val Newman, Admin Assistant

- I. MEETING CALL TO ORDER: The meeting was called to order at 9:00am by Chief Jason Culberson.
- II. PUBLIC COMMENTS: Nothing brought forth.
- III. APPROVE AGENDA: *Motion to approve Oct. 7, 2022, agenda by Sortland , Thom second. Motion carried.*
- IV. APPROVE OCTOBER 8th DRAFT MINUTES: *Motion to approve July 8, 2022, minutes by Sortland, Thom second. Motion carried.*
- V. OLD BUSINESS
 - a. Disaster Declaration (COVID-19) Willett stated we are still under the Federal Presidential Declaration. No one is waiting for further funding in Pennington County and Rapid City, as far as EM is aware.
 - b. Homeland Security Grant: Willett shared that all grants were approved from last year and everyone should have received notification. EM received funds for an additional radio in the courthouse to support EOC communication. He is potentially looking at adding a fourth radio eventually. Motorola is having supply chain issues. The previous years' grant took 8 months. to fill.
 - i. Mueller stated they are tearing out all AV and electrical from the command post and having it redone. This is slated for Feb., and they will be a couple of weeks out of service. He will keep up everyone updated.
 - ii. Willett added they are starting the next HLS process for Region 4. Pennington County has been the model and have a good system. Oct. 26 is the next meeting. White will attend for Willett due to a previous engagement. A topic for discussion will be a regional project versus agency or county projects. An option will be to pool larger amounts of funds. Please send your ideas to Mueller, Willett, and/or White for this. They are really making sure projects submitted have a definite HLS nexus.
 - c. CERT Training: White shared the current class has sixteen adults and kids. There have been 28 classes held so far. There is a Safety Session for RCAS workforce development students held every Friday. The course has 28 learners.

2022 MEETING DATES - FRIDAY: January 7; April 8; July 8; October 7

- i. Willett added recognition should be given to White and Enright for taking the CERT curriculum and modifying it for the cognitive delayed learners. White added some students are taking the course multiple times due to their scheduling. They are promoting “Do something, not nothing.”
- d. Pre-Disaster Mitigation Plan (PDM) and Threat Hazard Identification and Risk Assessment (THIRA) Process: Willett stated that last Friday they received the FEMA award notification for grant funding to work through the next iteration. The amount was large compared to previous PDM awards. The plan for this next iteration is virtual with GIS. The grant award is \$70,000 total with \$52,000 being cash and soft match for difference. Kailey Snyder with the Black Hill’s Council of Governments will begin scheduling meetings, then there will be a series for advisory group development of the plan. The EMUB has been designated as the lead planning committee in the past.
 - i. CWPP: Pennington Counties last one was in 2012 and we are at the edge of when plan is valid. They will be asking the BH Council to develop the next iteration to coincide with PDMP for both time and cost savings.
- e. Duty Officer Program: Willett explained they are not as far along as hoped to be due to the process of how to train others. The knowledge right now is institutional knowledge with nothing written down and the office is working on documents. They hope to have the Duty Officer trained, authorized, etc. by end of year to do public warning messages.
- f. Continuity Planning: Willett shared good progress is being made. There has been a parallel effort with the state with bold planning across U.S. for continuity of operations process. He has been working with Heather VanHunnik to set up the software. There is no timeline available as of now.
- g. Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training & Technical Assistance. Willett explained this work has slowed during COVID. He is working closely with Cora Olson and Victims Advocacy. Plans are moving forward. Working on putting items on paper in a format we can use and where continuity is developed.
- h. Wildfire Evacuation Planning: Willett stated an accessibility workshop was completed where an evacuation plan format was delivered so that all individuals with disabilities and those living in poverty was addressed. The job aide that was developed is close to finished but some training needs to be completed with area firefighters.

VI. NEW BUSINESS

- a. EM Staff Adjustments
 - i. The Administrative Assistant II to a Staff Assistant Jan. 1, 2022. Willett explained the Commission approved the budget as presented. Newman will be moved to full-time Fire starting Jan.1. EM will hire an entry level staff assistant and this has been approved. Buildings and Grounds communication has been happening and a job description being developed. As of this morning B&G has hired a few building techs. The remodel is considered a

small project and an opportunity to use them for learning. Jan. 1 is the goal and as soon the remodel is ready, the position will be hired.

- ii. The AVI project that was approved in 2021 by the EMUB and County Commission for installation in 2022 is set for December as long as the supplies for the project can be obtained in time for completion.
 - iii. Culberson offered congratulations to Willett for his certification with IAEM.
 - iv. Culberson asked for clarification for next evaluation for Willett. His self-eval was due last Friday. The next step will be to go before the commission and then an employee review completed. Culberson asked the EMUB to submit feedback for the review.
- b. 2023 Meeting Dates: Willett explained open meeting status is required for EMUB, so there is a need to facilitate the community coming in. The meetings currently coincide with ECSS, who does not require this. White added it could be added to the agenda where to enter for the meeting, Mueller added the entire building will be closed to public on Fridays. It was decided to leave the Friday meetings as is for the coming 2023 year and add information to gain entry by the public if they plan to attend.
- i. Thom stated the Commission approved the purchase of a new building, so this may affect meetings as well.
 - ii. We will coordinate with ESCC and make sure meetings are back-to-back for 2023. If we stay with Fridays, the dates will be Jan. 6, Apr. 7, July 7, Oct. 6.
- c. Gadbois introduced Jodi Mack as she has officially taken his place since he moved positions.
- i. There will be an activation ceremony for the Guard as they will be deploying to the border. Black Hawks are still available for rescues and hoists and Wildland Fire suppression.
 - ii. Wyoming has been busy rescuing hunters since hunting season has started.
 - iii. Willett asked about next closest help. Mack stated it would be North Dakota, but they are deploying soon, so then they would work with Nebraska. Willett would like timeframes provided. Mack knows coordination is important.
 - iv. Gadbois shared a law enforcement training occurred for civil disruption and felt it is beneficial.

VII. EXECUTIVE SESSION per SDCL 1-25-2(6)

- a. Information pertaining to the protection of public or private property per SDCL 1-27-1.5(8)
- b. Emergency or disaster response plans or protocols per SDCL 1-27-1.5(17)

VIII. ADJOURNMENT: *Motion to adjourn the meeting at 9:40am by Thom, second Lehmann. Motion carried.*

DRAFT