

York Township Emergency Management Agency
July 15, 2010
Meeting Minutes

Meeting started at 1905

Present: Emergency Management Coordinator Kathleen Dellinger, Deputy Emergency Management Coordinator Ray Shaffer, Public Information Officer Allen Britten, RACES Officer Jack Dellinger, Public Health and Medical Services Branch Director Anne Zarlenga, Resource Officer Robert Gage

1. Recording Secretary – With no volunteer to take meetings, EMC Kathleen will post to the township's website the agenda with notes.
2. Approved Minutes of May 20, 2010 regular staff meeting.
3. EMC Kathleen announced the resignation of Eric Dorsey, York Township EMA Public Safety and Security Branch Director. Eric recently received his Master's Degree in Homeland Security and took a job as Homeland Security/Immigrations and Customs Enforcement Officer in Vermont.
4. Budget Report - \$186.00 of our budget has been allotted to York Township's general expenses and another \$200.00 will be allotted for same. Of the \$1600.00 remaining, we will be purchasing:

- a. A printer for RACES digital communications

Discussion took place at this time regarding the purchase of a laptop computer and printer for use by the PIO. Consensus was that this would be a valuable asset to the York Township EMA PIO if the need arose to create and send out memos from the EMA for Public Dissemination. Jack Dellinger will look into this purchase and create a purchase requisition to send to York Township Finance Director.

- b. Thumb drives for computer backups and to transfer files that EMA personnel complete at home and want to move to EOC computers
- c. Screen printing the Emergency vests we purchased last year
- d. Water and non-perishable foods for the EOC
- e. Office Supplies
- f. Fire Extinguisher and Fire Extinguisher Training

Deputy EMC Ray Shaffer will be researching getting some rain gear for the staff. Responding to an emergency during severe weather requires that we have identifiable clothing and protection from weather.

5. Report on Fire Chief's Meeting - Jim Walsh, our representative to the York Township Fire Chiefs Association, was not present so there was no report
6. Progress on Lessons Learned and Future Reference Items from our Weather Drill - Chase Barnett, Firefighting Branch Director, was not present so we have no report from him.
 - a. Director Chase has informed EMC Kathleen that he has made contact with Station #19 to get a key to the station in case a Shelter needs to be set up while all Station #19 are on scene of an emergency. Director Chase also is also getting contact information for York County School of Technology.
 - b. RACES Officer Jack Dellinger has checked and verified that the Radio Room is wired for emergency power

- c. EMC Kathleen has made contact with Dallastown Area School District to request their Emergency Operations Plan. They have reported that they are making major revisions to the plan to include evacuation plans for the new Intermediate School and will make sure that York Township EMA gets a copy of the EOP as soon as those revisions to the plan are complete.
- d. Kay Carmen, York County Office of Emergency Management Director, is looking for a template that we can use to create a Memorandum of Understanding and a Mutual Aid Agreement with Red Lion Borough EMA.

Director Anne Zarlenga and EMC Kathleen met the new EMC for Dallastown Borough at the last York County Office of Emergency Management Training. Dallastown EMC, Jim Slaugh, expressed in interest in a Regional EMA. EMC Kathleen told him that York Township EMA and Red Lion Borough EMA are attempting to negotiate a MOU and/or MAA and we would include Dallastown EMA in those negotiations.

7. EMC Kathleen, RACES Officer Jack Dellinger, and Public Health and Medical Services Branch Director Anne Zarlenga, reported on their participation in the Peach Bottom Nuclear Power Plant Drill on June 22, 2010. Kathleen and Jack Dellinger participated as RACES personnel at the drill. Anne participated as the Deputy York County Office of Emergency Management Public Health and Medical Services Branch Director. When the York County OEM Public Health and Medical Services Director was called away on an actual Hazardous Materials emergency, Anne stepped in and filled the position on her own. Jack was located in the Lower Chanceford EOC. Most of the EMA staff at that Lower Chanceford EOC are also firemen and had an actual fire call during the drill. This necessitated the RACES Officers provide the only means of communication between Lower Chanceford EOC and York County OEM.
8. Allen Britton reported on the Threat & Risk Assessment Training that he and EMC Kathleen took on June 23 & 24, 2010. This was two days of intense training conducted by instructors from Texas A& M University. Allen and Kathleen participated in several scenarios to demonstrate proficiencies in assessing threats and risks to local businesses. There will be an advanced Threat and Risk Assessment at a later date.
9. Anne Zarlenga and Ray Shaffer reported on their response to the Power Outage at Broadmore Assisted Living Facility on July 7, 2010 during the severe weather and subsequent power outage. Ray reported on the timeline of the emergency and Anne prepared and distributed to staff a Lessons Learned outline.
10. EMC Kathleen reported on our Storm Ready Application. On July 9, 2010; Fred Bolyestein, PEMA Emergency Management Specialist and Kay Carmen, Director of York County OEM visited York Township Emergency Operations Center. They spent about 1 ½ hours reviewing our application to become a National Weather Service Certified Storm Ready Municipality. Ray Shaffer, Jack Dellinger, Jim Walsh, Anne Zarlenga, Dottie Anderson, and EMC Kathleen were all present for this evaluation of York Township EMA staff and EOC. Specialist Boylestein indicated after the review that EMC Kathleen and the staff of York Township EMA have met all requirements necessary to be approved as a NWS Certified Storm Ready Municipality. Specialist Boylestein indicated that the presentation of the Certification would be made at a future York Township Board of Commissioners Meeting.
11. EMC Kathleen, Jack and Anne reported on York County Office of Emergency Management Quarterly Training that was held on July 14, 2010. Topics included the following:
 - a. PA State Police Aviation Presentation. The presenter was a PA State Police Helicopter Pilot and he arrived via a PA State Police Helicopter. All at the training were able to go outside and see the helicopter after the presentation.

