



**Franklin County Emergency Management and Homeland Security
Executive Committee & Franklin County Advisory Group (FCAG) Meeting
July 18, 2018**

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 9:32 a.m. The meeting was held at Franklin County Emergency Management and Homeland Security, 5300 Strawberry Farms Boulevard, Columbus, OH 43230.

II. Pledge of Allegiance

Chair William Vedra led the Pledge of Allegiance.

III. Introductions

IV. Roll Call

Officers Present:

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

Members Present:

Christian Selch, City of Columbus IT Planning & Governance
Cathy Collins, representing Ned Pettus Jr., Columbus Division of Public Safety
Dana McDaniel, City Manager, City of Dublin
Mike Hochron, representing Franklin County Commissioner Marilyn Brown
Erik Janas, representing Franklin County Commissioner John O'Grady
Chief Deputy Jim Gilbert, representing Franklin County Sheriff, Dallas Baldwin
Steve Kennedy, Trustee, Prairie Township
Dan Ralley, representing Ted Staton, City Manager, City of Upper Arlington
Chief Preston Moore, representing Mayor Kim Maggard, City of Whitehall

A quorum was present.

FCAG Attendees:

Sgt. Robert Holdren, City of Bexley
Chief Brian Fraley, Clinton Township FD
Chief Jeff Spence, City of Gahanna
Mark Thomas, City of Gahanna
Lynn Bruno, Jackson Township
Ben Collins, Plain Township
Eric Richter, Washington Township
Robyn Stewart, City of Worthington

Staff and Others Present:

Patti Austin, City of Columbus
Jeffrey Young, FCEM&HS
Jan Bartel, FCEM&HS
Becky Brady, FCEM&HS
Andrew Jarvi, FCEM&HS
Darrel Koerber, FCEM&HS
Kelly McGuire, FCEM&HS
Steve Smith, FCEM&HS
Pamela Tickle, FCEM&HS
Chris Williams, FCEM&HS
Nick Soulas, Franklin County Prosecutor’s Office
Chief Brian Miller, Westerville FD

V. Welcome

A. Director Young welcomed all members of the FCEM&HS Executive Committee and members of the Franklin County Advisory Group (FCAG). Director Young explained FCAG was established in 1988 via a countywide agreement entered into by all 42 governmental jurisdictions within Franklin County. The agreement established the FCEM&HS Executive Committee and proportionate share.

VI. Secretary’s Report

B. Chair Vedra asked for a motion to approve the April 18, 2018 meeting minutes. Chief Deputy Gilbert motioned to approve; seconded by Mr. Steve Kennedy. The vote was taken and the motion passed unanimously.

VII. Agency Update

A. Storm Ready

1. Storm Ready is a certification given by the National Weather Service (NWS) after certain criteria is met. It allows local jurisdictions to conduct self-assessments for damage after a storm or tornado. FCEM&HS was first certified three (3) years ago and was recertified in 2018. Director Young introduced FCEM&HS staff member Chris Williams who conducted the certification and recertification process.



The slide features a blue background with a white border. In the top left corner is the logo for Franklin County Emergency Management and Homeland Security, which includes a red triangle with 'EMERGENCY' and 'HOMELAND SECURITY' written inside, and 'Franklin County Emergency Management and Homeland Security' and 'OHIO' below it. The main title 'Storm Ready Recertification' is centered at the top in a large, bold, black font. Below the title is a bulleted list of five items: '24 hour warning point and Emergency Operations Center.', 'Multiple weather warning methods.', 'Local weather monitoring system.', 'Hold community preparedness seminars.', and 'Hazardous weather plan, training, exercises.'. In the bottom right corner is the 'StormReady' logo, which includes the text 'StormReady' in a stylized font, 'We Are StormReady' below it, and 'Be Prepared' with the NWS logo and the website 'www.stormready.noaa.gov' at the bottom.

