



**DISASTER MANAGEMENT COMMITTEE MEETING**  
**September 22, 2010, 5:30 p.m.**  
**SanTan Conference Room**

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**1. Call to Order and Introductions**

Vice Chair Nancy Diab called the meeting to order at 5:50 p.m. The following people were in attendance:

**Committee Members:**

Nancy Diab, Committee Vice Chair	HUSD - Vice Principal, Cortina Elementary
Bruce Barnes	HAM Radio/QC CERT/QC Resident
Chris Clark	Queen Creek Resident/HOA Rep
Gordon Mortensen	Queen Creek Resident
Dr. Gary Smith	QCFD Medical Director/QC Resident

**Town Staff:**

Van Summers	Fire Chief
Joe LaFortune	Emergency Management Coordinator
Keith Lloyd	Battalion Chief
Angie White	Sr. Administrative Assistant

**Guests:**

David Edwards	ASU Professor, Emergency Management
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**Absent:**

Andrew Fritz, Committee Chair	Queen Creek Resident
Jason Gad	Queen Creek Resident
Bill Lehman	Queen Creek Resident/QC CERT

**2. Public Comment:**

No public comments were made

**3. Items for Discussion**

**A. Discussion and possible approval of August 25, 2010 meeting minutes**

A **MOTION** was made by Vice Chair Nancy Diab and seconded by Gordon Mortensen to approve the minutes dated August 25, 2010. The motion carried unanimously.

**B. Communications Plan Revisited**

Bruce Barnes addressed the committee on some research he has been doing in regards to duplex and simplex radios and which is sufficient to communicate within the Town. He explained that duplex radios operate with a repeater, as simplex radios communicate from one radio to another. He and another operator drove separately from one end of the

Town to the other and found that their communications were not very clear, he said that simplex radios are not feasible to use in the Town, and that a repeater will need to be installed.

Chief Summers stated that it is possible that a repeater could be installed somewhere in the SanTan's. Nancy Diab asked about using one of the Queen Creek Schools. Bruce Barnes responded that it does not have to be in the Town, actually the higher the better. Ms. Diab mentioned a repeater at Higley High School on Higley Rd., and asked if we could use it. Bruce Barnes responded that it's a commercial repeater, and that we cannot tap into commercial repeaters. Chris Clark asked about cell towers. Bruce Barnes stated that he thinks it would be better to install on the mountain, all we need is power, A/C, and access.

Bruce Barnes met with Terry Starch of the City of Tempe. He said that he learned from this meeting that most municipalities don't have anything organized, and the ones that do coordinate with their CERT program to obtain amateur radio operators. He said they do this to develop radio expertise, and for recruitment. Mr. Barnes mentioned that there is an amateur radio club here in Queen Creek, and they meet the first Saturday of each month for breakfast at Rudy's restaurant. He mentioned to Chris Clark the need to address the installation of antennas on homes. Chris Clark responded that there should be a way to get them approved. Bruce Barnes pointed out that Tempe conducts amateur radio training, and will administer the test required by the FCC for individuals to obtain a HAM operator license.

Chief Summers mentioned the Town's CERT program structurally is to train. He stated that we have a pretty good idea of who we have and where. He said as we create the overhead team for CERT, he sees it being re-formed. He pointed out that we will use the approach to add radio operator training to the curriculum.

Joe LaFortune mentioned that we can create a training class just for operators. Mr. Barnes said that the FCC just recently changed the rules and that it is no longer illegal to have Town employees operate radios during an event.

### **C. Planning and Logistics**

Chief Summers presented an EOC organization chart, he explained that when we open up the EOC we will have an Operations Section. These are the people out in the field including, Fire, MCSO, Public Works, and Utilities. When opened up, this small group of people will put together command teams that will do all the planning. He stated that if the initial response goes beyond a 12 hour operational period, we will start developing Planning and Logistics sections. Chief Summers said the EOC Director is the Town Manager, and the EOC Coordinator is Joe LaFortune. He said in the EOC setting, Operations, Planning, Logistics, and Finance/Administration sections are considered the Coordination Group. He stated that we won't be bringing department heads in, but only the people who work in the field.

Chief Summers explained that the Policy Group consists of the Mayor and Council. The Town Manager will work directly with them and the Joint Information Center. He pointed out that there will be no interactions with the media or anyone else without first going thru Command.

Chief Lloyd stated that all support functions tend to take place in the EOC. He said he is suggesting bringing in a CERT branch, and both the Operations Section and CERT branch will both use the same communication.

