



**Franklin County Emergency Management and Homeland Security
Executive Committee Meeting
April 26, 2017**

I. Call to Order

Mr. William Vedra, Chair, called the meeting of the Franklin County Emergency Management and Homeland Security Executive Committee to order at 8:36 a.m. The meeting was held at the Upper Arlington Municipal Services Center, 3600 Tremont Road, Upper Arlington, OH 43221.

II. Roll Call

Officers Present:

William Vedra, Jr., Chair, representing Mayor Ike Stage, City of Grove City
David Collinsworth, Vice-Chair, City of Westerville

Members Present:

Ramona Patts, representing Mayor Andrew Ginther, City of Columbus
Ned Pettus, Columbus Division of Public Safety
Michael Fielding, representing Dr. Teresa Long, Columbus Health Commissioner
Christian Selch, Columbus IT Planning & Governance
Dana McDaniel, City of Dublin
Ken Wilson, representing Franklin County Commissioner Kevin Boyce
Erik Janas, representing Franklin County Commissioner John O'Grady
Jim Gilbert, representing Franklin County Sheriff, Dallas Baldwin
Steve Kennedy, Prairie Township
Theodore Staton, City of Upper Arlington
Preston Moore, representing Mayor Kim Maggard, City of Whitehall FD
A quorum was present.

Staff and Others Present:

Jason Bendure, City of Columbus Division of Fire Bomb Squad
Patrick Morris, City of Columbus Division of Fire Bomb Squad
Jeffrey Young, FCEM&HS
Darrel Koerber, FCEM&HS
Jan Bartel, FCEM&HS
Pam Tickle, FCEM&HS
Nick Soulas, Franklin County Prosecutor's Office
Carl Hickey, FCSO
Peter Wickham, FCSO Bomb Squad
Dan Ralley, City of Upper Arlington
Brian Miller, City of Westerville

III. Introduction

A. Chair William Vedra thanked Mr. Theodore Staton for hosting the Executive Committee meeting at his facility. Mr. Staton stated Upper Arlington was happy to host the meeting. Their meeting room is where the Council Conference Sessions take place and is also used in a variety of ways.

- B. Chair Vedra welcomed the newest member of the Executive Committee, Mr. Christian Selch, City of Columbus Department of Technology.

IV. Pledge of Allegiance

Chair William Vedra led the Pledge of Allegiance.

V. Approval of Minutes

- A. Chair Vedra asked for a motion to approve the January 18, 2017 and March 9, 2017 meeting minutes. Mr. Steve Kennedy motioned to approve; seconded by Mr. Michael Fielding. The vote was taken and the motion passed unanimously.

VI. Presentation –Bomb Squad Nano X-Ray

- A. Peter Wickham, FCSO Bomb Squad, Jason Bendure and Patrick Morris, City of Columbus Division of Fire Bomb Squad gave a presentation on the bomb squads’ capabilities and needs and the newly acquired Nano X-Ray Equipment. They expressed appreciation for all of the equipment that has been purchased for the bomb squads over the years utilizing grant funds. The bomb squads respond to Ohio Homeland Security Regions 4, 7 and 8 which comprises 66 counties in all. It was stated, with current trends, the bomb squads have had to change and adapt to terrorism and terrorist attacks. Chief Gilbert stated the Nano X-Ray equipment also helps with the social media aspect. In this day and age with everyone having a cell phone and the ability to post on-line, being able to handle an incident with just two (2) bomb techs and the Nano equipment is less likely to get noticed than having the large bomb truck respond.

Attached is a copy of their PowerPoint Presentation. The photos on page two (2) of the presentation show why Nano X-Ray equipment is needed; the photos are from Columbine, Boston Marathon, San Bernardino, and Elizabethtown New Jersey. Photos on page three (3) show incidents that happened right here in Columbus; Active Aggressor Event at The Ohio State University, machete attack at the Nazareth Restaurant and the knife incident at the John Glenn Columbus Regional Airport Authority. At these types of incidents, there are numerous backpacks, bags, vehicles, coffee cups, etc. that must be cleared. Page four (4) shows the equipment housed on the large bomb trucks and page five (5) shows how, for quick assessment/safety it now needs to fit into a bomb techs backpack. Page six (6) shows how the Nano equipment can be deployed and page seven (7) shows the smaller version of equipment needed by bomb techs to carry in their backpack.



