

EMERGENCY MANAGEMENT USERS BOARD MEETING

July 14th, 2023 - 9:00 am

Pennington County Administration Building | EOC – First Floor

Board members in attendance: Brent Long, Rapid City Fire Department; Don Hedrick, Rapid City Police Department; Travis Lasseter, Pennington County Commission; Jodi Mack, South Dakota National Guard; Brian Mueller, Pennington County Sheriff's Office; Gary Sortland, Pennington County Fire Service Board; Greg Strommen, Rapid City Council.

Others in attendance: Dustin Willett, Emergency Manager; Alexa White, Deputy Director; Brooke Love, Staff Assistant.

- I. MEETING CALL TO ORDER: The meeting was called to order at 9:08 am by G Sortland, Pennington County Fire Service Board.
- II. PUBLIC COMMENTS: Nothing was brought forth.
APPROVE AGENDA: *Motion to approve July 14, 2023, agenda by D Hendrick, B Mueller second. Motion carried.*
- III. APPROVE MINUTES: *Motion to approve April 14, 2023, minutes by G Sortland, G Strommen second. Motion carried.*
- IV. Confirm Board Members and Alternates: Greg Strommen, Rapid City Council has replaced Lance Lehmann, Rapid City Council. John Roberts, Rapid City Council has replaced Bill Evans (alternate), Rapid City Council.
- V. OLD BUSINESS
 - a. CERT Training: A White reported, the Spring class was completed, and in 7 years, a total of 411 had been trained, also, the current trainer retired and will need to be replaced. It was asked, do smaller communities have access to these trainings? A White responded, in the past, they attempted to hold a class in Wall, SD; however, the response was low, and due to cost benefits and logistic issues, EM needs a minimum of 12 attendees (with a minimum age of 15 years old).
 - b. Pre-Disaster Mitigation Plan (PDM): D Willett reported, the plan has been officially set in motion. A grant from FEMA is forthcoming, and he has been in contact with local government official Kaylee Snyder.
 - i. Community Wildfire Protection Plan (CWPP): D Willett reported, this is a 10-year plan, and an Esri story map interactive online plan will be launched as part of this plan.
 - c. Duty Officer: D Willett reported, this is at the top of the list; the first task is a public warning system. The plan is to document the task, then put the standardized document before the relative stakeholders to approve before it goes live. It was asked, are we helping surrounding communities? D Willett responded, we were initially working closely with Meade County and helping them develop their own program via Eric (who is now gone). JJ has now taken over and D Willett has extended an invitation to him to reach out for assistance or

information as needed. D Willett reported, the wildfire evacuation framework plan for the entire Black Hills (Pennington County) is on board; however, there has been no response yet from other counties. D Willett reported, the State OEM has approved the program to help counties with their emergency management; however, despite approval from state level other counties have not opted to partake. A list was requested of what D Willett needs so that other counties can utilize this service.

- d. Continuity Planning: D Willett reported, this will be a larger process than previously thought, but he will continue to work on a list of EM department duties and operating procedures.

VI. NEW BUSINESS

- a. 2024 Budget: D Willett reported, he attended the budget hearings in front of the commission; nothing new to report.
- b. Hazmat & Water Rescue: D Willett reported, the county portion will increase significantly. He stated, a contribution to regional hazardous and water rescue teams budget needed to be increased, and that 10 years' worth of incremental increases was approved.
- c. 2025 Budget
 - i. Continuity of Operations Proposal: D Willett reported, the EM budget does not go back to the general fund, that any money left over in the 225 EM budget goes into a restrictive fund balance (reserves) which makes it easier for EM to save if there is buy in from elective budgets. He requested in the 2025/2026 budget, that money be added for training for his successor, for a term of 6 months, so that he has some overlap for training his successor. He felt that 6 months of training would be best for transferring knowledge. He asked the board if that would be something that they would support? It was asked, would these funds then be used to off-set the costs of paying 2 people at the same time? Response was positive and it was suggested that we use FTE funds. D Willett responded that it would be put in the budget.
- d. New EM staff Assistant -Brooke Love.
- e. Back-up EOC move out: D Willett reported, EM is officially out of Camp Rapid. He then reported that several units remain in place; however, EM will work to keep that equipment in the trailers charged and updated. It was asked, how big of a space is needed? D Willett responded, a minimum of 6 hundred square feet. A comment was made to find an alternative space in another County building.
- f. Posting EM Specialist Position: D Willett reported, this position will be involved in training, equipment maintenance, as well as organization for large scale events with plans to embed with incident command structure and provide situational awareness back to the EOC. He reported, he is looking forward to filling this position. He stated, the EM department will manage the first cut; however, when top 3 are chosen, D Willett asked the board to sit on a final decision.

- g. New Elected Official Approach: D Willett proposed building a local ICS (Information and Control System) of senior and elected officials. He proposed that the 4-hour FEMA class needed to be rebuilt for Rapid City, Pennington County. He used as an example the recent flood in the City of Spearfish where a multitude of apartment complexes flooded that left numerous residents homeless. These mostly low-income apartments are now condemned, and he stated that the city was not prepared nor ready to step in to fix things. D Willett proposed compiling a presentation which would provide information of the EMUB Boards responsibilities roles in disaster situations such as these. He proposed that it would be a 1-hour (maximum) presentation rather than a 4-hour FEMA class. He asked the board is this would be a better approach. G Strommen and T Lasseter agreed that a 1-hour class would be more feasible than 4-hour FEMA class. A suggestion was made, how about 1 ½ hour class where he could add information about what his department is trying to accomplish and what EM's role would be. A White stated, EM would investigate the possibility of recording those classes.

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): A comment was made, kudos to EM for providing support for their departments for past events. D Willett in turn expressed his appreciativeness to County department heads for their continued support in providing communication systems and devices. B Mueller stated that even though the Sheriff Department staff are trained trough ICS courses, he thinks it would be helpful for a Law Enforcement specific class where EM provides the latest/updated information.
- b. A comment was made, kudos to EM response on the Fourth of July emergency.

VIII. ADJOURNMENT: ***Motion to adjourn the meeting at 9:52am by B Mueller, T Lasseter second. Moton carried.***