

EAST BETHEL CITY COUNCIL WORK MEETING

March 5, 2014

The East Bethel City Council met on March 5, 2014 at 6:00 PM for a work meeting at City Hall.

MEMBERS PRESENT: Bob DeRoche Ron Koller Tim Harrington
 Heidi Moegerle Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator
 Mark Vierling, City Attorney

Call to Order **The March 5, 2014 City Council work meeting was called to order by Mayor DeRoche at 6:00 PM.**

Adopt Agenda **DeRoche motioned to adopt the agenda with no additions. Koller seconded; all in favor, motion carries unanimously.**

Emergency Fire Chief Mark DuCharme presented the City's Emergency Management Plan to Council
Operations for review and comment. Additional meetings may be required for completion of the
Plan review prior to submission to Council for adoption.

DuCharme, "I would like to update the Council concerning a chimney fire on 214th Avenue. Although the fire was minor in damage, it comes up every now and is a message to keep our chimney's clean. We also have to be careful with the ashes. In this case the chimney liner was cracked. They will have to work with their insurance company. This is to remind people to be a little more alert, especially after the long winter."

"I would like to switch over to the presentation on the screen, the Emergency Operations Plan Succession. This is the second time we have discussed the Emergency Operations Plan for East Bethel. There are things that have to be changed for grammar and spelling and staff directories have to be updated. In April of last year was when we last talked about the plan. Tom Ronning had asked how we put this plan together. The plan is a consortium of a lot of templates that come together from neighboring cities, to ones far away, even the Federal government. We try to make it unique to the City"

"This is a disaster flow chart. This is made to address an emergency. The Mayor is at the top of the chart and is responsible for the plan. The Emergency Management Director is an assistant to the Mayor. The City Administrator should be up a tier. As you can see, City Council and Mayor are going to be at the Emergency Operations Center. They are doing the supervision and the contact jobs. At this point, of preparing the plan, we are open to all kinds of discussion. If I don't have the answer, maybe collectively we will have to find an answer."

"This is right out of our ordinance, Chapter 2, Article XI, Sections 602-603. It also talks about the possibility of the City being struck with a natural or manmade disaster. This discusses the succession of key government officials. The Mayor, City Council and City Administrator shall be notified by anyone and any means available. If a tornado comes through and wipes out the cell tower, the Mayor, Council and City Administrator should meet at the City Hall, unless that isn't a safe location. If the Mayor is present, they will call the meeting. If the Acting Mayor is not present, the Acting Mayor will call the meeting. If neither is present, the Council members present will elect a chair. They will review the

incident, and no matter how many are there, they will fill all the emergency operations positions. They will elect them. Those present elect a chair person and a secretary.”

DeRoche, “How much time lapse are we talking? I think the City Administrator should be farther up.”

DuCharme, “I do contact Davis about things that should be notified. I would rather have him hear it from me than see it on television. I don’t foresee people being at the City Hall in two minutes. In case of an emergency or disaster, there are functional things going on in the field. If you haven’t gotten together, that doesn’t stop emergency services. We will still be asking, for mutual aid from other resources.”

DeRoche, “I notice the emergency sirens can’t be blown through East Bethel, what if something comes through?”

DuCharme, “Anoka County has the County split into sections. If there is a storm, they will sound the sirens. Every time there is a storm warning or watch, we are also notified of that. We cannot go and flip a switch and turn on a siren, we can communicate with our dispatch center and ask them to start it.”

DeRoche, “If you’re not around can Davis call them and tell then this has happened.”

DuCharme, “We can make sure he has the number 427-1212. Our deputies are very good in their judgment and they would also request that sirens or warnings be given out. This is what we have set up. It doesn’t call out for a time period. It is set up for a considerable a reasonable amount of time. Direction and control, this is important. The emergency response is by executive order of the Mayor or the acting Mayor. That position is the only one that can declare the emergency. I am going to tell you right now, 99% of the time we aren’t going to use that plan. At some time we will have to activate this plan. Remember I told you, you were all going to be at the emergency operations center. We need to define where that is going to be. We are going to use Fire Station 1. The main reason we are going to use it is that it has a backup generator. We will have electricity. 80% of that building will be powered. We don’t have that at City Hall or the Senior Center. Here is the concern I have..... our computer network is at City Hall. So I have concerns about not having backup power at that location. If we lose power there, we don’t have our computers or telephones. That will affect Station Number 1 as we are on the city computer network and phones. We do have two analog lines that service Station Number 1. One is the fax and one is for emergency operations. If the Fire Station was substantially destroyed, the next place we could move to is City Hall, Coon Lake Community Center, Fire Station 3, Our Saviour’s Church or Cedar Creek Elementary.

