



**CUYAHOGA COUNTY EMERGENCY SERVICES
ADVISORY BOARD (CCESAB)**



**FIRE COMMITTEE MEETING
AGENDA**

Date/Time: Thursday, April 28, 2016 3:00pm

Location: Lyndhurst Fire Department
5301 Mayfield Road, Lyndhurst OH 44124

Attendees (Voting Committee Members)

L=Late

NAME	Present	ASSOCIATION	ALTERNATE	Present
Chief Mike Carroll	✓	Chairman Fire Committee		
Chief Briant Galgas	✓	Vice-Chair Fire Committee		
Chief Angelo Calvillo		Cleveland FD	Chief Wayne Nadla	
Chief Patrick Sweeney		Heights Region	Chief Dave Freeman	✓
Chief Mike Carroll	✓	Hillcrest Region	Chief Bruce Elliott	
Chief Ken Ledford	✓	Chagrin/Southeast Region	Chief Kavalunis	
Chief Steve Rega		Cuyahoga Valley		
Chief Bob Chegan	✓	South Central	Chief Joe Zemek	
Chief Briant Galgas	✓	Southwest	Chief Jack Draves	
Chief Chris Lyons		Westshore	Chief Jim Hughes	
Mark Vedder – Team Leader	✓	Hazmat Team	Gordie Polando	
Brian Harting – Team Leader	✓	USAR – Region 2	Eric Fungfeld	
Mark Bender – Team Leader	✓	Water – Region 2	Bob Kollar	
Pat Kehn	✓	TRT	Ryan Procop	

1. CALL TO ORDER: *BRAD ENGLEHEART*
2. ROLL CALL / QUORUM DETERMINATION: (7 voting members/alternates)
3. PUBLIC COMMENT:
4. APPROVAL OF MINUTES:
 - AGENDA ITEMS
 - > State Homeland Grant Requests
 - > By-law Review
5. EXECUTIVE SESSION – None
6. PUBLIC SAFETY GRANTS
 - > UASI Grant Status
 - > Port Security Grant Update
7. ANNOUNCEMENTS / MISC. BUSINESS
 - >
8. NEXT MEETING:
9. ADJOURNMENT:

<u>Project</u>	<u>Description</u>	<u>Amount</u>
Sustainment Training	Pre-requisite, ongoing, and advanced.	\$50,000.00
Sustainment Exercise	2018 Full Scale Exercise (24 hour exercise, if funded).	\$50,000.00
Sustainment Breaching and Breaking Equipment	Replacement of Breaching Equipment.	\$25,000.00
Rope Equipment	Replacement of ropes and hardware that are out of date.	\$25,000.00
Cutting Torches	Purchase 4 Propane cutting torch rigs.	\$10,000.00
GPS Units	Replacement of 16 Garmin Handheld GPS units that are no longer being supported by Garmin.	\$10,000.00
		<u>\$170,000.00</u>

UASI Hazmat Request - Sustainment Supplies - FY2016

Supplies include:

	Approx Price Each	Quantity	Extension
RAMP BioDefense Detection Supplies	\$ 2,914.00	5	\$ 14,570.00
Replacement LEL Sensors - MultiRae and Area Rae	\$ 250.00	12	\$ 3,000.00
Replacement Oxygen Sensors - MultiRae and Area Rae	\$ 250.00	12	\$ 3,000.00
Replacement Chlorine Sensors - MultiRae and Area Rae	\$ 360.00	12	\$ 4,320.00
Replacement Carbon Monoxide Sensors - MultiRae and Area Rae	\$ 250.00	12	\$ 3,000.00
Replacement Hydrogen Sulfide Sensors - MultiRae and Area Rae	\$ 250.00	12	\$ 3,000.00
Calibration Gases	\$ 250.00	12	\$ 3,000.00
Colometric Tubes	\$ 75.00	55	\$ 4,125.00
Technical Reachback, Service Agreement and Repair, Hazmat ID 360- annual	\$ 4,999.00	10	\$ 49,990.00
pH Test Paper	\$ 30.00	10	\$ 300.00
M256A Chemical Warfare Agents Test/M8/M9	\$ 600.00	5	\$ 3,000.00
Bump Test Simulants	\$ 400.00	5	\$ 2,000.00
Sample Collection Supplies	\$ 500.00	5	\$ 2,500.00
Replacement Batteries for Instruments and Radios	\$ 350.00	24	\$ 8,400.00
Potassium Iodide Test Paper	\$ 30.00	10	\$ 300.00
BioCheck 20/20 Test Kits	\$ 650.00	2	\$ 1,300.00
			\$ 105,805.00

