

## EMERGENCY MANAGEMENT USERS BOARD MEETING

April 14<sup>th</sup>, 2023- 9:00 am

Pennington County Administration Building | EOC – First Floor

Board members in attendance: Jason Culberson, Rapid City Fire Department; Bill Evans, Rapid City Council; Don Hedrick, Rapid City Police Department; Lloyd LaCroix, Pennington County Commission; Jodi Mack, South Dakota National Guard; Brian Mueller, Pennington County Sheriff's Office; Gary Sortland, Pennington County Fire Service Board

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

- I. MEETING CALL TO ORDER: The meeting was called to order at 9:03 am by Chief Jason Culberson.
- II. PUBLIC COMMENTS: Nothing was brought forth.
- III. APPROVE AGENDA: Willett requested to add item e. Budget to VI. New Business.  
*Motion to approve April 14, 2023, agenda by Mueller, Sortland second. Motion carried.*
- IV. APPROVE MINUTES: *Motion to approve January 13, 2023, minutes by Sortland, Hedrick second. Motion carried.*
- V. OLD BUSINESS
  - a. Homeland Security Grant: Willett stated that Homeland Security is supportive of school projects. Willett stated that he will follow-up with a worksheet on approved projects for the group.
  - b. CERT Training: White reported that the Spring CERT Training class has 18 in attendance, many of whom were last minute inquiries from the Keystone area. Approximately 400 individuals have attended CERT Training since 2013. EM encouraged the public to register for the CERT class at the two Public Education events that were held: Black Hills Home Show (March 24-26) & Youth and Family Services Kids Fair (April 1-2) along with other class notification methods.
  - c. Pre-Disaster Mitigation Plan (PDM) and Threat Hazard Identification and Risk Assessment (THIRA): The planning team for the PDM is made up of members primarily from EM and from Planning and Zoning from municipalities and towns identified in Pennington County. Willett reminded the group that this project has increased costs due to the online product vs. PDF format.
    - 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. The plans involve revamping the floodplain ordinance.
  - 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 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. Willett stated that this planning continues to be a priority.
- f. New EM Staff Position: Willett introduced new hire EM staff assistant, Becky Henry.
  - i. EM Office Remodel: EM office remodel is almost complete. New wall partition to be put in during the month of May.
- g. 2023 Public Alert Exercise: With the permanent discontinuation of the Statewide Tornado Drill in April 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 which 30+ agencies participated. For 2023, EM will continue to hold a drill annually in March to exercise not only our Penn Co CMS facilities, but it will also be offered to other agencies in our Region 4, as long as, their local EM is willing to participate. Willett stated that EM resolved an issue with the wireless emergency alert software when using test mode for IPAWS. Willett stated that he would like to continue to involve more agencies in an annual public warning exercise event.
- h. State-wide Emergency Management Exercise: Willett commented on this state-wide and state sponsored exercise. The EOC regional activation exercise recently took place on April 11 and 12. The exercise was well attended and received positive feedback.

## VI. NEW BUSINESS

- a. Blizzard/Winter Storm Ops: Willett commented on the most recent winter event and that EM was prepared with a good communication approach. Willett was in communication with area hotels and lodging availability vs. setting up public shelter for potentially stranded motorists.
- b. Wide-area searches, resource ordering: Willett stated that Jerome Harvey, Fire Administrator, has been working on a comprehensive guidebook.
- c. Home Show / Kids Fair Report: White stated that during the Home Show, EM discussed with community members to review your home's inventory, as a way to prepare and protect your home if a disaster occurs in our area. Community members questioned the recent alert.  
White stated that approximately 1800 children attended the Kids Fair event, which included a maze/scavenger hunt for emergency kit items. EM added handicap accessibility area around the outside of the existing maze this year. Mark did a great job getting that addition together.
- d. Back-up EOC move: Willett stated EM needs to vacate Camp David space to allow room for dispatch. Willett stated trailer is available, however, powering and updating the equipment may be a challenge. Intention is to maintain equipment and for the equipment to be readily available. Culberson commented that the heat/cold in the trailer may be a challenge. Mack suggested looking into Range Road area for space and will inquire on square footage that may be available.
- e. Budget: Willett commented on the budget guidance and the 2024 budget to be drafted.

- 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 9:48am by Sortland, Hedrick second. Motion carried.*