DeRoche, “Has anyone thought about getting 5K generator?”

Davis, “We have looked into that. I had an electrician come in and look at it. He sized a 60K generator to power. The cost would be \$36,000, plus the cost of the pad and also the gas connection. That is what it would cost to power the whole building.”

DeRoche, “We powered a whole area in the bush, with a 10K.”

Davis, “We could probably get a generator with low hours in fairly good condition, for less cost. The above figures are for a generator sized for the peak electrical demand of City

Hall.”

DuCharme, “We went with a surplus generator out of Willow River. We have received several things from the military. The boat, with the big twin 90s, that came from the DNR. It is a vibrant program. We know the people up there pretty well. I have talked with the program coordinator about the need for a generator. I think it is more realistic. FEMA is not in tune on the local level for building a facility.”

Moegerle, “Could we get one that would operate our water tower?”

Davis, “We have a permanent one there and one at new Castle Towers/Whispering Aspens lift station. The cost for a 60kw, was \$27,500. Hopefully we could find a surplus property one for a lot less.”

DeRoche, “We do have one for the lift station by Castle Towers and the water tower.”

DuCharme, “If Coon Lake Beach, our first two choices are wiped out, the third choice might have power.”

Moegerle, “It will depend on if it wipes out the entire city or is localized.”

DuCharme, “We will have to do a MOU with these organizations, just in case we need it. That is important. We have 123 pages in the plan, but we also have to make sure everyone will do it. We are trying to do that with the staff. That is an internal thing.”

Ronning, “Do we know if the land lines that the computers go through would not be operational without City hall?”

DuCharme, “Yes, because it is voice over internet. That is why I have two phones in my office, one is analog and one is digital.”

Ronning, “Will there be a signal, you power up your computer, when you power it up, will it be there.”

DuCharme, “If the connection is down here, then we won’t have connection at all.”

Davis, “We might have redundancy with the Anoka County Broadband.”

DuCharme, “I will check with the IT people on that.”

Ronning, “If the building was up and running here, would we be able to have contact.”

DuCharme, “We might be able to.”

Ronning, “The phone line has juice, stick your finger on it and find out. If we prepare for these things, will it be there for us at all.”

DuCharme, “That is why we go two three deep. For example, everyone is having a drink of water. It isn’t far fetched that our water system would be contaminated. You guys could become incapacitated like the bird flu pandemic scare that was being circulated a couple of years ago. There were a lot of businesses that wanted to take a look at the continuity of

government. It could be difficult to keep our City services going under those conditions.”

DeRoche, “Further down in the packet, is there a supply of water, bottled water, C rations in inventory.”

DuCharme, “There is and it’s through our mutual aid, State, National and local. We deal with mutual aid on a daily basis. If we need bottled water we know where to get that resource. If we need tankers of drinking water brought in, we know how to work up the chain of command to get the Governor to order out the National Guard for water. That is all in the training our Fire Department has gone through. We took all of our officers and have had all the NIMS and Blue Card certification. They have incident command of multiple incidents. That was 120 hours in school. The Blue Card shows they can handle a large scale disaster.”

DuCharme, “This is the concept, we do have an idea what to look for. One other thing about emergency operations center, out at Coon Lake Beach, if we would have had large-scale power outages, we could have two command centers going at one time. Somebody has to run and make sure the emergency operation center is open. I have a formal agreement with the retired fire fighters. If I called one retired fire fighter, they will call the rest and open the center. If I am not there, I put in charge the Fire Marshall/Inspector. This person goes through all the buildings once a year, and knows the buildings. The third choice would be the Deputy Fire Chief. If we know officers are going to be out of town, we raise our level of alertness.”

DuCharme, “Also the communications and warnings are what we need to talk about. Fire Station number 1 is there for communications. We have a communication center there. That is where we get our CADD dispatch. We have a fax machine there that is analog. If dispatch gets overwhelmed with calls, they will declare a major event. They will fax those to us. We will do self-dispatch, like a kind of triage. We will send our units to the most important. If Station 1 is knocked out, we go to 2, and if that is knocked out we go to 3. If that is knocked out we go to a mobile unit. The County has a mobile unit, and so do some of our neighboring cities.”

DuCharme, “The Deputy Fire Chief is the one that will handle the event. The Fire Duty Officer is next in line and the Highest Ranking Fire Officer is the backup. Although it seems like we are deploying all the fire department people for administrative functions, once we assess the situation, we call in mutual aid fire departments. We would call in Anoka County Emergency Management, Anoka County Sheriff’s Department and other mutual aid.. The County brings a great amount of resources.”

