

# All Hazards Advisory Committee

## MINUTES

Thursday, July 20, 2006  
CMPD/CFD Training Academy  
Room 2110 (EOC)

Chairman Dave Shimberg called the meeting to order at 9:00am, welcoming participants, and asking all to review CPAC membership with their respective agencies and organizations, providing a current list of members or participants to [Secretary@cpaccarolinas.org](mailto:Secretary@cpaccarolinas.org).

### Discussion of Official recognition by City and County

Shimberg noted that he had previously distributed copies of the proposed AHAC By-Laws for review and comment. Only two comments were received. Several copies of the proposed by-laws draft were available at the meeting. There being no other comments, Wayne Broome stated that he would forward the current version of the by-laws to the County Clerk's office for review and comment. Hopefully we will have a response by our next meeting on 8/17/06. EM Advisory Councils, like AHAC, are fairly universal. What we are trying to do is not unique and should receive approval.

As indicated in the proposed by-laws we need to add a secretary, not just a chair person to make sure we have minutes of all meetings, and can report to the city and county on meetings and attendance.

### Future role of AHAC (assuming Committee recognition).

1. Wayne pointed out that if we do get formal recognition, agency participation is likely to increase, along with AHAC's prestige and weight of our recommendations. He doesn't think we will get a budget with money to spend, but this is a remote possibility
2. Dave noted that he hoped that recognition would allow us to get our own email capability, and not be dependent upon private sector email. Wayne suggested that recognition could allow us to meet with City/County IT, since they have just consolidated their email operations.

**Infrastructure Committee Report:** Patti Lamb was unavailable. Wayne Broome reported that the committee was scheduled to meet on Aug 3 and they have added two organizations to the infrastructure operations. These are the CATS (transportation system) and hospital systems (both Carolinas Healthcare System and Presbyterian). A lot of the infrastructures at which we are looking is in the private sector and we MUST have a partnership between local government and the private sector for response and recovery. Committee has a lot of work to do over the coming months, in terms of what needs to be done, who will do it, who will be in charge, etc.

**Annex Review Schedule.** We have been behind on this, but need to get the dates for the new cycle of annex reviews set. Dave asked for suggestions on how to approach this. Wayne suggested that the committee should determine this, but noted that there are a number of significant revisions to annexes and attachments coming up, including a new Annex, **T**, that deals with resources, as part of the national plan that is required. The primary agencies for this new annex are Procurement and Parks and Recreation. Wayne has no preferred method for scheduling. He suggested that **J** (Medical & Health Services), **H** (Shelter Operations), **B** (Command & Control), should receive the current focus at this time, since they are receiving the most national attention. Past process has been to review 1-2 annexes per month. Dave will update the schedule dates and distribute for comment.

Dr Keener noted that Public Health was about to hold a pandemic exercise on 7/25. and that review of Annex J after the exercise would be most appropriate.

Steve Norman noted that Annex K was looked at nearly every quarter and adjustment made. The top of each annex page, shows the last date that annex was updated, however since updates are not made directly

to the online system, these dates may not be accurate. Dave suggested asking e-Plan to provide a field in the annex listing to show when each was last updated.

Dave will distribute a draft of a new annex review schedule before the next meeting for discussion at the August 17<sup>th</sup> meeting.

**EOC Private Sector Desk** has been in place for a number of years, but has not been actively used or reviewed recently. The purpose of this EOC seat is to 1) Take Private Sector Calls, and 2) Assist the Emergency Manager or others in the EOC deal with the private sector. The CPAC (Contingency Planning Association of The Carolinas) Board is considering how CPAC can better assist the EOC. One idea is for CPAC to help build a list or database of private sector resources that can help not only the public sector in a disaster, but also help other private sector organizations. Wayne noted that this is in line with the new Resource Annex (T) that is currently being worked on. In a disaster the EOC will go to procurement with needs. This is clearly a direct connection between the Private Sector Desk and CPAC. This resource database is an obvious way to support the EOC. CPAC needs to get together with the Resource Annex personnel to determine the best way to proceed to identify, and list commodities and services the community may need to get back on their feet. The CPAC desk in the EOC may actually become part of the resource management team in the EOC, working with procurement and vendors to determine availability, delivery, cost, billing, etc.

We need to identify CPAC members and others interested and willing to work on this effort. Shimberg noted that he had talked to both FEMA and DHS about any existing national database to help identify willing suppliers of potential resources. Neither agency seems to know what the other is doing, but Dave will continue to follow-up. VOAD (Voluntary Organizations Active In Disaster) may also have a database which may be useful.

