



**Franklin County Emergency Management and Homeland Security
Executive Committee Meeting
May 25, 2016**

I. Call to Order

A. Mr. William Vedra, Chair, called the meeting of the Franklin County Emergency Management and Homeland Security Executive Committee to order at 9:33 a.m. The meeting was held at Franklin County Emergency Management and Homeland Security, 5300 Strawberry Farms Boulevard, Columbus, OH 43230.

II. Roll Call

Officers Present:

William Vedra, Jr., Chair, representing Mayor Ike Stage, City of Grove City

Members Present:

Ramona Patts representing Mayor Andrew Ginther, City of Columbus

Cathy Collins, representing Director George Speaks, Columbus Division of Public Safety

Sherry Kish, City of Columbus

Dr. Allen Smith representing FC Commissioner Paula Brooks

Erik Janas representing FC Commissioner John O'Grady

Dr. Mysheika Williams Roberts representing Dr. Teresa Long, Columbus Health Commissioner

Steve Kennedy, Prairie Township

Theodore Staton, City of Upper Arlington

David Collinsworth, City of Westerville

Chief Preston Moore, City of Whitehall

A quorum was present.

Staff and Others Present:

Jan Bartel, FCEM&HS

Becky Brady, FCEM&HS

Cara Flannery, FCEM&HS

Darrel Koerber, FCEM&HS

Kelly McGuire, FCEM&HS

Brian Shang, FCEM&HS

Steve Smith, FCEM&HS

Pam Tickle, FCEM&HS

Chris Williams, FCEM&HS

Nick Soulas, Franklin County Prosecutor

Angelo Nocera, FCEM&HS Volunteer

III. Pledge of Allegiance

Mr. David Collinsworth led the Pledge of Allegiance.

IV. Approval of Meeting Minutes

Chair William Vedra asked for a motion to approve the March 10, March 24, and April 1, 2016 meeting minutes. Mr. Steve Kennedy asked that the January 20, 2016, meeting minutes reflect he was present. Mr. Staton asked to correct his title in the minutes from Mayor of Upper Arlington to City Manager of Upper Arlington. With those corrections made, Mr. Steve Kennedy motioned to approve; seconded by Dr. Mysheika Roberts. The vote was taken and the motion passed unanimously.

V. Financial Reports

A. Interim Director Darrel Koerber reviewed the financial reports for January, February, March and April 2016. Interim Director Koerber said the financials are on track for 2016 and FCEM&HS will begin the budget process for 2017. Mr. Erik Janas motioned to approve; seconded by Ms. Cathy Collins. The vote was taken and the motion passed unanimously.

VI. Personnel and Finance Committee

A. Executive Committee By-Laws

1. The Personnel and Finance Committee reviewed the FCEM&HS Executive Committee By-Laws and recommends the following changes:
 - ❖ Page 3, Section 3, delete the phrase “with just cause” so the sentence reads, “The director may be removed by a 2/3 affirmative vote...”
 - ❖ Page 3, Section 3, delete the last sentence, “Before such proceedings become final, the challenged officer shall be entitled to the legal rights and privileges available to citizens of the United States.”
 - ❖ Mr. Collinsworth stated Section 1 should state a more pro-active and affirmative statement. He suggested, the Director’s position is “at will and serves at the pleasure of the Executive Committee.”
2. Dr. Roberts asked if the ten (10) calendar day waiting period is standard as stated in the following sentence on Page 3, Section 3, “When the removal of the director is anticipated, the committee members shall be notified in writing at least ten (10) calendar days prior to the meeting where such action is planned.” Franklin County Prosecutor Nick Soulas stated the ten (10) calendar days is a courtesy to allow committee members and elected officials time to adjust their schedule in order to attend. It can be a shorter or longer time frame.
3. Mr. Erik Janas motioned to amend the By-Laws, Section 1 and Section 3 as stated above; seconded by Dr. Allen Smith. The vote was taken and the motion passed unanimously. A copy of the revised Executive Committee By-Laws is attached.



