

EMERGENCY MANAGEMENT USERS BOARD MEETING

Jan 13th, 2023- 9:00 am

Pennington County Administration Building | EOC – First Floor

Board members in attendance: Jason Culberson, Rapid City Fire Department; Gary Sortland, Fire Service Board; Brian Mueller, Pennington County Sheriff's Office; Travis Lasseter, Pennington County Commission; Bill Evans, Rapid City Council; Scott Sitts, Rapid City Police Department; Lloyd LaCroix, Pennington County Commission

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

- I. MEETING CALL TO ORDER: The meeting was called to order at 9:05 am by Chief Jason Culberson.
- II. PUBLIC COMMENTS: Nothing was brought forth.
- III. APPROVE AGENDA: ***Motion to approve Jan 13, 2023, agenda by Sortland, Mueller second. Motion carried.***
 - I. APPROVE MINUTES: ***Motion to approve Oct 7, 2023, minutes with updates to names by Sortland, Sitts second. Motion carried.***
- IV. OLD BUSINESS
 - a. Homeland Security Grant: The new HLS 2023 grant period is open until February 17. Reminder to the group the EMUB has been the group to review all the Pennington County projects and prioritize them before we take them to the Region 4 group to prioritize with all other Region 4 projects. Mueller mentioned they are working on setting up the Command Post with updated technology and new radios, using awarded funds from the last HLS grant year.
 - b. CERT Training: White reported the Fall course had 13 graduates with the next class beginning in April. EM Specialist is also trained a few Great Plains Tribal Health Board Members to be CERT Trainers. Those individuals are now completing their first CERT TTT course and Enright assisted with the Fire Module. EM will encourage the public to register for the next CERT class at our two Public Education events this spring: Black Hills Home Show (March 24-26) & Youth and Family Services Kids Fair (April 1-2).
 - c. Pre-Disaster Mitigation Plan (PDM) and Threat Hazard Identification and Risk Assessment (THIRA): Willett reported it's moving along. Kailey Snyder with the Black Hill's Council of Governments will begin scheduling meetings and assembling the Planning team for the PDM, made up of members primarily from EM and from Planning and Zoning from municipalities and towns identified in Pennington County.
 - i. Community Wildfire Protection Plan (CWPP): This 10-year plan is going to expire at the end of 2023. The goal is to complete this plan at the same time as the PDM as it brings together many of the same people as the PDM plan. More to come as we move forth in the process.
 - d. Duty Officer Program: Personnel from RCFD, RCPD, and PCSO have been designated to start training in the future. Discussion on who can request an alert and warning message. EM will be creating a resolution document designating who can

2023 MEETING DATES - FRIDAYS: January 13; April 14; July 14; October 13

author and send a message and clearly delineate who can request a message be sent. This information will be part of the training for the Duty Officer Program.

- e. Continuity Planning: State OEM hired a coordinator to reach out to counties to see who wants to be involved with this work. EM hopes to make some progress on the planning this year.
- f. New EM Staff Position: Val has moved to Fire Admin 100% as of Jan 1, 2023. EM was approved to hire a staff assistant to replace the EM duties for Jan 1, but we are waiting on B&G to complete an additional office space in the EM/Fire Office area. EM will post the new staff assistant position in the next few weeks and make an official request on behalf of the EMUB to give a timeframe for the completion of the remodel.
- g. AVI EOC Upgrade project: The \$170,000 AVI project in the EOC has been installed and is mostly completed, but due to two different vendors providing the components, there are many bugs and tweaks that still need to occur to have the system running smoothly.

V. NEW BUSINESS

- i. 2023 Public Alert Exercise: With the permanent discontinuation of the Statewide Tornado Drill in 2022, an exercise gap was recognized for CMS facilities and others who were using the Tornado Drill as their annual exercise. EM filled the gap in 2022 by having Public Warning Message Drill on the day the Statewide Tornado Drill would normally take place and EM Specialist Enright created a tabletop exercise for CMS facilities in September 2022 in which 30+ agencies participated. For 2023, EM will create another exercise not only for our Penn Co CMS facilities but it will also be offered to others in our Region 4 as long as their local EM is willing to participate.

VI. Other Items from Members:

- i. Rapid City Regional Airport Exercise that will occur in 2023. The date and timeframe have not been set, but EMUB members relayed that they liked the evening timeframe we had in 2020. Mueller requested that we test the Mass Fatality Plan with this exercise by having many fatalities in the scenario to test our system.
- ii. AAR from the recent storm on Dec. 21-23 with Shelter Ops occurred earlier this week. Good feedback and identified positive and areas of improvement. Mueller made a point to mention those that went above and beyond and discussed a plan to give formal recognition of volunteers and employees for their contributions

VII. EXECUTIVE SESSION per SDCL 1-25-2(6): Executive Session was not necessary during this meeting.

VIII. ADJOURNMENT: *Motion to adjourn the meeting at 9:36am by Sortland, Lasseter second. Motion carried.*