DeRoche, “Is there any means to work with Ham operators?”

DuCharme, “Your Ham units, if you don’t have any phones, cell phones they can still communicate. They are a great resource. I just don’t have a list of those people. That is a list of people we are going to need. If something happened tomorrow Deputy Chief Anderson is going to have make sure the radios and communications gear are working. If they aren’t working, we would have to talk to the Ham groups. They would be able to get us running quick.”

DuCharme, “We have taken care of everything down from the Mayor to the functional items. Keep in mind that Nate and Public Works are available. We will just direct them to

the areas that need immediate cleanup. They will go and do it. If Nate doesn't feel they have the resources to do it, he will make a call to ask for help. Keep in mind, the control is above that line and rests with the Mayor and Council."

DuCharme, "I want to apologize to the Community Development Director that I have put them as the City Planner in the Plan. We need to make sure we get clear, concise information out to the public. We have to make sure it is what we get out to the Council and law enforcement. The Community Development Director would be a good person to do this work. It is not that the Community Development Director would be releasing press releases whenever they want. They would be doing it at the direction of the Emergency Operation team. Any information that is going out there is approved by the Council and Mayor. If the Community Development Director isn't there, then it would be the City Administrator and the backup would be the Fire District Chief."

DuCharme, "Damage assessment is a big one. If we have a moderate tornado, Nick and his crew will probably help out with assessment. The City Engineer and Nate's team will be able to help with this. They will get the intelligence from the field. The Building Official would be the person to assess building damage. Most of this would be done in relatively short order to complete the initial assessment. We will want to know how much damage we have and then get more specific on what the damage is."

DuCharme, "Law enforcement, is the Sheriff's department. They have the County's plan, their own plan and they fit into ours. On a large scale, we would have a liaison right with us at the emergency operations center. The sheriff would assign the three deep people depending on staffing. They are a big player with us."

DuCharme, "Fire and rescue, there is still emergency functions that have to go on. Between fire, law enforcement and public works that is going on from the beginning of a disaster."

DuCharme, "Emergency resources supply.... This is the person that has to keep the records. It is quite chaotic when these things start out. It is not uncommon during the first twelve, eighteen or twenty four hours until we have control of the situation. If we have to go out and spend some money, or bring in volunteers, we need to have clear and concise records to qualify for FEMA reimbursement. This is three deep this function is the longest lasting function of an emergency plan. There are disasters from five or six years ago that are still going on in terms of sorting through the reimbursement."

DeRoche, "Does the Finance Director or Community Development Director know what they are to do?"

DuCharme, "They will be going through training, and also NIMS training. There are resources that are going to help them and step in and show them how to do the reports. There will be outside resources that will help us through it. We have to identify who is responsible for the function."

DeRoche, "I think our Finance person can do it."

Davis, "He has already had some of that training through Centerville."

DuCharme, "We have all these functions and they work together. The Council and Mayor

are at the top.”

DuCharme, “If the Public Works Director isn’t on scene should be the City Engineer be in charge of this part of the plan.”

DeRoche, “I think the City Engineer.”

DuCharme, “The lead people are really trained in operating the equipment.”

Moegerle, “It seems the Public Works Director has a couple of hats they are wearing.”

DuCharme, “I am not trying to spread us thin, sometimes we will have to do that.”

Moegerle, “I think if we looked at it a different way, if we didn’t look at it individually, it might be separated. We should look at all the duties. The City Engineer might be over qualified for this position. It might be something you might want to call at the time, depending on the disaster.”

Moegerle, “You have to make a decision. I know the value of having it set in stone.”

DuCharme, “It isn’t going to be against the law to deviate from the plan.”

Moegerle, “Where does the City Engineer live? Where does Nate live?”

DuCharme, “If something happens here, it might also be affecting their home area. We have to also be aware their thoughts might be with their families and properties

Moegerle, “For folks that are coming, how do they get past security. Do they have a pass card that says who they are?”

DuCharme, “Everyone has an ID card, this year Anoka County is going to issue ID’s.”

DeRoche, “There was one case where one of the Mayors got turned down and couldn’t get in.”

DuCharme, “The new cards will have the pictures printed right on it.”

Moegerle, “Who else has this document?”

DuCharme, “When we have the final edits, we will have personal information in there. That part is not public. It will be kept at the vaults in City Hall and the Fire Station 1 vault.”

Moegerle, “Will Anoka County and Ham Lake have it?”