Bomb Squad PP

There are two (2) certified tactical bomb techs in Franklin County right now with two additional going through training to become certified. It was stated the bomb squads need three (3) additional Nano Units. Current costs for one (1) unit is \$42,000 and there is a 180-day wait period to receive the equipment after ordered. The 2017 State Homeland Security Grant Program should be released summer 2017 and will support regional resources and it is the responsibility of the Homeland Security Region 4 Directors to vet all the project requests for our region.

VII. Financial Reports

- A. Ms. Jan Bartel reviewed the financial reports for the first Quarter of 2017. Chair Vedra asked for a motion to approve the Financial Report. Mr. Staton motioned to approve; seconded by Mr. Ned Pettus. The vote was taken and the motion passed unanimously.

**FRANKLIN COUNTY EMERGENCY MANAGEMENT & HOMELAND SECURITY
FUND 9029 REPORT
FOR YEAR TO DATE ENDING 3/31/2017**

EMERGENCY OPERATIONS PROGRAM

	REVISED BUDGET	ACTUALS	ENCUMB	AVAILABLE BUDGET	PCT USED	PCT ACTUAL
REVENUE	<u>\$ 1,542,838.00</u>	<u>\$452,725.26</u>	<u>\$ 0</u>	<u>\$ 1,090,112.72</u>	<u>29.34%</u>	<u>29.34%</u>
EXPENDITURES						
WAGES, SALARIES	\$ 714,207.00	\$164,272.03	\$ 0	\$ 549,934.97	23.00%	23.00%
FRINGES & BENEFITS	271,079.00	61,625.52	0	209,453.48	22.73%	22.73%
SERVICES & MATERIALS	<u>776,051.00</u>	<u>158,515.18</u>	<u>468,584.38</u>	<u>148,951.44</u>	80.81%	20.43%
TOTAL EXPENDITURES	<u>\$ 1,761,337.00</u>	<u>\$384,412.73</u>	<u>\$ 468,584.38</u>	<u>\$ 908,339.89</u>	48.43%	21.83%
REVENUE LESS EXPEND	<u>\$ (218,499.00)</u>	<u>\$ 68,312.53</u>	<u>\$(468,584.38)</u>	<u>\$ 181,772.83</u>		

**FRANKLIN COUNTY EMERGENCY MANAGEMENT & HOMELAND SECURITY
FUND 9029 REPORT
FOR YEAR TO DATE ENDING 3/31/2017**

FINANCIAL SERVICES (GRANTS & PASS THROUGH SERVICES)

	REVISED BUDGET	ACTUALS	ENCUMB	AVAILABLE BUDGET	PCT USED	PCT ACTUAL
REVENUE	<u>\$ 736,151.00</u>	<u>\$ 43,176.26</u>	<u>\$ 0</u>	<u>\$ 692,974.74</u>	<u>5.87%</u>	<u>5.87%</u>
EXPENSES						
SERVICES & MATERIALS	\$ 355,000.00	\$ 0	\$ 0	\$ 355,000.00	0.00%	0.00%
GRANTS TO OTHERS	<u>399,901.00</u>	<u>0</u>	<u>126,152.60</u>	<u>273,748.40</u>	31.55%	0.00%
TOTAL EXPENSES	<u>\$ 754,901.00</u>	<u>\$ 0</u>	<u>\$ 126,152.60</u>	<u>\$ 628,748.40</u>		
REVENUE LESS EXPENSES	<u>\$ (18,750.00)</u>	<u>\$ 43,176.26</u>	<u>\$(126,152.60)</u>	<u>\$ 64,226.34</u>		
9029 FUND BALANCE	\$1,442,686.29					

