



Office of the Adjutant General Department of Emergency Services

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John Hoeven
Governor
Maj. Gen. Michael J. Haugen
Adjutant General

To: DES Advisory Committee

From: Greg Wilz

Topic: DESAC Meeting Executive Summary for February 6 & 7, 2006

Date: February 10, 2006

A special meeting of the committee was held on February 6 to review the agency's work on the 2006 Homeland Security Strategy based upon the guidance from the ongoing work of the technical working group. The process used involved:

- 1) A briefing from Wayne Baron about each initiative;
- 2) ~~How each initiative~~ The linkage of each initiative links to one or more of the eight national priorities;
- 3) Funding allocated or expended in previous grant years;
- 4) Proposed funding for the 2006 grant year based upon committee priorities, which included growth or expansion in some initiatives; and
- 5) ~~And A~~ funding recommendation from the DES that was synchronized with grant application requirements.

After ~~There was~~ significant discussion concerning centered around priorities, and the committee approved each initiative proposal with minimal change to recommendations. The committee also approved the final dollar amount for strategy application package of \$17. ____ million dollars. Wayne Baron explained the next steps, which requires the grant to be submitted on line in using proper syntax. The last Committee members were then was asked to reprioritize the initiatives by completing a pair wise ranking. The order of priorities will be tallied and made available at the next DESAC meeting in March.

The regular agenda was executed February 7. The operational update for Homeland Security and State Radio consisted of the following:

1. Slope County was allowed inclusion into Presidential Disaster Declaration #1616 relating to the October winter storm damage but FEMA denied all other counties included in the state's add-on request.
2. Greg relayed information about an accident on I-94 involving several semi-tractor trailers in which the emergency response process interfered with the Incident Command System. The example served to illustrate lessons learned but also the need for process mapping to help ensure proper protocols are adopted that reflect the complexity of emergency response.
3. An exercise designed to test the Department of Transportation Downed Aircraft plan was held in the State Operations Center (SOC). It was successful and will lead to modifications in the State Operations Plan.
4. The Hurricane Katrina Task Force is scheduled to exercise the state's Evacuee Plan February 23 in the Bismarck Public Works Building. Its purpose is to validate planning efforts and standard operating procedures.
5. An exercise named Lignite Wind is scheduled August 21-22 and will involve a Hazmat incident of such magnitude that National Guard Civil Support Team is called to help in

- the response effort. Several agencies will staff the SOC and the exercise length will be event driven in order to fully evaluate performance during and after shift changes.
6. Emergency Management Performance Grant (EMPG) funding was based upon a tiered approach. Counties within the lower, middle and upper tiers received 100%, 99% and 95.98% of the 2005 allocation respectively.
 7. Greg explained that he values the input from all DESAC members not only from the perspective of ~~what the~~ disciplines or interests they represent but from the aspect of what's ~~is~~ best for the citizens of North Dakota. He asked them all to stay fully engaged even when the subject area is of little interest to their constituency.
 8. Funds will be expended to refurbish the break room.
 9. Discussions with ITD concerning the DES Web site update have begun. Further meetings will be necessary to refine cost estimates as well as implementation time.
 10. Greg will meet with emergency managers in the Southeast Region on Friday, February 10 in Valley City.
 11. Individual sponsors for the DEM Performance Audit Report will be selected to ensure compliance actions take place and that electronic as well as hard copy documentation is available.
 12. Purchase of new State Radio consoles has been approved.
 13. Russ explained that for many years previous management at State Radio did not fund maintenance contracts for mapping updates, which lead to system degradation. Upon learning that funds were not sufficient to implement the proposed statewide seamless base map project, Seatol Corporation has been contracted to upgrade the entire software package to an accuracy of 15 feet for federal, state and local roads and a maintenance contract with the company has also been approved.
 14. General Haugen; DES Director, Mike Ressler; Acting Interim Director of ITD, and Dave Spryncznatyk, Director of DOT sent a letter to Motorola requesting decisive action to resolve the combiner issue. Due to this problem, communication project completion could be delayed until January 2007.

General Haugen sent the DES Strategic Plan to state legislators and referenced that implementation of the plan would satisfy recommendation 3-9 and ~~actually~~ serve to address others. Committee members received a document tracking the process to complete plan objectives. Greg related that initiating a comprehensive employee duties, responsibilities, benefits, and compensation study and development of an employee handbook/manual were priorities [in strategic plan development](#).