DuCharme, “I have a copy of Ham Lake’s and it doesn’t have the personal information in it.”

DuCharme, “Evacuation, if there is a decision made to evacuate, mandatory, or non-mandatory, who will start that process. The Sheriff will use the manpower. The Deputy Chief will make that decision. The Fire District Chief will replace him in his absence.”

DeRoche, "So will they make the determination if they are going to evacuate?"

DuCharme, "No, the Mayor and Council will. What will happen, if there is an emergency, if we need to move people right now we do that. If someone has a major gas leak, we will do that. If it is large evacuation, you will be consulted right away about it. If we see a vapor cloud, moving around, by 5:00 p.m. it will be right here, and it is 3:00 p.m. The Council will have to make the decision. We may activate emergency operations center, but not fully. Much like when I talked to you about the possible blizzard coming in."

DuCharme, "In an in place shelter situation, most people won't evacuate, they will stay in home. If they are going to do that, we have to get the word out, we have to be sure we know who is staying in what houses much like in the forest fires out west. They will want to know how many people are there in the case the house is destroyed. In place shelter is important and the Fire Marshall/Inspector would be the responsible party. If they are not able to be there, it would be the Deputy City Clerk. In this area when it was bitter, bitter cold, we would have elderly people staying there with no power or heat."

DuCharme, "Reception care would be handled by the Deputy City Clerk and their backup would be the Receptionist. In the event that neither is available, it would be the Fire Lieutenant. Their duties would be contacting the Red Cross. "

DuCharme, "Anoka County Health Department would help with a biological agent/virus. They wouldn't take care of emergency medical services."

DuCharme, "Emergency medical services is a responsibility of Fire Department, mutual aid partners and Allina."

DuCharme, "Terrorism, if it is suspected, would be the responsibility of the Sheriff's Department as the local lead agent. They would bring in the other resources such as FBI or BCA."

DuCharme, "That is all the functional things in the plan. When you put those all together it is the same flow chart. You're not going to do the functional stuff, you will direct policy to us. What are your comments?"

DeRoche, "I think it looks good to me and should have been done a year ago."

Moegerle, "If a disaster happens tomorrow, are we ready?"

DuCharme, "Yes we are prepared."

Moegerle, "Does Anoka County have this plan?"

DuCharme, "We will be trading plans with Anoka County. Your staff is capable."

Moegerle, "We could walk through what we have."

DuCharme, "The biggest thing is understanding the succession. If the bird flu would have hit like we thought it would, half of us wouldn't be here. We are fully ready for a emergency response."

DeRoche, "We need to focus on an emergency generator."

Ronning, "Is there a flow chart that we can follow?"

DuCharme, "If an emergency or disaster situation occurs, we would activate the emergency operations center. If you can't get there, we would come in. Fire isn't going to wait for you to convene. Should our field commanders say we need more resources? We would go ahead and do that. We might have people saying it might go on for a while. We might need food, portable toilets. You will get a briefing, the briefing will tell you what happened, what the situation is, where we are now, and where we will be in 8-12 hours."

DeRoche, "I would expect there wouldn't be any micromanaging. It would be nice to know what it is going on."

DuCharme, "It might take two – three hours to get an emergency operations center up and running."

Ronning, "The functions will all be in place, and this group comes together."

DuCharme, "You will come together and make sure we are on the right track."

Ronning, "How much time did you spend on this?"

Davis, "What do you want to see to go forward to get approved?"

DeRoche, "Grammatical errors, names changed, etc. I don't want to see names in stone. I would like to see the City Engineer involved."

Davis, "Craig Jochum and myself did the NIMS training. Nate, Nick and Mike have had it at their previous employment. From staff point, we have been through the training. We did go through a simulated emergency drill. From a staff stand point, we need to have council and staff go through this annually."

DeRoche, "Are there refreshers? You know if there isn't something going on, things can go be forgotten and when it comes time for something to happen your skills are not at their peak."

DuCharme, "We will review the plan on an annual basis and that will be the continuing education."

Ronning, "People on the list could be part of the casualty list."

DuCharme, "They could be."

Davis, "Flexibility is imperative."

DuCharme, "I will start the edit process. Please email him the changes."

Moegerle, "Can you forward it to me in Word?"

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DuCharme, “Yes, I can. Does anyone else want it in Word?”

DeRoche, “No, I am fine with it in PDF.”

Adjourn

DeRoche made a motion to adjourn at 7:15 p.m. Koller seconded; all in favor, motion carries unanimously.

Submitted by:

Jill Anderson
Recording Secretary