**FRANKLIN COUNTY EMERGENCY MANAGEMENT & HOMELAND SECURITY
FUND 9031 REPORT
FOR YEAR TO DATE ENDING 3/31/2017**

OUTDOOR WARNING

	REVISED BUDGET	ACTUALS	ENCUMB	AVAILABLE BUDGET	PCT USED	PCT ACTUAL
REVENUE	<u>\$ 437,400.00</u>	<u>\$ 116,605.00</u>	<u>\$ 0</u>	<u>\$ 320,795.00</u>	<u>26.66%</u>	<u>26.66%</u>
EXPENDITURES						
SALARIES & WAGES	\$ 72,070.00	\$ 17,843.21	\$ 0	\$ 54,226.79	24.76%	24.76%
FRINGES & BENEFITS	28,074.00	7,153.26	0	20,920.74	25.48%	25.48%
SERVICES & MATERIALS	185,986.00	12,022.24	46,924.74	127,039.02	31.69%	6.46%
PASS-THROUGH EXPEND	<u>202,200.00</u>	<u>0</u>	<u>0</u>	<u>202,200.00</u>	0.00%	0.00%
TOTAL EXPENDITURES	<u>\$ 488,330.00</u>	<u>\$ 37,018.71</u>	<u>\$ 46,924.74</u>	<u>\$ 404,386.55</u>	<u>17.19%</u>	<u>7.58%</u>
REVENUE LESS EXPEND	<u>\$ (50,930.00)</u>	<u>\$ 79,586.29</u>	<u>\$ (46,924.74)</u>	<u>\$ (83,591.55)</u>		

9031 FUND BALANCE \$ 771,075.90

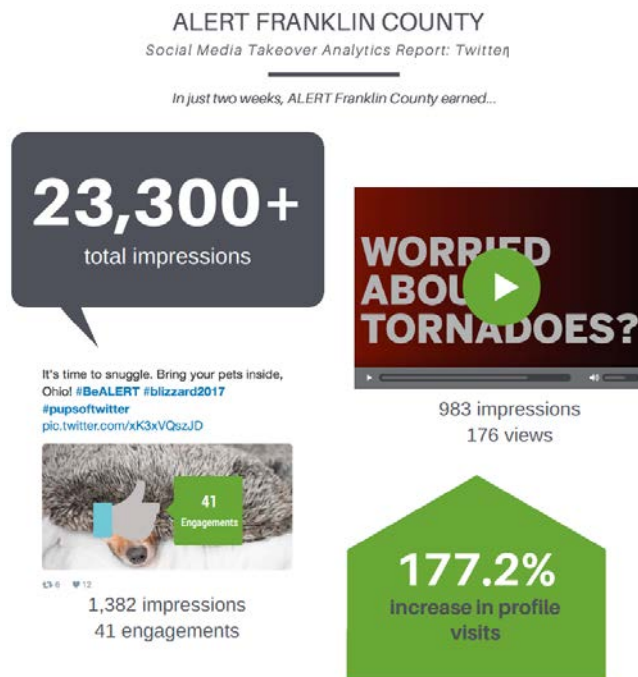
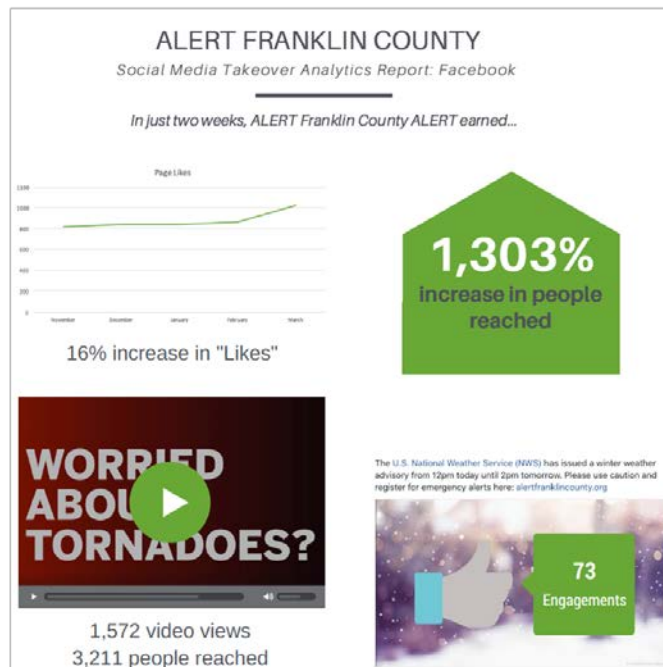
VIII. Personnel and Financial Committee

