

**STEPHENSON COUNTY  
UNIFIED COMMAND PLANNING COMMITTEE**

**FEBRUARY MEETING AGENDA**

**Date:** February 28, 2006

**Time:** 200 PM

**Location:** County Highway Department 295 W Lamm Road, Freeport, IL. 61032

**Introductions**

**Approve January of meeting minutes**

**Committee Reports**

Communications Committee (S. Allshouse)

Haz Mat Exercise Committee (S. Holbert)  
(Review of After Action Report)

**Old business**

Report: Special Needs All Hazard Radio Program (S. Holbert)

EOC Grant (T. Groves)

Unified Command Structure Communication Protocol (T. Groves)

**New Business**

Automated Resource Management for Incident Command (S. Holbert)  
and Unified Command

NIMS Training (T. Groves)

**Open Comments**

**Confirm Next Meeting Date of March 28, 2006**

# STEPHENSON COUNTY EMERGENCY MANAGEMENT PLANNING COMMITTEE

## FEBRUARY MEETING AGENDA

**Date:** February 28, 2005

**Time:** 200 PM

**Attending:**

Terry Groves	EMA Director	Craig Beintema	SCHD
Mike Liebenstein	EMA Office	Dennis Bergman	Lena Fire
Stephen Holbert	EMA Office	Ray Busker	Sheriff's Reserve
Kevin Countryman	Freeport Fire	Craig Mutchler	Freeport PD
Jean Korte	Freeport Memorial	Scott Allshouse	ARES/RACE
Cindy Martin	American Red Cross	Greg Munda	School Dist 145
Dan Bowman	ARES/RACE		

Meeting called to order at 200PM by Chairman Groves.

Introductions: None

Minutes of the January meeting were approved.

### COMMITTEE REPORTS

Communications Committee report was given by Scott Allshouse. The committee is being formed and he hopes to begin having meetings this month. The committee is gathering information communication information currently being used and will be sorting thru the information.

- ▶ A group of ARES is planning on attending the Star Com meeting to be held March 11<sup>th</sup>. The meeting is to discuss the Star Com program (a State program) and Scott will have a report next month on Star Com
- ▶ Scott asked for a list of currently in use Stephenson County Frequencies and how they are currently being used. He would like to have that information in hand before a meeting with the Fire Chiefs Association. Chief Bergman advised that the Fire Chiefs Association has a communication committee at this time and we should see if we could coordinate with that committee. He gave Scott a couple of names to contact.
- ▶ ARES is putting together a team of individuals to train for the new ACU1000
- ▶ Scott is also looking at the current GETS (Government Emergency Telecommunications System) Stephenson County has several cards, which allow emergency use of the existing telecommunications system.

HazMat exercise committee report was given by Stephen Holbert. The Tabletop Exercise was conducted on the 22<sup>nd</sup> of February as scheduled. There were 26 participants, 2 facilitators, 4 evaluators, and 4 observers for a total of 36 attendees. The After Action Report is being completed and Stephen hopes to have it ready for design committee review within a week, followed by review by participants before forwarding it to the State. There is a 30 day deadline for the report following the completion of the exercise.

There is a design committee meeting scheduled for March 01<sup>st</sup> at Adkins Energy for the purpose of continuing the work toward the Functional Exercise which is scheduled for April 29, 2006 at Adkins Energy. The design committee will have a report for next months meeting.

## OLD BUSINESS

Stephen Holbert gave a report on the All Hazards Radio Program. The grant is winding down and enough money is left to purchase between 10 and 15 more radios. Approximately 60 radios were given to Colin Fulrath, Jo Daviess County ESDA Coordinator, for distribution in Jo Daviess County. There are still some radios that were requested that have not been handed out or picked up yet and approx 30 unassigned radios left. Stephen hopes to have the program completed by the end of March.