B. Everbridge Community Engagement

1. Everbridge provides the software for Alert Franklin County and its contract was renewed June 1, 2018. In addition to the renewal, FCEM&HS implemented the Community Engagement Module. Director Young explained the module is within the Everbridge system and brings text messaging capability that allows individuals to tap into the system during a large event by texting a key word to 888777. Messages are received regarding event information, weather, civil disturbance, etc. Five active keywords are allowed at one time. The module is available to all jurisdictions in Franklin County for event management including severe weather, tornado, violent incidents, etc. CPD utilized the module successfully for PRIDE 2018, June 15-17, 2018, and Red, White & Boom on Tuesday, July 3, 2018.



The slide features the Franklin County Emergency Management and Homeland Security logo in the top left corner. The title "Alert Franklin County Community Engagement" is centered at the top. Below the title, a list of events and their corresponding keywords is presented in two columns. To the right of this list is a graphic showing three mobile phones with an envelope icon, representing text messaging, and the word "ALERT" with a right-pointing arrow.

• Pride 2018	"PRIDE2018"
• Red White and Boom	"RWB2018"
• CPD EOC Usage	"4580EOC"
• Whitehall Fireworks	"WHITEHALL18"
• Grove City Homecoming Festival	"GROVECITY18"

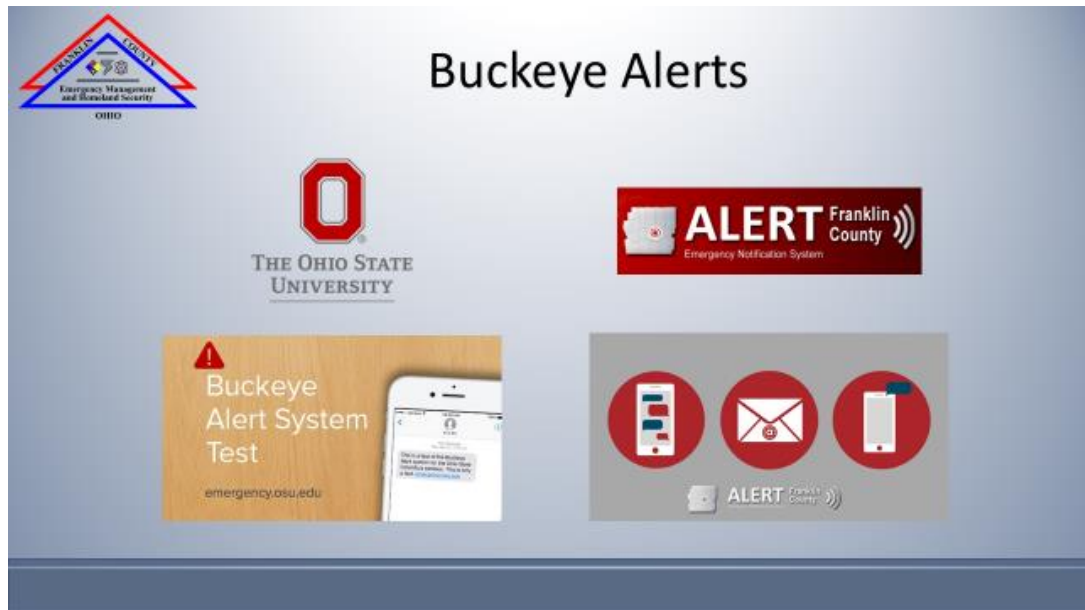


The slide features the Franklin County Emergency Management and Homeland Security logo in the top left corner. The title "Community Engagement 2018-2019" is centered at the top. Below the title is a bulleted list of activities.

- Formal Implementation Training.
- Keyword Administrative Policies and Procedures.
- User Training and Registration within Alert Franklin County.
- Annual Event Schedule (RWB, Arnold, Marathon).
- Two-Way Texting (See Something, Say Something).
- Convention Center/Experience Columbus.
- Marketing/Advertising.