The e-Plan system used to house the All Hazards Plan does have a resource database capability to load and report on resources. Both CPAC and AHAC should look at ways to collect, screen and load private sector information to the system. E-Plan will modify the database as needed, upon request from Wayne. They will also provide record layout information allowing us to develop and implement a separate data collection tool (keeping unauthorized users out of e-plan, but allowing us to collect and import resource data into the e-Plan resource database. This must be evaluated who will develop, where will data collection take place (ie CPAC site or other), how will data be reviewed prior to loading to e-Plan, and how will resource vendors be flagged as approved by the County/City?

Rick Tanner explained some of the efforts Craig Marks has been working to develop in the Raleigh area to more actively involve the private sector in both EOCs and to support the public sector.

Wayne Broome talked about the FEMA certification to identify those businesses that can register as qualified to work for city/county/state/federal agencies (not just a guy with a chainsaw and pickup). Dave explained that with CPAC's membership of over 300 and a mailing list covering North and South Carolina, we are in a good position to start identifying resources to help in a disaster. Dave went on to say that we want to avoid re-inventing wheels. If there is or are suitable national resource registries in place, we do want to tie into them as appropriate.

**EOC Training Requirements.** Wayne and CPAC have discussed formalizing the process to train EOC volunteers. This is also part of the NIMS (National Incident Management System) mandates. Given this requirement we can't just open the door to volunteers. The ICS course provides insight to the Incident Command System. Standard courses, free from the Emergency Management Institute are:

[IS 100 \(ICS 100\)](#), Introduction to Incident Command System, [IS-200 \(ICS 200\)](#) ICS for Single Resources and Initial Action Incidents. CPAC is also encouraging volunteers to take [IS-275 \(ICS](#)

[275](#)), The EOC's Role in Community Preparedness, Response and Recovery Activities. CPAC is also considering facilitating the courses at a regular or special sessions. CPAC is also recommending ICS 700 course which is an National Incident Management System (NIMS), An Introduction. CPAC is recommending the ICS 100, 200, and 275 as minimum. Wayne is only requiring ICS 100 and 200 to work in his EOC. Rick has 20 or more people who have expressed interest in serving in this EOC and a number have already taken the courses.

CPAC has identified a single coordinator, Craig Marks to encourage EOCs across NC and SC to establish Private Sector Seats. As an EOC creates a private sector seat, an EOC Liaison for that EOC will be identified to work with the EOC manager and identify volunteers, help coordinate training and contact lists for that EOC. The EOC Liaison for the Charlotte-Mecklenburg EOC is Rick Wilson. As EOCs establish private sector desks through CPAC they will be listed on the CPAC website under the EOC tab.

Dave asked if there were any equipment or materials that CPAC needed to provide for the Private Sector desk. Wayne stated that they have equipment either in place or on order, and CPAC does not need to provide anything at this time.

When EOC volunteers are identified, Wayne will coordinate with Rick to schedule time to review volunteer credential and obtain badges.

The phone number for businesses to call the Private Sector Desk: **704-432-4161**

Bobby Kennedy of the Health Department reminded all about the Pandemic Exercise being held on Tuesday 8/25. The Private Sector is being hosted at Family Dollar. Interested businesses should call Rick Wilson. Dave offered to distribute info on the exercise to the CPAC membership. Dr Keener noted the significant differences in a Pandemic scenario, where businesses will try to operate with 30% - 40% of staff unavailable.

Steve Norman reported on the Catawba Nuclear Drill, which was monitored by DHS. It went very well, but there was a communications failure between the EOC and the Catawba Power Plant. Medic Communications Center picked up, just as they were trained to do, basically saving the day. Medic received high praise from DHS for being able to do this. This was also the first time they included lake warning to clear Lake Wylie. They planned this using the Lake Norman model. Since then DHS again gave high praise, and the Southeast Region is now using our model as a Best Practice for clearing water ways around nuclear power plants.

Regarding Potassium Iodide (KI), the NRC has released a staff position paper that they continue supporting the distribution of KI to the public.

Lastly, in reviewing the By-Laws, article II, #1, SERA Title II commitment under Federal EPA laws, is that we must have an LEPC (Local Emergency Planning Committee. AHAC is to meet this requirement, but we have never performed the function. Once we have city county recognition, we will be on a legal hook to meet this requirement. The LEPC must include the chemical companies, and they have not been represented in AHAC for a long time. We need these companies to participate and speak for this industry. The LEPC is to review the response plans from the Chemical Companies.

**Adjourned at 10:15am. Next meeting is on Thursday 8/17/06**