Revised FCEM&HS
Executive Committee By-Laws

B. FCEM&HS Director’s Position

1. Chair Vedra reviewed with the Executive Committee, the Director Position Description and the Director Position Public Announcement. The Director Position Description listed job duties in order of importance:
 - 50% - Coordinating, organizing, administering and operating Emergency Management activities on a County-wide basis in accordance with the Ohio Revised Code, and under the direction and control of the Emergency Management Executive Committee;
 - 15% - Preparation and monitoring of annual agency budget;

- 15% - Oversees the development of planning strategies, policies, goals, and objectives relative to emergency management issues. Administers state and federal grants from multiple agencies.
 - 15% - Facilitates and provides lead staff support to program-related strategic planning and problem solving processes. Develops and delivers training and technical assistance to support implemented strategies. Serves as community liaison and Chairs or represents the agency on various state and local program-related groups and committees.
 - 5% - Represents Franklin County at the federal, state, and local level monitoring legislation for potential program impacts, advocating for directed funding, maintaining professional educational development and forming regional alliances.
 - Added a sentence about collaboration with the Office of Homeland Security and Justice Programs.
2. The Personnel and Finance Committee suggested the name of Franklin County Emergency Management and Homeland Security be amended to Franklin County Emergency Management, omitting Homeland Security. Chair Vedra stated the agency got off track, it caused issues and duplication of efforts when “Homeland Security” was added to its title. Interim Director Koerber stated that by deleting Homeland Security, it diminishes the agency’s image and reputation, and legitimacy that took years to develop. FCEM&HS was a starting member of the Homeland Security Advisory Committee (HSAC) and was the author of THIRA, the document used to validate the last UASI grant. After a lengthy discussion, it was determined the Personnel and Finance Committee would continue the discussion at its next meeting. At this time, the agency’s name will remain the same.
 3. The Director Position announcement was reviewed. The following changes will be made to the position description:
 - First sentence under “Responsibilities” was changed to read, “Under the direction and control of the Emergency Management Executive Committee.
 - Created a new section with preferred qualifications;
 - Kept the “Unusual working conditions” to highlight the additional expectations;
 - Placed on updated FCEM&HS letterhead.
 The Director Position announcement will be placed on the:
 - FCEM&HS website;
 - Franklin County Commissioners website;
 - Indeed (linked with the Board of Commissioners posting);
 - IAEM website;
 - EMAO website;
 - County Commissioners Association of Ohio
 An updated copy of the Director Position Description and the announcement is attached to these minutes.



FCEM&HS
Director Position Description



FCEM&HS
Director Position Announcement

VII. Agency Update

A. Alert Franklin County – FCEM&HS received proposals from three local marketing agencies for the design and implementation of a county-wide marketing plan for ALERT Franklin County.

Firms include:

- The Collective Genius - \$25,000
- CPMedia & Marketing - \$25,400 - \$32,000
- MurphyEpson - \$27,075

After careful review of each proposal, FCEM&HS recommends awarding the contract to MurphyEpson for the following reasons:

- MurphyEpson will analyze current ALERT Franklin County marketing materials and build on that strong foundation.
- MurphyEpson will monitor and create informative content that is engaging, visually fun and simple for the FCEM&HS website and all social media accounts.
- FCEM&HS will have a one-on-one consultation with a social media specialist focused on best practices to continue social media success.
- MurphyEpson will develop an e-newsletter and distribute it via eblast and electronic communication.
- MurphyEpson will work with Post House Media to produce a short animated video that would explain the benefits and highlight the enrollment process. The video could be used on many platforms, including jurisdictional websites, social media accounts, news stories and PSAs. It could also be sent to partner organizations to post on their websites and social media pages.

B. Teamwork '16 Functional Exercise was held on April 28, 2016. Funding was provided by a PUCO Grant and had a LEPC exercise theme. The overarching objective was to exercise the JEOC (staff and ESF Partners) to further solidify working relationships. The exercise was a big success.

1. Learning Objectives:

- Notification of Response/Support Agencies
- Emergency Operations Center
- Resource Management
- Population Protective Measures
- Emergency Public Information

C. FY '16 SHSP Grant Process

- Regional approach instead of a competitive approach
- Ohio EMA will be using the eight (8) homeland security regions as a way to distribute funds. Franklin County is part of the 15-County Homeland Security Planning Region 4.
- Each region will receive a set amount of funding with our Region receiving approximately \$600,000.
- FCEM&HS has been designated as the EMA fiscal agent for this region.
- **Timeline**

ACTION	DATE
Applications due to FCEM&HS	June 10, 2016
Applications reviewed and prioritized by Homeland Security Region 4 Grant Advisory Team	June 17, 2016
Resolution to approve submitting prioritized applications to Ohio EMA by FCEM&HS's Executive Committee	July 6, 2016
Grant Applications & Assurances with original signature submitted to Ohio EMA	July 15, 2016

VIII. New Business – None

IX. Open Forum

X. Adjournment

Mr. Bill Vedra asked for a motion to adjourn the meeting. Ms. Ramona Patts motioned to adjourn; Sherry Kish seconded. The meeting was adjourned at 10:45 a.m.

XI. Next meeting date: Wednesday, July 6, 2016

Submitted by:

Becky Brady, Recording Secretary

William J. Vedra, Chair

Darrel Koerber, Interim Director

Date

Date