C. Buckeye Alerts

1. Director Young reported a Press Release will be sent out July 19, 2018 regarding Buckeye Alerts. FCEM&HS and The Ohio State University are joining together to better inform the public and enhance safety by integrating the Buckeye Alert System and ALERT Franklin County. Citizens that previously could not sign up to receive Buckeye Alerts now have the option to receive Ohio State's emergency notifications via ALERT Franklin County.



D. Looking Ahead at FCEM&HS



1. Warning
 - a) FCEM&HS implemented the outdoor siren zone system this past year based upon the National Weather Service (NWS). FCEM&HS will update the batteries on one


siren to solar power rather than electrical power through Ohio Edison which will eliminate a monthly fee charged to FCEM&HS. All sirens are battery operated and FCEM&HS is looking at having solar powered chargers as an option in the future.

2. Planning
 - a) The Mass Fatality Plan is being completed for Franklin County and the fourteen (14) contiguous counties that comprise Homeland Security Region IV. A plan is being developed for each county and will then be rolled into one regional plan.
 - b) FCEM&HS is completing the Pre-Disaster Mitigation Plan which is a FEMA requirement to be eligible for certain mitigation projects and increases the recovery dollars that would be available to Franklin County if a disaster occurred. A stakeholder meeting is being held Thursday, July 19, 2018. OEMA will review the plan and it will then be sent to FEMA Region V, Chicago, for final review and approval. Participating jurisdictions must formally adopt the plan. FCEM&HS will distribute copies to all jurisdictions with proposed resolution language.
3. Community Affairs
 - a) Each jurisdiction received a hard copy of the FCEM&HS Annual Report. FCEM&HS may undertake completing the report in-house in 2019.
4. EOC Management
 - a) Director Young, Deputy Director Darrel Koerber and Warning Manager Steve Smith, met with American Electric Power (AEP) regarding power outages that occurred over the July 4th weekend. Assisted living facilities in Bexley lost power due to a storm. The facility was reaching a critical point due to the holiday and heat that day and were close to moving non-ambulatory patients. Fortunately, power was restored after AEP crews worked diligently on the outage. The next day, July 5, 2018, a power outage was reported that affected OSU Hospital and several high-rises downtown. It created an opportunity to speak with AEP's Community Affairs representative who gave an overview of the information flow when power outages occur. AEP is firm that its website is the official location to receive information about power outages, however, they are committed to keeping communications open with FCEM&HS especially how to manage a large scale power outage over a long period of time and minimize the life safety hazards.
5. Resources
 - a) Director Young reported Chris Williams is constantly working to line up resources and is working with Family Assistance Centers and the Convention Center to develop MOUs.
6. Grants
 - a) The Nano X-ray equipment that was part of the 2015 State Homeland Security Program de-obligated funds was procured and documented. It is now in service with the Columbus Fire Department Bomb Squad.
 - b) FCEM&HS is continuing to work through 2016/2017 grants.
 - c) 2018 grant planning will ramp up this fall.
 - d) Cathy Collins asked if Director Young has additional information regarding the OIG audit. Director Young responded urban EMA Directors that he spoke to said it was a FEMA audit regarding OEMA, counties followed the ORC and the guidance provided by OEMA, and it is OEMA's problem to solve. Director Young has not heard back from OEMA since local EMA's have pushed back.
 - e) Chief Deputy Gilbert inquired about the new FCEM&HS vehicle. Director Young stated the vehicle is in service and the project is completed. The 2019 budget includes a request for a new vehicle to replace a 2007 Ford Explorer.

VIII. Financial Reports


A. Director Young reviewed the financial reports for the Second Quarter 2018.

1. All funding is on track and is below 50%. All jurisdictions have paid their proportionate share for 2018.
2. Director Young explained one of the reasons the revenue actuals is below the revised budget is due to EMPG funds that flow from FEMA to OEMA to FCEM&HS for the operation of the agency. Those funds are always in arrears and are received as a reimbursement.