Chief Summers discussed the Planning and Logistics Sections of the Coordination Group and described the Emergency Support Functions of each section which include:

Planning Section - operational period action plans, information analysis, situational forecasting, resource needs & accountability, specialized assistance, demobilization, and record keeping.

Logistic Section - communications, food, water, medical supplies, facilities & systems, fleet, and transportation.

Chief Summers described the CERT Organizations Overhead Team, and the Response Team. The Overhead Team includes a branch director, communications, assessment, planning, and logistics leaders. He said that he is recommending each of these four leaders be staffed with at least two people. The Response Team includes a district leader, an assessment, security, shelter, and supply specialist. He stated that with a group of CERT volunteers, the supply specialists will get their supplies distributed by communicating with the Logistics Section. The District Leader section will be trained based on NIMS forms.

Chief Summers explained that we would not send CERT volunteers into 'Hot Zones' where there could be potential hazards, we would have a huge vulnerability. He expressed the importance of preserving our own responders, as we could not afford to lose them. He stated that if they don't have the ability to operate the way they are used to, we just won't send them in. If we did, we would collectively fail. Chief Summers said we will use CERT to make sure we get evacuation organized. Chief Summers explained hot, warm, and cold zones. He mentioned the cold zone would be where command would set-up and start bringing resources in. CERT members will provide security and will work on the outside perimeter of a cold zone. He said that shelter specialists will manage and bring in CERT labor.

Chief Summers stated that the American Red Cross is limited. They don't manage shelters in a way to get people in, and then get them to stay. Bruce Barnes asked if all these CERT volunteers are trained in these levels. Joe LaFortune stated that we have added a shelter management section to the CERT training. Chief Summers responded that CERT will be considered affiliated volunteers; they will have to have background checks since they will be dealing with the public. Joe LaFortune mentioned that affiliated volunteers allow us to know their level of training.

Chief Summers stated that another possible function would be to have volunteer reception centers. He said if the event is large enough we'll have people coming from all over to help, and that we will want to know who these people are. Chief Lloyd stated that is what came out of the 9-11 event, people came from everywhere. He said that he thinks it's a good idea to train CERT members to do donations management. Joe LaFortune mentioned that he just attended training in Gilbert on donations management, and they gave an example of the Rodeo-Chediski fire and how they were receiving so many donations. It will be very manpower intensive. Chief Summers stated that the logistics group will have to make the decision on what is really needed. Joe LaFortune pointed out that the State has setup a volunteer and donations database. We can direct donators to the database.

Bruce Barnes stated that there are approximately 94 HAM radio operators in the Town, and he thinks we will get a lot of volunteers.

Chief Summers described the CERT leadership roles at the Branch and District Levels. Some roles of the branch level team are: organizing and directing the CERT overhead team, managing net control, providing assessment reports to the planning leader, providing strategic recommendations for the operations section chief, organizing (call-out and staging) CERT volunteers, acquiring and delivering supplies to the CERT volunteers. Other roles at the district level include: organizing and directing the district team, liaison with the branch assessment & branch planning leaders, assist with setting up and staffing shelters in districts, assist with providing equipment and supplies to volunteers, and for district shelters.

Bruce Barnes stated that he thinks at the CERT District level that they should have some level of authority. He asked if they would be making decisions independently. Chief Summers responded that in training people, we'll have to teach them with role playing and scenarios. In doing this we will help identify what they will react to. Chief Lloyd stated that in most cases we will be providing them direction, we will train to be self sufficient but we will still need to provide them with some direction.

Chief Summers explained that the Logistics leader will exercise our callout effort, and will contact members in the district to give direction.

Gordon Mortensen said he is amazed at the amount of detail that has been put into this. He said you'll have a group of people who are staff members who are familiar with this because they do this day in and day out. He mentioned them being consultants in respect to training.

Bruce Barnes mentioned that Maricopa County asked if we will have our own radios, and that they would deploy operators if they have a list. So we can have people deployed from outside the Town if we need.

#### **4. Announcements**

Next meeting scheduled for October 27, 2010. The November 24<sup>th</sup> meeting has been rescheduled to November 15<sup>th</sup> due to the Thanksgiving Holiday. Also December's meeting has been canceled.

#### **5. Adjournment**

Meeting was adjourned at 7:03 p.m.

Passed and approved on \_\_\_\_\_

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Andrew Fritz, Vice Chair