- A. Mr. Vedra stated that in the past there had been some concern about the Director's timesheets the Chairperson signed off on. FCEM&HS is now utilizing the Munis ESS Time Management System and the Executive Committee Chair now receives timesheet information on a weekly basis and can approve electronically. The system will not allow an employee to request time off if it would cause a negative balance.
- B. The Personnel and Financial Committee will meet before the next Board meeting to discuss next year's budget and personnel.

IX. Agency Update

- A. Annual Report – The FCEM&HS 2016 Annual Report was emailed to all Executive Committee members and will be available on FCEM&HS's website; www.fcemhs.org. Director Young looks to transition the annual report from a newsletter format to more of an annual report format similar to CEPAC's Annual Report. The agency is actively talking about this year's annual report now and what information to present that is relevant, useable, and educational.
- B. ALERT Franklin County
 - 1. The deliverables with Murphy Epton have been concluded. The first graphic below shows the statistics from the Facebook Post and the second graphic shows the statistics from the Twitter feeds. The branding will now go out to the various jurisdictions for their use as well as partner agencies to get people to opt-in to ALERT Franklin County. As we go forward, several opportunities for marketing may draw other members of the public into the system to opt-in and FCEM&HS will explore those; everything from dealing with specific constituencies such as the Deaf Community Services Center. Director Young will be circling back with the Deaf Community Services Center Director with branding, Facebook and social media posts with the desire to drive up the opt-ins from the deaf community.

ALERT Franklin County Social Media 2-Week Campaign Results



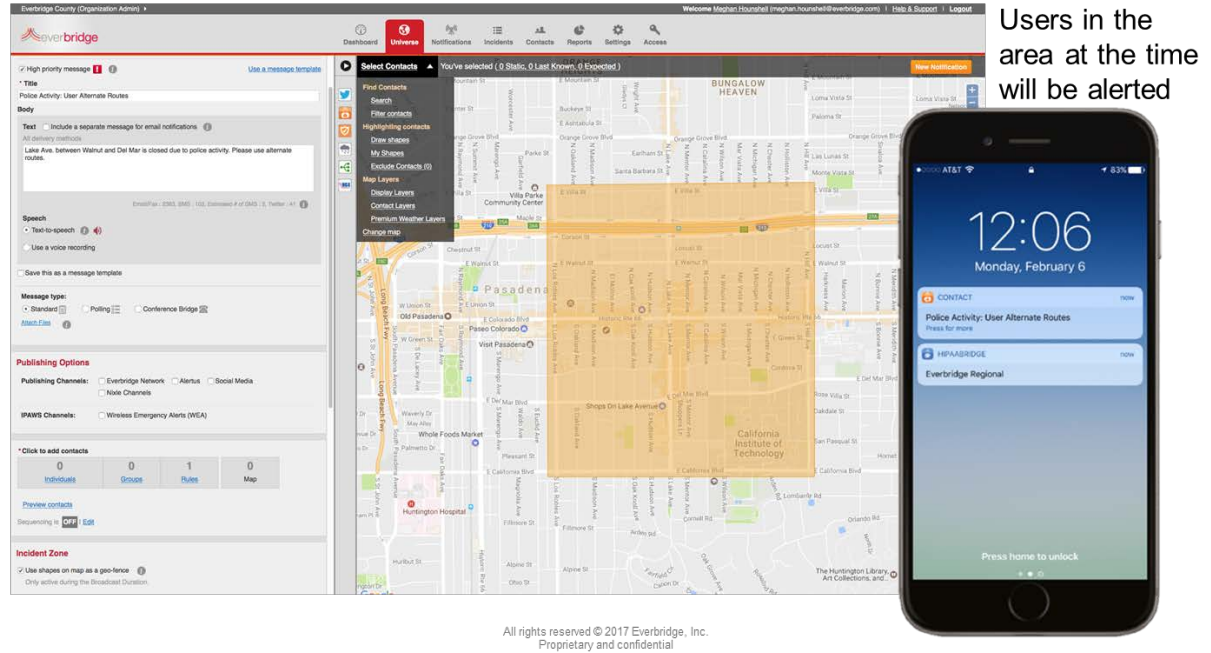
2. Items being worked on regarding ALERT Franklin County