FUND 9029 CONDENSED BUDGET REPORT YEAR TO DATE ENDING 6/30/2018 (ROUNDED TO WHOLE DOLLARS)


EMERGENCY OPERATIONS	REVISED BUDGET	ACTUALS	UNUSED BUDGET (INCLUDES ENCUMBRANCES)	PCT USED ACTUALS
REVENUE	\$ 1,542,838	\$ 1,229,493	\$ 313,345	79.69%
EXPENDITURES				
SALARIES & WAGES	\$ (762,040)	\$ (326,427)	\$ (435,613)	42.84%
BENEFITS & FRINGES	(285,489)	(134,503)	(150,986)	47.11%
SERVICES	(745,689)	(224,557)	(521,132)	30.11%
MATERIALS & SUPPLIES	(100,576)	(20,062)	(80,514)	19.95%
CAPITAL EXPENDITURES	<u>(19,000)</u>	<u>(6,600)</u>	<u>(12,400)</u>	34.74%
TOTAL EXPENDITURES	\$ <u>(1,912,794)</u>	\$ <u>(712,149)</u>	\$ <u>(1,200,645)</u>	37.23%
REVENUE LESS EXPENDITURES	\$ <u>(369,956)</u>	\$ <u>517,344</u>	\$ <u>(887,300)</u>	



FUND 9029 CONDENSED BUDGET REPORT YEAR TO DATE ENDING 6/30/2018 (ROUNDED TO WHOLE DOLLARS)

FINANCIAL SERVICES	REVISED BUDGET	ACTUALS	UNUSED BUDGET (INCLUDES ENCUMBRANCES)	PCT USED ACTUALS
REVENUE	\$ 1,241,490	\$ 44,889	\$ 1,196,601	3.62%
EXPENDITURES				
SERVICES	(301,692)	-	(301,692)	0.00%
GRANTS TO OTHERS	<u>(963,946)</u>	<u>(39,318)</u>	<u>(924,628)</u>	4.08%
TOTAL EXPENDITURES	\$ <u>(1,265,638)</u>	\$ <u>(39,318)</u>	\$ <u>(1,226,320)</u>	3.11%
REVENUE LESS EXPENDITURES	\$ <u>(24,148)</u>	\$ <u>5,571</u>	\$ <u>(29,719)</u>	
FUND 9029 TOTAL REVENUE	\$ 2,784,328	\$ 1,274,383	\$ 1,509,945	45.77%
FUND 9029 TOTAL EXPENDITURES	<u>(3,178,432)</u>	<u>(751,469)</u>	<u>(2,426,963)</u>	23.64%
FUND 9029 REVENUE LESS EXPEND	\$ (394,104)	\$ 522,914	\$ (917,018)	
FUND 9029 BALANCE 6/30/2018		\$ 1,923,414		

3. Maintenance and repair costs of the siren system continues to be handled effectively and under budget. The warning fund also pays for the Warning Manager's salary.




FUND 9031 CONDENSED BUDGET REPORT YEAR TO DATE ENDING 6/30/2018 (ROUNDED TO WHOLE DOLLARS)

WARNING	REVISED BUDGET	ACTUALS	UNUSED BUDGET (INCLUDES ENCUMBRANCES)	PCT USED ACTUALS
REVENUE	\$ 310,875	\$ 197,805	\$ 113,070	63.63%
EXPENDITURES				
SALARIES & WAGES	\$ (69,614)	\$ (34,047)	\$ (35,567)	48.91%
BENEFITS & FRINGES	(29,003)	(14,397)	(14,606)	49.64%
SERVICES	(103,745)	(25,116)	(78,629)	24.21%
MATERIALS & SUPPLIES	(35,300)	(133)	(35,167)	0.38%
PURCHASES ON BEHALF	(114,875)	(2,605)	(112,270)	2.27%
TOTAL EXPENDITURES	\$ (352,537)	\$ (76,298)	\$ (276,239)	21.64%
REVENUE LESS EXPENDITURES	\$ (41,662)	\$ 121,507	\$ (163,169)	
FUND 9031 BALANCE 6/30/2018		\$ 876,854		


4. Chairman Vedra asked for a motion to approve the Budget Report ending June 30, 2018. Ms. Cathy Collins motioned to approve, seconded by Mr. Mike Hochron. The vote was taken and the motion passed unanimously.