Above supplies are for sustainment of four (4) Ohio Type 2 Hazmat Teams and one (1) Ohio Type 1 Hazmat/ CBRNE Team.
3/23/2016

UASI Hazmat Request - Training and Exercises - FY2016

Training and Exercises:

	Approx Price Each	Quantity	Extension
Hazmat/ CBRNE Exercise - Personnel Costs - 6 hrs per person @ \$50/hour	\$ 300.00	70	\$ 21,000.00
CBRNE Type 1 Team - Special Ops Training - 40 hrs per person @ \$50/hour	\$ 2,000.00	8	\$ 16,000.00
CBRNE Type 1 Team - Hazmat ID Training - 8 hrs per person @ \$50/hour	\$ 400.00	25	\$ 10,000.00
			\$ 47,000.00

Above training and exercises are for sustainment of four (4) Ohio Type 2 Hazmat Teams and one (1) Ohio Type 1 Hazmat/ CBRNE Team.
3/23/2016

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CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD FIRE FUNCTIONAL SUBCOMMITTEE RULES AND PROCEDURES

ARTICLE 1 - AUTHORITY

- 1.1 RULES.** These rules are promulgated under the authority of Article 5.15 of the Cuyahoga County Emergency Services Advisory Board (CCESAB) Bylaws. These rules shall not supersede or be in conflict with the CCESAB Bylaws.
- 1.2 PURPOSE.** The Cuyahoga County Emergency Services Advisory Board FIRE Functional Subcommittee (hereinafter referred to as the "Committee"), was established by Article 5.8 of the Cuyahoga County Emergency Services Advisory Board Bylaws to advise the County Executive for the County of Cuyahoga on Homeland Security, Public Safety and Emergency Management on Fire Service & Technical Rescue Related related matters in order to enhance the prevention, protection, mitigation, response and recovery capabilities of the County of Cuyahoga and to make this improved capacity available to municipal corporations and townships pursuant to Section 307.15 of the Ohio Revised Code.

ARTICLE 2 - MEMBERSHIP

2.1 MEMBERS. The 12 voting members of the CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD FIRE FUNCTIONAL SUBCOMMITTEE shall be as follows: *(See CCESAB BYLAWS Section 5.12 that states: Functional Subcommittees shall consist of at least seven (7) members, but no more than twenty-one (21). At least four (4) of the eight (8) Cuyahoga County Planning Regions shall be represented by Functional Subcommittee members. Exceptions may exist as approved by the Executive Committee. Membership in the Functional Subcommittees or any Ad-Hoc Committee is subject to the approval of the Executive Committee. Accordingly, each Functional Subcommittee will have its own definition of members consisting of 7 to 21 persons)*

- 2.1.1 One (1) member elected as the Chair in accordance with Article 4.3 of the Committee Bylaws.
- 2.1.2 One (1) member elected as the Vice-Chair in accordance with Article 4.3 of the Committee Bylaws.
- 2.1.3 One (1) member and one (1) alternate appointed by Heights Fire Region.
- 2.1.4 One (1) member and one (1) alternate appointed by Chagrin/Southeast Fire Region.
- 2.1.5 One (1) member and one (1) alternate appointed by Hillcrest Fire Region
- 2.1.6 One (1) member and one (1) alternate appointed by Cuyahoga Valley Fire Region.
- 2.1.7 One (1) member and one (1) alternate appointed by South Central Fire Region.
- 2.1.8 One (1) member and one (1) alternate appointed by Southwest Fire Region.
- 2.1.9 One (1) member and one (1) alternate appointed by Westshore Region
- 2.1.10 One (1) member and one (1) alternate appointed by Cleveland Fire Region.
- 2.1.11 One (1) member and one (1) alternate appointed by Region 2 USAR
- 2.1.12 One (1) member and one (1) alternate appointed by County Hazmat Teams