- Community Engagement Module – Everbridge purchased Nixel about two (2) years ago to acquire the architecture as well as the market share. Nixel was a tech message anonymous opt-in based system. This has been rebranded as their Community Engagement Module. The City of Columbus is interested in the non-emergency messenger side of the system for community engagement. Director Young sees an emergency

messaging use for the system and stated Florida uses it very effectively during Hurricane Evacuations.

- Incident Zones/Contact Bridge –The Contact Bridge is a free App from Everbridge and is available to anyone who has the App on their phone and is in or ventures into that designated incident zone. The App is free and available today. Example graphic listed below.

Authorized agencies can identify geo-based notifications as incident zones



Users in the area at the time will be alerted

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- Buckeye Alerts (RSS Feed) - Working with Mr. Bob Armstrong, Director OSU Division of Emergency Management & Fire Prevention Department of Public Safety on Linking ALERT Franklin County with Buckeye Alerts
- Messaging Committee – All Central Ohio Mass Notification users to discuss the 10-12 most likely scripted messages that would go out and then agree on common language and help educate the public on what to do if they receive a message
- Governance Group – 3-4 constituents who are using ALERT Franklin County as they talk through contact bridge/incident zones.
- Users Group Meeting – Scheduled for June with Everbridge and clients to go over best practices, tips and tricks and a cache of resources to provide impact

C. Agency Technology Overview

Deputy Director Darrel Koerber gave an overview of some of the agency’s technology items.

1. WiFi – the agency experienced poor connectivity and could not handle event driven demand. WiFi Hot Spots are being added to the Training Room/Assessment Center; this project is in progress.
2. The FCEM&HS Website was created in 2013 and the agency was notified by DBS that upgrades are needed. The current website is not mobile friendly/functional and has ADA issues. Switchbox was contacted to provide input and a quote for updating the website. FCEM&HS was contacted by the Franklin County Data Center that it was on their list of county agencies for website updates. This project should be completed this

year at little to no cost through the Franklin County Data Center. A contract with Switchbox would cost between \$30-\$40,000.

3. The current agency security system is a 2005 model and even though it is functional, it doesn't allow for certain capabilities and is limited to three (3) fixed control points. The agency also needs to expand the security to the back of the building. FCEM&HS is in the process of evaluating other systems and possibly looking at a budget item for 2018.
4. The agency phone system has been identified in a few exercise after-action items as being a weak link. The current agency phone system has one (1) line coming in that rolls over to other lines and all lines have to be answered by individuals. The volume of calls received overwhelms the current system especially when the EOC is activated and the agency does not have the current capability to set-up a hot line. There are two (2) options for a new system, the first option is to purchase the equipment and the other option is to lease the equipment. FCEM&HS is in the process of evaluating the recommendation from the Franklin County provider (Mitel).
5. Currently FCEM&HS has two (2) servers for data storage. Since the agency switched over to a local server it was found that the data storage we have, although competent, is going to quickly run out of space. The agency was able to work within and free up some space on the current servers but as technology gets older you run into issues. Possibly next year the agency is looking at alternatives to data storage whether it be through a cloud system or the Franklin County Data system.

