

INFORMAL MINUTES

July 27, 2009

2:00 p.m.

Oval Office

PRESENT: Commissioners Leslie Lewis and Kathy George, Commissioner Mary P. Stern being excused.

Staff: Laura Tschabold, John M. Gray, Jr., Pat Anderson, Doug McGillivray, and Marilyn Kennelly.

Guests: Hannah Hoffman, News-Register; Todd Terp, Amateur Radio Emergency Services; and Denise Swanson, United Way.

* indicates item forwarded to formal agenda

Leslie called the meeting to order at 2:08 p.m.

* Personnel - Pat presented personnel requests from various departments. See agenda for details.

* Contracts/Grants - See agenda for details.

Emergency Management - Todd Terp, Amateur Radio Emergency Services (ARES), reported that the final installation has been finished on all but two radios and a regional exercise to test the Emergency Operation Centers showed that the system is 100% effective and operational to all counties. Doug McGillivray stated that monthly meetings will be held in the EOC, which will give ARES the chance to continue testing the radios. He stated that training opportunities will be provided to interested county personnel.

Doug stated that a cooling center has been set up with the Salvation Army and Red Cross will step in to help if the need exceeds the capability of the Salvation Army. He said that the press release directs people to call 211, which will be a good test of the new system. He provided an update on other emergency management items, including the CERT Program, the Community Wildfire Protection Plan, upcoming emergency exercises, the Emergency Operations Plan, the website, and a proposal to create an Incident Management Team (see Exhibit A). He stated that the IMT would be overseen by a policy group consisting of the Board and department heads. Leslie stated that she would like to have more conversation about the proposal.

211 - Marilyn Kennelly distributed informational packets about the new 211 system. She stated that not only will any citizen be able to call in for information about services, but the county will be able to gather data on emerging needs and unmet needs in the county. She explained that United Way will be the fiscal agent and will do marketing and outreach, while the Commission on Children & Families will handle monitoring and provider relationships. She said that an advisory group will be set up to determine which providers should be included. Leslie stated that this will help the 911 system, since the YCOM dispatchers get many calls that should be

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directed elsewhere.

* Areas of Responsibility - Continue the existing areas of responsibility for the Board of Commissioners through December 31, 2009.

The meeting adjourned at 3:06 p.m.

Anne Britt
Secretary



SHERIDAN FIRE DISTRICT

"We're there, because we care."



May 2009

Incident Management Team (IMT) Concept & Proposal

Narrative:

We all know and have experienced the fact that in a major emergency or disaster situation, resources are often scarce and sometimes nearly impossible to acquire. This applies to personnel as well as to equipment and apparatus. When personnel become scarce, it impacts our ability to manage the situation especially when our response personnel are staffing an emergency operations center (EOC) or emergency coordination center (ECC). To address this issue and offer a limited but viable solution this Incident Management Team concept and proposal is offered for consideration.

When we staff the various EOC/ECC positions with our response personnel, it reduces our ability to provide trained responders to an incident. This proposal submits that many of the positions in an EOC/ECC could – and possibly should - be filled by other than sworn personnel, thus freeing trained responders to do that which they do best – respond to an incident in a professional and competent manner.

Certainly there are some instances and positions where the emergency services need to be providing the staffing, positions such as Operations Section Chief, or Division/Group Supervisor. But we submit that positions such as Resources Unit Leader, Situation Status Unit Leader, Documentation Unit Leader, Demobilization Unit Leader, Food Unit Leader, Time Unit Leader, among others, could very well be staffed by non-sworn individuals. Of course these individuals would need to have completed the requisite training and be properly supervised but this all seems both logical and doable.

For years there has existed the school of thought that only responders from certain emergency service agencies could or should make up an IMT. In 2009, we need to rethink this concept as we have many examples of this not necessarily being the case.

For example: there are many individuals in the community that have past experience as volunteer or career firefighters, police officers, EMT's, Paramedics, medical professionals, etc, who understand the terminologies and underlying organizational philosophies involved and with some 'just in time' orientation or refresher training they

could be extremely useful and productive in an EOC/ECC setting. We are in a position to develop some efficiencies in our response world by enabling and empowering others to assist in resolving and mitigating an emergency situation. Sounds like a WIN - WIN.

Concept of Operations:

The program would consist of two or three, Incident Management Teams comprised of individuals from across the entire spectrum of Yamhill County. This would include individuals that are currently employees of the County and/or any or all of the 10 cities within the county; responders and non-responders alike. There are numerous individuals from the various jurisdictions within the County that have enough experience to qualify them for inclusion on such a team.