- b. Volunteer Organizations Active in Disasters (VOAD) Presentation. Stan Walters, York County VOAD chairman, explained how VOAD can be contacted for unmet needs during an emergency or disaster. Organizations that are part of VOAD can be contacted 24/7 via one telephone number. Chairman Walters also reminded everyone of the annual VOAD Day to be held on Saturday, July 31, at Temple Baptist Church on Pine Grove Rd, York Township.
- c. Peach Bottom Exercise was reviewed.
- d. Severe Weather and subsequent power outages in York County on July 7 were reviewed. The number one lesson learned by York County Office of Emergency Management during this event was that they cannot make contact with all the assisted living facilities and nursing homes in York County during a severe weather emergency. Thus in the future, York County OEM will be notifying each individual Municipal Emergency Management Coordinator and have them make contact with the assisted living facilities and nursing homes in their individual municipalities to see if they need any services from Emergency Management.

Anne Zarlenga, York Township EMA Public Health and Medical Services Branch Director, has made contact with all nursing homes and assisted living facilities in York Township. Anne has introduced herself to each facility's director. She has asked them to provide York Township EMA with a copy of their Emergency Operations Plan. She has explained to the directors that York Township EMA will be a resource for them in the case of any emergency.

- 12. EMC Kathleen reported on PEMA Municipal Plan Review Committee on which she serves. She passed out the FORWARD of the Plan Review so that the staff would have a better understanding of what the Municipal Plan Review Committee are trying to accomplish. When the plan is completed and approved by PEMA, the York Township EMA Staff, along with our elected officials, will be working to complete the plan review for York Township.
- 13. EMC Kathleen reported on the PEMA/KEMA Conference Planning Committee on which she serves. She reported that she is impressed with the presentations that have been lined up for the conference for local emergency management personnel. Starting with the week of July 23, 2010, emergency management staff should be able to go onto PEMA's website and register for this statewide conference to be held on September 11-12, 2010 in Lancaster PA.
- 14. Anne Zarlenga reported on ECRIN reporting. Anne has met with Gary Milbrand, York Township GIS and a member of the York County ECRIN committee. Anne has been instructed in retrieving data during an emergency that she has submitted to York County Department of Human Services for York Township residents.
- 15. EMC Kathleen reported that the rewrite of our York Township Emergency Operations Plan is coming along although slowly.
- 16. EMC Kathleen and Resource Officer Robert Gage reported on updating of the Notification and Resource Manual. We now have the Resource Typing for our Public Works Department equipment and the Resource Typing for our RACES equipment. EMC Kathleen will be contacting York Township Station #19 Emergency Medical Services Director, Ted Hake, for the Resource Typing for EMS equipment and personnel. Officer Gage is working on "other resources" contact information. He has secured many telephone numbers for day and night contacts. He has also contacted York Township for a list of all businesses with which York Township does business. EMC Kathleen provided Robert with the 24/7 telephone number for VOAD and also a partial list of resources that VOAD can supply.
- 17. EMC Kathleen reported on a possible new EMA staff member. Janis M Lyman has completed the Individual Profile for York Township EMA. She has indicated interest in several areas of emergency management. She has also provided her resume to EMC Kathleen. EMC Kathleen has reviewed the profile and the resume. After Ms Lyman successfully completes a criminal background check, she will be offered the position of Mitigation and Recovery Planning Branch Director on the Staff of York Township EMA.

18. Upcoming Training –
 - a. Volunteer Organizations Active in Disasters (VOAD) Day - July 31, 2010
 - b. Chicken BBQ Benefit Dinner – end of August
 - c. PEMA/KEMA State Pre-Conference for Local Municipality Staff Members – September 11-12, 2010

19. When EMC Kathleen asked if anyone else had any thing to discuss, Allen Britton, suggested that each staff member start to keep track of their time devoted to EMA activities. This should include time to travel to and from meetings, training, etc. and the time spent at those meetings, trainings, etc. It should include time spent in online research for the EMA and time spent making phone calls and retrieving email and answering email for the EMA. If each staff member will keep a “time sheet” and send it to Allen, he will compile the data and present it to the Board of Commissioners on a regular basis. EMC Kathleen will email all members of the staff asking them to begin to keep track of all the time that they commit to York Township EMA.

20. Our Next Meeting - Thursday, August 19, 2010

Allen Britton asked if the staff felt that we need to continue to meet every month. EMC Kathleen said that she feels it is necessary to at least “schedule” a staff business meeting every month. She reminded the staff that in the last year, we did not have a staff business meeting in December 2009 or June 2010. April 2010 was our Weather Drill and therefore we did not have a business meeting. We will not be having a regular business meeting in October 2010. Therefore, EMC Kathleen suggested that we continue to schedule a staff business meeting each month and then cancel if something comes up and a meeting cannot be held.

Meeting adjourned at 2050.