Mr. Groves would like to have radios available to be handed out at Weather Spotter Training, which is March 30<sup>th</sup>, Highland Community College in Building H. Program hours are 1:30 PM and 6:30 PM. There will be a short weather spotter recruiting presentation before each program. Terry Groves and Mike Liebenstien are in the process of creating Weather Spotter Protocols for Stephenson County.

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Mr. Groves advised the committee that his office has received \$19, 585 in grant monies. We have been awarded our #2 choice in the recent EOC grant we had applied for. Our first choice was a 911 console to be installed in the new Sheriff's Reserve Trailer (our mobile Emergency Operations Center), the second choice was an ACU1000, our third choice was a tactical (portable) version of the ACU 1000, and our fourth choice was a satellite reception system.

The ACU 1000 is a device interfaced with up to 8 different communications sources (radios and telephones) that will allow each device to hear and talk to the other devices in a seamless manner. The system is modular and additional radios may be added to it. It is controlled by a computer (lap top) with a software program that works to join the various frequencies and sources together. The provider will train operators, which will be needed to make the system work.

Mr. Groves has been in contact with our radio technician and is investigating making the ACU 1000 portable. He advised that a multi-phased project will be started for the Emergency Operations Center located at 295 W Lamm Road. The first phase is directed at the communications center. This phase involves installing the needed cabling and construction of a tower next to the office building that can handled the needed antennas. The second phase will room prep and installation of work areas around the walls in the actual EOC room. The third phase should be the completion of the communication center with the purchase of addition radios and connecting remote speakers to the work station sites in the EOC.

Mr. Groves also advised that he has started the process of attaining a repeated frequency for the use of his Emergency Management Office.

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A NIMS training presentation was made by Mr. Groves and Stephen Holbert with a handout that was given to each member of the committee. The presentation was made to help answer questions relating to the various levels of NIMS training required for first responders, field superiors, middle management personnel, officials operating in Unified Command and Emergency Operations Centers. *A copy of the handout will be attached to the minutes for those who did not get a copy.*

Mr. Groves advised that his office would help answer any questions that may arise and that we, the agencies belonging to County Government, need to be in compliance by September 2006.

The current grant that we awarded depended on our (the County) being NIMS compliant. Future funding for Emergency Preparedness grants from both the State and Federal governments will be tied to NIMS compliance. **Note: Disaster recovery funds are not tied to NIMS.**

NIMS training are available from FEMA as Independent study courses IS700/IS800 and ICS 100/200. We have learned since the meeting that the ICS 300 and 400 courses will probably not be handled this way, but will be class room courses as the amount of material that needs to be covered would overload the computer. This information just came to us, and the courses are not out yet. Compliance for these two courses is not till fiscal year 2007.

For Elected Officials, we have recently learned a training program ICS 402 is being developed and will most likely not be available till the fall (after our September deadline).

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Stephen Holbert gave a brief presentation regarding the company that produces the software currently being used for our County badge system. The company has received a revised version of the software that allows a broader use for tracking resources. They have asked to take part in the Functional Exercise to test this software. Another company that has wireless products is willing to partner with them and our responder's incident command should have automated resource tracking. The purpose for this is to test the system and provide feed back to the software creators.

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Unified Command Structure Notification Protocol was presented to the committee. It was decided that the contact numbers would not be shared but retained by Mr. Grove's office. It was also decided that testing should be done prior to meetings, so a report could be given at the following meeting. The test would be conducted by recording the time of the initial call to each member agency and the time the call was returned if immediate contact was not made. Testing times would probably be mid-morning. It was discussed that the Tuesday before the next meeting would be a tentative test date. This will be confirmed by an email from Mr. Groves' Office.

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Open comments included a discussion between representatives of School District 145 and other members of the committee relating to the multiple radio frequencies the district uses and communication problems that can happen when used, school to school, administration to school, and authority to authority.

The meeting was adjourned at 300PM

**Next Meeting Date: MARCH 28, 2006**

Prepared by:

Stephen Holbert