However, as mentioned earlier, the positions of Operations Section Chief and Division/Group Supervisor (and possibly others) should be filled by a person from the agency that has primary responsibility for the incident. The position of Incident Commander might also be one of these positions that require a person from the agency or jurisdiction with primary responsibility, but there are also many examples around the country and even a few in Oregon (one very close to Yamhill County) that believe the Incident Commander is truly and primarily a management position and that the real situational expertise MUST reside in Operations. This piece is one that should be discussed by the larger group and is something that requires agreement and buy-in from all concerned.

The on-call IMT would fit as well into a Unified Command and Area Command organization as it does into a Single Command organization.

When a major incident occurs or an incident grows to such proportions that a County or regional EOC/ECC is necessary, the IMT on call would be activated, or at the very least, specific individuals within that team would be activated.

This basic concept existed in the past but only utilized two teams of county employees. The idea was good, but it lacked comprehensive implementation and participation.

The plan at this point is to revive the old program in a new suit of clothes. A suit that would be agreeable and relevant to all of the participating jurisdictions and agencies.

No single jurisdiction or agency would own or monopolize the teams and all participating jurisdictions or agencies would participate in initial and on-going training for team members.

Activation Protocol of the IMT:

Upon any participating jurisdiction calling a third alarm or greater in a fire situation, any Mass Casualty Incident (MCI) within the County, any incident that necessitates the activation of the Health Department AOC (Agency Operations Center) or any event that law enforcement believes to be significant enough to warrant the EOC activation, Y-COM and NDPD Dispatch would, in accordance with an established protocol (yet to be developed) alert County Emergency Management that an IMT activation was desired.

The on-call team members would be activated on an-as needed basis unless the incident warranted full team activation. In this case the entire on-call team would be activated. In either case the IMT members would report directly to the County EOC.

Summary:

Nothing in this proposal is designed or intended to supplant emergency response personnel at any level, neither the rookie nor the most senior officers, nor anyone in between. It is simply intended to provide a trained staff to free the professional responders to do that which they are trained to do. At times it seems difficult to explain why a responder with specific skills that may be useful or needed at the scene, is required to sit in the EOC and away from the action.

NOTE: Nothing in this proposal refers to automatically providing any IMT personnel to any incident scene or command post. This IMT proposal is designed to provide staffing for an Emergency Operations Center or Emergency Coordination Center. However, since trained personnel will be available, nothing prevents an on-scene Incident Commander from requesting that support for specific on-scene positions be filled by IMT personnel. No part of this is designed or intended to exclude any discipline or any specific group of responders.

Having trained Incident Management Teams within this County, would enable us to offer emergency resources to other jurisdictions or county's throughout the State of Oregon and beyond. We've all seen lately how valuable this resource really is.

One of the buzz-words these days for FEMA and Homeland Security grant applications is the word 'Regional'. This IMT concept and program would assist in meeting the broad and general definition of "Regional" and assist in continued eligibility for federal grant dollars well into the foreseeable future.

Implementation:

The initial vision is to form teams from a diverse cross section of Yamhill County residents. They may come from the general population, from city or county agencies, or from response agencies themselves. The intent is to identify those individuals that will be willing and able to work in an EOC/ECC environment and be able to handle the stress and the hours. These individuals will also need to be willing to undergo an appropriate training regimen to ensure that all of the EOC/ECC participants are fully prepared to function ably in their assigned roles.

Since County Emergency Management is discipline neutral and also manages the County EOC, the suggestion is made here, that the County Office of Emergency Management be the administrator and record keeper for the teams.

There are enough individuals within the emergency services and emergency management agencies in Yamhill County to ensure that the training for the ECO/ECC staff is up to par.

Please take a few moments to answer the questions on this short survey.

It would be greatly appreciated if you would answer the questions and return the document via reply to this e-mail message. Please submit your responses no later than August 30, 2009.

Sincerely:

Terry Ney
Chief
Sheridan Fire District

Doug McGillivray
Emergency Manager
Yamhill County

Questions:

Name:

Jurisdiction:

		Yes	No	N/A
1	Do you support this proposal as presented?			
2	If not, would you support the proposal with a few minor modifications?			
3	Would you be willing to provide instructors to train the IMT personnel?			
4	Are you not willing to accept this proposal - even with modifications?			
5	Do you have an alternative proposal?			

Please list any comments and/or proposal modifications you may wish to share in the space below and over onto the following page.