EMERGENCY MANAGEMENT USERS BOARD MEETING
January 11, 2019, 9:00 a.m.
Pennington County Administration Building | EOC

Attendance: Becky Drury, Karl Jegeris, Peter Jerzak, Patrick Moran, Rod Seals, Gary Sortland, Kevin Thom, Alexa White and Dustin Willett.

I. Call Meeting to Order: The meeting was called to order at 9:03 a.m. by Rod Seals.

II. Public Comments: No public in attendance; nothing brought forth.

III. Agenda: Motion to approve agenda by Drury, second by Sortland. Motion carried.

IV. Minutes: Motion to approve the October 12, 2018 minutes as presented by Sortland, second by Drury. Motion carried.

V. OLD BUSINESS
   a. EM Succession / Contingency Plan:
      i. Contingency Plan: Willett advised that EM continues to work with the City of Rapid City on succession planning – who to contact and in what order, what is required by ordinance, what needs to happen, etc. Drury noted that contingencies are in place naming Mayor, then Council President, followed by Council Vice-President. Willett said the County plan should be similar to City plan and identify three-deep decision-making for essential functions.
      ii. Duty Officer Program: Willett stated the Duty Officer would be responsible for essential EM functions in the absence of EM Director and Deputy Director, which tends to happen infrequently when both are out of town. DO would need to be on-call 24/7 up to 500 hours annually. Quarterly 1-day training will be offered to include table-top functional drills and CRCMS. DO would not have the authority to determine if an emergency alert should be issued, however would be required to craft a statement once authorized. Draft policy details are still being worked out.
         1. IPAWS Training: Willett reported EM has received the IPAWs test agreement showing what notifications will look like on end user devices, is working with Everbridge (mass notification system vendor) to ensure local notification is functioning properly. IPAWS integrates with Everbridge on three (3) levels – Presidential Alerts, Amber Alerts, and local civil or Weather emergencies.
   b. Exercise (Training) & Public Education:
      i. POD Exercise: White provided an update on the November 1st POD at Western Dakota Tech – 211 doses were provided to the Department of Health identified target group (children/students). Reiterated the value of the training and need to continually test the plan. A second POD in partnership with the DoH will be offered at the Civic Center on 12 January 2019.
      ii. PDM: Willett will schedule a training for incoming County Commissioners, City Council, County Highway Superintendent, etc.
   c. Pre-Disaster Mitigation Plan: Willett reported the plan has not been approved by the State therefore we currently do not have a plan. Currently working on obtaining plan approval.
   d. Met Warn Flood System: Willett said the October MetWarn Stakeholders meeting went well. The formal agreement has been signed by all applicable agencies. Box Elder has
opted out and the County will absorb the cost. The fee has been restructured and we will pay less - going forward Pennington County will only be responsible for the 17 gauges in the county rather than a percentage of the entire network.

e. **Joint Powers Agreement:** Willett pondered how sensitive topics regarding public safety can be discussed in a public meeting format. Group discussed Executive Session requirements and feedback from the State’s Attorney’s office.

f. **FY2018 HLS Grant Process/FY2019 Update:** Willett said a new round of grants opened 1 January and closes 15 February. Once applications have been submitted and HLS makes their initial selections, we are responsible for reviewing and advocating for our project priorities. As a reminder, THIRA is required to proceed to the second round.

g. **Annual EM Director Evaluation:** Willett stated the County Commission is still reviewing and deciding how the process will be handled.

VI. **NEW BUSINESS**

- **December 2018 Public Education Project:** White created a successful Public Education Project that launched in December, inviting the public to guess the locations of Elliott the Elf in a series of Pennington County photographs. Winners who guessed correctly received emergency preparedness prizes (radio, flashlight, tourniquet, etc.).

- **EMUB Partners:** Jegeris asked if Ellsworth AFB had been invited to send a representative to sit on the board. Willett said other groups that EM convenes includes EAFB representatives.

VII. **Adjournment:** Motion to adjourn by Sortland, seconded by Thom. Motion carried.