D. MARCS Radio Programming

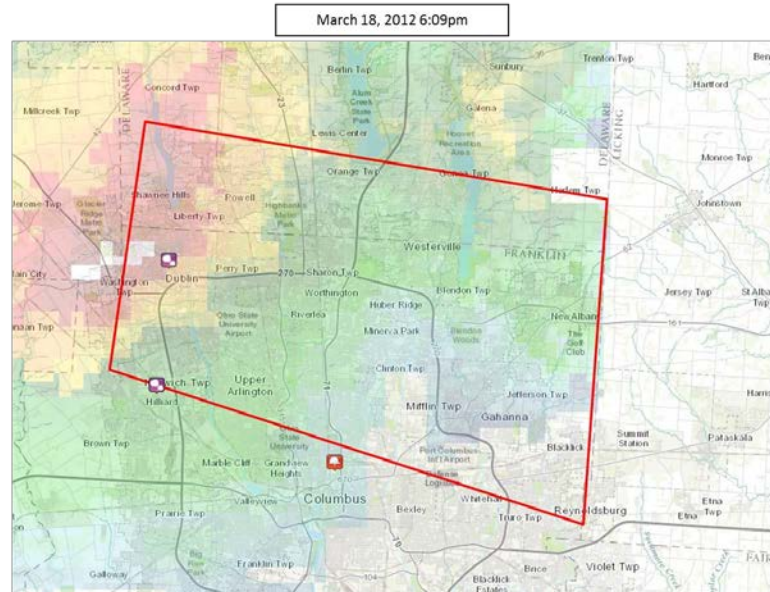
1. Chief Jim Gilbert asked Director Young to provide information on the recent radio programming issue. Director Young reported the agency was conducting a clean-up of all old hardware and reallocating space within radio consoles. The vendor who was working on the amateur radios stated he could program the agency's MARCS radios and so reprogrammed them with his advanced system key. When the County Maintenance Radio Manager arrived to reprogram the radios, he realized this had already been completed and asked who reprogrammed the radios. FCEM&HS was notified the vendor did not have authorization from MARCS to program radios and so the vendor came back and undid the reprogramming. Director Young has reaffirmed with the County Maintenance Radio Manager and he will reprogram the agency's radios and going forward with work through them. No funds were paid by FCEM&HS to the vendor to reprogram the radios. Questions raised were who has access to radio systems, who can program radios and how to verify they have authority to program. Ms. Ramona Patts stated system keys are expensive; they are unique and expire and then must be reloaded by MARCS. She states this is a MARCS issue and inquired as to whether they shut down this vendor's system key. Mr. Staton asked FCEM&HS to report at the July Executive Committee Meeting on how this issue got resolved.