- 2.1.13 One (1) member and one (1) alternate appointed by Region 2 Water Rescue
2.1.14 One (1) member and one (1) alternate appointed by County Tech Rescue Teams

2.2 MEMBER RESPONSIBILITIES. Members shall represent their appointing authority and/or agency. Members shall attend the meetings and, if unable to do so, designate an alternate to attend. It is expected that members will report back to their appointing authority and/or agency after committee meetings regarding issues and/or actions pertinent to the appointing authority and/or agency. Members or designated alternates must attend two-thirds (2/3) of the meetings scheduled in the calendar year and may be subject to removal for non-compliance.

2.3 ALTERNATES. Alternates shall represent the appointing authority and/or agency in the absence of the respective appointed representative. An alternate shall have all privileges of the member that he/she is representing.

2.4 MULTIPLE REPRESENTATIONS. No single person shall represent more than one (1) member at a committee meeting. Each voting member is able to cast only one vote for each motioned item.

2.5 VACANCIES. A vacancy on the Fire Committee shall be filled by the original appointing authority in accordance with Section 2.1.

2.6 CONFLICT OF INTEREST. No member shall deliberate or vote on a matter in which he or she has a direct or indirect personal or pecuniary interest, nor shall that member participate in the discussions of the matter (see also Cuyahoga County Ethics Ordinance).

ARTICLE 3 - MEETINGS

3.1 ORGANIZATIONAL MEETING. The Committee shall hold an Organizational Meeting in January of each year. At these Organizational Meetings, the Committee officers shall be elected pursuant to Section 4.3. Should there not be a quorum in attendance at an Organizational Meeting, the Chair shall reschedule the meeting and shall continue to do so until a quorum is in attendance.

3.2 NUMBER OF MEETINGS. The Sub-Committee shall hold a minimum of one (1) meeting per quarter each calendar year in accordance with CCESAB Bylaws Article 3.2.

3.3 PUBLIC MEETINGS. The Committee is a public body and is required to conduct open meetings pursuant to ORC 121.22. All voting and decision making shall be done in an open public meeting. Votes will be taken by roll call vote. The Committee is required to give public notice of its meetings. The Committee may hold closed executive sessions for discussion and information gathering purposes when (1) the subject of the meeting relates to the security arrangements and emergency response protocols for a public body or a public office; and (2)

disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. The decision to conduct a closed executive session must be made in a public open meeting. If a meeting is conducted in executive session, the Committee must memorialize the statutory exception used to conduct an executive session. Individuals who are not members of the Committee may attend a closed executive session if (1) his or her participation in that session is necessary to achieve the goals stated in the agenda; and (2) that individual is invited by the Chairperson or other Committee members.

3.4 MEETING NOTIFICATION. The Committee Chairperson shall cause to have written notification of the Committee meeting time, date and location served to all members and designated alternates. This written notification shall be sufficient if sent via regular U.S. Mail, facsimile or electronic mail but must be received at least three (3) days in advance of the scheduled meeting date.

3.5 MEETING AGENDA. The agenda for the meetings shall be set by the Committee Chairperson or their designee and shall include all items submitted by the agenda deadline established by the Committee Chairperson. In addition, any item put forth by a member shall be acted on appropriately at the meeting. Meeting Agendas are public records and will be made available for public inspection. An agenda is made sufficiently available to the public when it is posted on the CCESAB website, at least twenty-four (24) hours in advance of the scheduled meeting date.