[Committee](#) members received a draft flowchart mapping the emergency response process and were informed ~~that~~ several response agencies would be asked to provide input and suggestions for improvement. Committee member, Joel Boespflug, cited two incidents involving Bismarck Fire Department decisions (thresholds-trigger points) whether or not to inform State Operations. Based upon initial information both situations were potentially very dangerous but the need for additional resources or communication/notification of other agencies was quickly ruled out; therefore, State Operations was not notified.

Policy recommendations for the Communications Plan were discussed and consensus was reached concerning the following:

1. The DESAC will allow any stakeholder group ~~that wants~~ to present ~~its~~ ~~their~~ issues/concerns to the board. ~~by allowing up to~~ [Each group will be allowed 20 minutes and if necessary, a maximum of one hour of this type of feedback will be devoted to per group for maximum of one hour per meeting.](#) This policy will be distributed to all stakeholder groups along with the three month meeting schedule. Stakeholder groups include:

DES Advisory Committee
Governor's Office
ND Department of Agriculture
ND Department of Transportation
ND Bureau of Criminal Investigation
ND Highway Patrol
ND Information Technology Department
Legislative Budget Committee
Mobile Communications Committee
Other State Government/Agencies/Committees
ND Association of Counties
ND 911 Association
ND Chief's/Sheriff's Association
ND Emergency Managers Association
ND Emergency Medical Association
ND Firefighters Association
ND Fire Chief's Association
ND Infragard Chapter
ND League of Cities
ND Metro Fire Chief's Association
ND Peace Office's Association
Public/non-profit Organizations
Public Works Association
Other Local Governments/Agencies/Associations/Committees
Public Health
Tribal Governments/Agencies
Federal Government/Agencies

2. After each meeting, ~~produce~~ an executive summary **will be produced**, which committee members can send to their constituencies. (This initiative has been implemented.)

3. ~~Do not implement~~ Leveraging the Fusion Center and multi-media as well as existing stakeholder newsletters and email lists to distribute information **should not be implemented** unless information ~~can be used that~~ is being developed for other needs. (This area may be reconsidered when the agency PIO is on board but staff availability to generate a quality product is just not there.)

Committee member, **Connie Sprynczynatyk**, indicated DES may be able to leverage assistance from **League of Cities** **through** ~~due to~~ its publication internship.

4. **It is imperative** to ~~U~~update and improve DES web page content as well as redesign relevant sections to be more interactive. (The initial meeting with ITD has occurred and this action will take place over the next 2-6 months.)

5. DESAC members should seek opportunities to speak to constituency, associative and civic groups to present information about emergency services within their technical areas or coordinate with other committee members ~~or~~ **and even** DES staff to do so ~~in areas for topics~~ outside on their comfort level. Presentations may include CERT, Anchor Community/Regional Response Concept, Digital Radio Migration, etc.

An Audit Review Subcommittee was formed to develop policy and legislative recommendations concerning the DEM Performance Audit Review. Mark Johnson, Jerry Bergquist, Russ

Timmreck, and Gary Kostelecky were selected to serve. The first priority will be to develop 911 legislation and enlist support from the Legislative Audit and Fiscal Review Committee.

Karen Haskins, representing the North Dakota Healthcare Association (NDHA), presented a case for her inclusion of the her organization into the make-up of the committee.

Legislation is very specific concerning the maximum number of DESAC members. Because various stakeholders, such as the Chief's and Sheriff's Association and the NDHA, are interested in membership, accommodating expansion was discussed. The DESAC determined inclusiveness is in the best interest of citizens. Therefore, individuals representing non-member stakeholder groups will be welcome to sit at the table and contribute to discussion. DES personnel were asked to prepare additional meeting material and provide all attendees the same information.

Committee member, Chuck Rummel, selected by the North Dakota Peace Officers Association to represent local law enforcement, indicated he will engage the organization in order to affect a decision making policy that will settle discord within the organization over representation issues.

Committee member, Carol Cwiak, brought forth the topic of quality local emergency management training. She stated that effective, consistent training can only occur in house. And at present, emergency managers are not receiving proper training. Greg responded by stating that the agency is not staffed to physically deliver training and current delivery systems are based in direct proportion the homeland security funding which is likely to be reduced. Greg stated he is studying the issue and hopes to develop a model whereby increased to where as training requirements increase, we can be met by institutionalizing part of the training base through the University system.

February 6-7 at the NDACo Building

March 6 at the NDACo Building

April 3-4, TBD

May 8 TBD