B. 2019 Projected Budget



FUND 9029 2019 PROJECTED BUDGET

FUND 9029 29620100 - EMERGENCY OPERATIONS	REVISED BUDGET 2018	ACTUALS 6/30/2018	2018 YE PROJECTION	PROPOSED 2019 BUDGET	INCREASE/ DECREASE	% CHANGE FROM 2018
REVENUE	\$ (1,542,838)	\$ (1,229,493)	\$ (1,542,804)	\$ (1,574,531)	\$ (31,693)	2.05%
SALARIES & WAGES	\$ 762,040	\$ 326,427	\$ 675,179	\$ 781,208	\$ 19,168	2.52%
BENEFITS & FRINGES	285,489	134,503	272,185	326,834	41,345	14.48%
SERVICES	745,689	224,557	693,682	744,715	(974)	-0.13%
MATERIALS & SUPPLIES	100,576	20,062	90,540	68,961	(31,615)	-31.43%
CAPITAL EXPENDITURES	19,000	6,600	6,600	30,000	11,000	57.89%
TOTAL EXPENDITURES	\$ 1,912,794	\$ 712,150	\$ 1,738,186	\$ 1,951,718	\$ 38,924	2.03%
TOTAL REVENUE	(1,542,838)	(1,229,493)	(1,542,804)	(1,574,531)	(31,693)	2.05%
TOTAL EXPENDITURES LESS REVENUE	\$ 369,956	\$ (517,343)	\$ 195,382	\$ 377,187	\$ 7,231	1.95%




FUND 9029 2019 PROJECTED BUDGET

29620300 - FINANCIAL SERVICES

REVENUE	\$ (1,241,490)	\$ (44,889)	\$ (390,266)	\$ (818,690)	\$ 422,840	-34.06%
SERVICES	\$ 301,692	\$ -	\$ 141,802	\$ 180,839	\$ (120,853)	-40.06%
WARNING SIRENS (3)	-	-	-	60,000	60,000.00	0.00%
GRANTS TO OTHERS	963,946	39,318	225,534	577,811	(386,134.95)	-40.06%
TOTAL EXPENDITURES	\$ 1,265,638	\$ 39,318	\$ 367,336	\$ 818,690	\$ (446,988)	-35.32%
TOTAL REVENUE	(1,241,490)	(44,889)	(390,266)	(818,690)	422,840	-34.06%
TOTAL EXPENDITURES LESS REVENUE	\$ 24,148	\$ (5,571)	\$ 17,070	\$ -	\$ (24,148)	

FUND 9029 TOTAL REVENUE	\$ (2,784,328.00)	\$ (1,274,382.52)	(1,893,070)	(2,393,181)		-14.05%
FUND 9029 TOTAL EXPENDITURES	3,178,432.00	751,468.58	2,105,522	2,770,367		-12.84%
FUND 9029 TOTAL EXPENDITURES LESS REVENUE	\$ 394,104.00	\$ (522,913.94)	212,452	377,187		

2019 CASH ANALYSIS	
PROJECTED BEGINNING CASH BAL 1/01/2019	\$ 1,193,619
PROJECTED REVENUE 2019	2,393,181
AVAILABLE RESOURCES 2019	\$ 3,586,800
PROJECTED EXPENDITURES 2019	(2,770,367)
PROJECTED ENDING CASH BALANCE 2019	\$ 816,432