3.6 MINUTES DISTRIBUTION AND CONTENT. The minutes of the Committee meetings shall be sent to all Committee voting members and designated alternates, and to the COUNTY EXECUTIVE for the COUNTY OF CUYAHOGA. The minutes shall include a summary providing an overview and itemization of the meeting's proceeding. The summary shall indicate those members in attendance at the meeting.

3.7 QUORUM. The Committee shall conduct its business only if a majority plus one is present. A quorum is achieved with the attendance of seven (7) members.

3.8 EMERGENCY MEETING AND VOTING. No CCESAB nor any Sub-committee of CCESAB meeting may be held with less than twenty-four (24) hours' notice. The Committee Chairperson, with concurrence of two other members of the Committee, may call an emergency meeting of the Committee. The Committee Chairperson shall cause to have an attempt made to notify all members by telephone and/or email of any emergency meeting and will ensure that public notice and other requirements of Section 121.22 of the Ohio Revised Code regarding such meetings are complied with. Media outlets will be notified by a posting on the website.

3.9 **VOTING.** In the event of a tie vote of the voting members present, the Chair of the Fire Committee will make the final decision.

ARTICLE 4 - OFFICERS

4.1 **DESIGNATED OFFICERS.** The officers of the Committee shall be the Chairperson and the Vice Chairperson.

4.2 **OFFICER'S STANDING.** All officers of the Committee shall be members. Officers can be both voting members and/or subcommittee co-chairs.

4.3 **ELECTION OF OFFICERS.** The Chairperson and Vice Chairman shall be elected from the voting members in section 2.1. The officers of the Committee shall be elected at the Organizational Meetings of the Committee, as defined in Section 3.1. The Chairperson shall be elected at the Organizational Meeting of every even-numbered year, and the Vice Chairperson shall be elected at the Organizational Meeting of every odd-numbered year. Open nominations for the officers shall be put forth and the election held at the Organizational Meeting. A quorum shall be required to elect an officer, and the nomination and voting process shall be repeated as many times as necessary until such time as a nominated member receives a majority vote of the members in attendance.

4.3.1 Eligibility for the chairperson shall come from the fire subcommittee members and be limited to a fire chief from one of the 8 Cuyahoga County Planning regions (which includes the City of Cleveland Fire Department).

4.3.2 Eligibility for the vice chairman position is open to any member of the fire subcommittee.

4.4 **TERM IN OFFICE.** The term in office for an officer shall be for two (2) years, beginning from the Organizational Meeting said officer was so elected. If a vacancy occurs and is subsequently filled prior to an annual Organizational meeting, Membership term may extend beyond two (2) years, but no more than six (6) months without a formal vote of the Committee.

4.5 **OFFICER REMOVAL.** The Committee may remove any officer by a two-thirds vote of the members at a main Committee meeting. The meeting must have a quorum (seven (7) members) in attendance. The basis for removal includes, but is not limited to, malfeasance or misfeasance.

4.6 **VACANT OFFICES.** An officer position as defined by Section 4.1 that becomes vacant shall be filled in the manner specified in Section 4.3, however the nomination and voting process may occur at any Committee meeting and the officer elected shall complete the term of office.

- 4.6.1 Vacant offices shall be filled at the meeting immediately following the identified vacancy.
- 4.6.2 In the event that a vacancy occurs more than one (1) month prior to the organizational meeting, the following emergency procedures shall apply:
- 1.) At the meeting following the vacancy, a motion will be made. Nominations will be taken until a week prior to the next meeting.
 - 2) A vote to fill the vacant office will be taken at the subsequent meeting.
- 4.6.3 In the event that both an Executive member seat and a Committee member seat are vacant simultaneously, the Committee member seat will be filled first.

4.7 CHAIRPERSON'S DUTIES. The duties of the Committee Chairperson shall be as follows:

- 4.7.1 Call and preside at all meetings of the Committee.
- 4.7.2 Serve as the Committee liaison with the CCESAB.