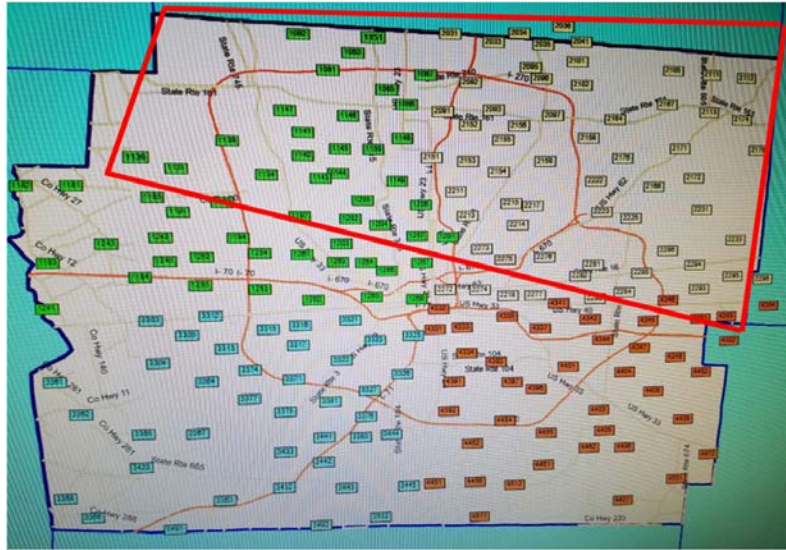
E. Severe Weather Plans

1. Outdoor Warning Siren – Director Young reported on the siren issues recently experienced by Licking County and Dallas, Texas, and stated FCEM&HS was being pro-active and looking into the possibility of these issues in Franklin County. The likelihood here is very, very low.
2. Siren Activation – In the first graphic below, the polygon shows the area located within the National Weather Service (NWS) warning notification on March 18, 2012. The current FCEM&HS policy is to active all 196 sirens within the County regardless of where the notification warning area is located as shown by the second graphic below. Director Young recommends setting the sirens off to match the NWS polygons and proposes a 4-quadrant system which would entail moving a few sirens so the quadrants

closely align with I-70 and 71. The third graphic below shows the sirens that would have been activated during the March 18, 2012 notification had the sirens been operating under the quadrant system. Director Young stated the sirens are owned by the local jurisdictions and sought and received approval from the Executive Committee to start holding discussions with the jurisdictions on what he is proposing and answer any questions on how the sirens operate.

Severe Weather Plans





3. PSAP Alert Radio System – Dedicated radio locked in to all the PSAPs and surrounding EMA Directors. Radio check is conducted once a month.
4. Message Boards – FCEM&HS has been in contact with ODOT and Lamar Communications/Clear Channel to discuss using their message boards during a tornado warning.

X. Old Business – Nothing

XI. New Business

A. Proportionate Share Update/Auditor Data Discussion

1. The 1988 Proportionate Share Agreement states *“The allocated share of the expenses of coordinating the emergency management activities within Franklin County shall be appropriated and paid into the Franklin County Emergency Management Fund by the participating political subdivisions and shall be apportioned on the same basis made applicable to all participating political subdivisions, which shall be fifty per cent (50%) on the basis of population and fifty percent (50%) on the basis of the real property, tangible personal property, and public utility tax duplicate of each political subdivision entering into the agreement. The Executive Committee may additionally establish a minimum participation fee with proper notice.”* Two (2) times in the last seven (7) years, there has been an issue with the updated data from the Auditors Office regarding shifting of proportionate share from unincorporated to incorporated areas. Going forward, Director Young would like to be consistent with the calendar year. He would like to use the figures provided by the Auditors Office, and used when developing the agency’s budget, as the figures billed to the jurisdictions. This way jurisdictions can use the numbers for budgeting purposes. Ms. Patts asked Director Young to research to see what other counties our size do regarding funding of their agency. It was decided for the 2018 budget to use 2017 numbers and provide those to the jurisdictions so they can include in their budgets and then relook at the formula during 2018.

B. Warning Fund Usage

1. The annual income for the warning fund is \$235,000 or \$1,200 per outdoor siren. The average yearly expense is \$150,000. Director Young recommends reducing the amount billed per siren to \$1,000; this will be part of the agency budget presentation and will include what level of reserve should be kept.

2. Ms. Patts asked Mr. Nick Soulas if he could provide information on what the Warning Funds could be used for. Mr. Soulas stated he could not give a broad definition but the mass notification system could possibly fit. Ms. Patts inquired if the Executive Committee came up with ideas could they provide them to Mr. Soulas to see if they might fit within the warning fund usage; Mr. Soulas replied affirmative. One idea would be to hire a consultant for public education purposes.

XII. Open Forum – Nothing

XIII. Adjournment

Chair Vedra asked for a motion to adjourn the meeting. Mr. Steve Kennedy motioned to adjourn; Chief Preston Moore seconded. The meeting was adjourned at 11:13 a.m.

XIV. Next meeting date: The next meeting is scheduled to be held at FCEM&HS, 5300 Strawberry Farms Blvd., Columbus, OH in July; date to be determined dependent on budget.

Submitted by:

Pamela Tickle, Acting Recording Secretary

William F. Vedra, Jr., Chair

Jeffrey J. Young, Director

Date

Date