FUND 9031 2019 PROJECTED BUDGET

31620400 - WARNING

	REVISED BUDGET 2018	2018 YE PROJECTION	PROPOSED 2019 BUDGET	INCREASE/ DECREASE	PCT CHANGE
REVENUE	\$ (310,875.00)	\$ (201,005.00)	\$ (309,375.00)	\$ 1,500.00	-0.48%
SALARIES & WAGES	\$ 69,614	\$ 68,287	\$ 69,994	\$ 380	0.55%
BENEFITS & FRINGES	29,003	28,877	30,560	1,557	5.37%
SERVICES	103,745	55,593	83,439	(20,306)	-19.57%
MATERIALS & SUPPLIES	35,300	35,300	80,300	45,000	127.48%
PURCHASE ON BEHALF	114,875	2,605	113,375	(1,500)	-1.31%
FUND 9031 TOTAL EXPENDITURES	\$ 352,537	\$ 190,662	\$ 377,668	\$ 25,131	7.13%
FUND 9031 TOTAL REVENUE	(310,875)	(201,005)	(309,375)	1,500	-0.48%
FUND 9031 EXPENDITURES LESS REVENUE	\$ 41,662	\$ (10,343)	\$ 68,293	\$ 26,631	

FUND 9031 CASH ANALYSIS	
PROJECTED BEGINNING CASH BALANCE 1/01/2019	\$ 764,890
PROJECTED REVENUE 2019	309,375
AVAILABLE RESOURCES 2019	\$ 1,074,265
PROJECTED EXPENDITURES 2019	(377,668)
PROJECTED ENDING CASH BALANCE 2019	\$ 696,597

1. Director Young explained Jan Bartel, Fiscal Manager, generates the 2019 Budget by looking at what the FCEM&HS revised budget is for 2018, compares it to the actuals to date, does a projection through the end of the year, and then proposes a budget going forward into 2019, taking into consideration known or anticipated expenditure increases.
2. Director Young said he looks at the FCEM&HS budget as basically a flat or maintenance budget. Most all spending has been accounted for in the budget. The increase shown is inclusive for the Community Engagement Module within Everbridge.
3. One line item that continues to increase is the IT budget due to replacement and new software purchases to remain current and updated.

4. Mr. Janas inquired about the large increase in benefits. Ms. Bartel explained FCEM&HS budgeted for eleven staff positions which will increase salary and insurance costs. FCEM&HS currently has ten (10) staff positions.
5. Mr. Collinswood asked what was the threshold for capital expenditures. Ms. Bartel said the threshold was \$5,000.
6. Ms. Bartel said a detailed line item budget is in the Executive Committee members' notebooks and she is available to answer any questions.
7. A grant project included the replacement of three (3) warning sirens and is in the operating budget. Those sirens are not through the warning fund since they will be grant funded.
8. Director Young said a small increase in proportionate share between two and one half to three percent is requested.
9. Chairman Vedra asked for a motion to approve the 2019 Projected Budget. Mr. Erik Janas motioned to approve; seconded by Mr. Steve Kennedy. A vote was taken and the motion passed unanimously.

IX. New Business

1. Director Young announced Jan Bartel, Manager, Finance, will retire at the end of 2018. A new fiscal manager will be in place by the fourth quarter.
2. Brian Shang, IT Manager, is no longer with FCEM&HS. He is the Director of Technology at MORPC. An open posting for a technology manager for FCEM&HS will be posted.

X. Open Forum

XI. Adjournment

Chair Vedra asked for a motion to adjourn the meeting. Chief Deputy James Gilbert motioned to adjourn; seconded by Mr. Dana McDaniel. The meeting was adjourned at 11:45 a.m.

XII. **Next meeting date:** The next meeting is tentatively scheduled for Wednesday, October 17, 2018.

Submitted by:
Rebecca Brady, Recording Secretary

William F. Vedra, Jr., Chair

Jeffrey J. Young, Director

Date

Date