4.8 VICE-CHAIRPERSON'S DUTIES. The Committee Vice-Chairperson's duties shall be as follows:

- 4.8.1 Assume the responsibilities and duties of the Committee Chairperson in the absence of the Committee Chairperson.
Vice-Chairperson or Designee:
- 4.8.2 Shall cause records of the members' attendance at the CCESAB meetings to be maintained.
- 4.8.3 Shall cause the summary of the meetings to be prepared and distributed.

ARTICLE 5 - AMENDMENTS

5.1 RECOMMENDATIONS. The Committee may recommend to the CCESAB amendments to these Bylaws.

5.2 RECOMMENDATION APPROVAL. Prior to the submission of recommendations to the CCESAB regarding amendments to the Bylaws, all such recommendations shall be:

- 5.2.1 Submitted to and accepted for a first reading by the Committee by at least a quorum of members in attendance at the meeting.
- 5.2.2 Submitted for a second reading at the next meeting and approved by at least a quorum of members in attendance at the meeting.

Managing Civil Actions in Threat Incidents (MCATI)

Effective Date:

Operational Hours of Cut Team

During the week of RNC July 18 – July 22 the USAR Team will staff a four (4) person cut team during the operational hours of 12:00 hours through 0000 hours. This plan places a minimum of 4 members trained in Field Force Extrication and technical rescue skills on the scene immediately, to determine the appropriate resources and level of response throughout the peak travel periods of the RNC.

Cut Team Response and Staffing

The purpose of this team is to provide a rapid response vehicle with members who are deployable as a USAR Team member to conduct a hazard assessment for anything that is tech rescue related during the RNC. Examples include, but are not limited to, Protester/Demonstrator extrication, protestor/demonstrators on a structure or structural tower, rope rescue related to protestors, rope rescue, confined space, building collapse, mass transportation accident, explosion, or any other incident deemed necessary. This regional approach is to efficiently and effectively provide a service to respond and handle emergencies that require specialized training and equipment. This plan it would minimize duplication of efforts, unnecessary expenses and limit the overtime costs. Most of the equipment needed is already in the normal USAR cache. This is a light footprint that is similar to the JHAT model used by Haz Mat teams throughout the County. The participation of USAR members outside of Cuyahoga County that will assist with the staffing model helps to minimize the impact realized on communities in Cuyahoga County, while providing a specialized team that is ready to respond. The addition of this team will reduce the impact on individual communities and minimize the impact on day to day operations for the fire departments that may already be realizing increased call volumes, and/or participating in other regional approaches to assist during the RNC.

There will be three of these hazard assessment/cut teams staffed in the County, West, Central and East.

The West Team will predominantly be staffed by Lakewood FD. Central and East would be staffed with members of OHR2 USAR from the five counties. A crew leader will be assigned to each unit, relative to their geographic area. East would have a squad officer from the East Side and Central would have a squad officer from the Southwest Side, etc.

The cut team will be staffed with four (4) members who have completed the Center for Disaster Preparedness (CDP) training.

In the event that the Assessment/Cut Team is needed, the responding fire department will request a response from the Region 2 USAR team for an extrication team through Westcom. The local fire department will stand by as a support team for the extrication team. The Assessment Team will determine the level of the incident and make recommendations on the appropriate resources

to request, if it is not already apparent through normal procedures. If an actual extrication cut team is activated and being utilized, they would request additional resources one of two ways.

- 1) If it is non-life threatening they would recall four additional members who are on duty and already trained in the Field Force Extrication to establish the minimum eight-person team.
- 2) If it is life threatening they would also request one of the other four person teams in the county, while considering requesting the four backup members who are already on duty to assist. This is subject to the actual incident and particulars at the time.

The USAR Cut team will work with the requesting agency to determine the best procedure for removal of the protestors and the need for additional resources from the USAR Team.

The USAR Cut team will function as a branch of the requesting communities command structure.