

## EAST BETHEL CITY COUNCIL WORK MEETING

May 1, 2013

The East Bethel City Council met on May 1, 2013 at 6:00 PM for a work meeting at City Hall.

MEMBERS PRESENT:        Bob DeRoche                Ron Koller                Richard Lawrence  
   Heidi Moegerle            Tom Ronning

ALSO PRESENT:            Jack Davis, City Administrator  
   Mark DuCharme, Fire Chief/Emergency Management Officer

Call to Order        **The May 1, 2013 City Council work meeting was called to order by Mayor Lawrence 6:00 PM.**

Adopt Agenda        **Moegerle made a motion to adopt the May 1, 2013 City Council work meeting agenda. Koller seconded; all in favor, motion carries.**

Emergency            Chief DuCharme, "Tonight we are going to review Part 2 of the City's Emergency  
Management Plan    Management Plan. I am asking for Council review and comment. This is the functional part  
Plan                    of the plan. We will be reviewing the Annexes first."

Presentation

"Annex A is about the Emergency Operation Center. We have identified Fire Station #1 at 2751 Viking Boulevard NE as our main Emergency Operation Center, basically because we have an emergency backup generator. If we had an emergency backup generator at City Hall this would be a better place. We did identify City Hall as an alternate. Also, within Annex A did identify a couple other locations as alternates such as Coon Lake Beach Community Center, Fire Station # 3 (Coon Lake Beach), Our Savior's Church and School, East Bethel Community School and Cedar Creek Elementary School. The ultimate authority under assignments in this Annex for emergency management is the Mayor. And then we have working groups which consists of department heads or their duty officers to carry out the duties and responsibilities. The Emergency Management Director (me) would maintain the emergency management procedure. Another important part of this is the Finance Director who will track the emergency/disaster incident unique expenses. That function becomes very important, so that we can get reimbursed by other agencies and such. And, if I am not available, I did identify staff three deep, Emergency Management Director, Fire Marshal and then the Deputy Fire Chief. The reason we use the Fire Department staff is they are familiar with the Fire Station. I have also talked with the retired group of fire fighters and they would be assisting in getting the station up and running."

DeRoche, "So, if there is an emergency you are in charge? Not Jack or the Mayor? How does Jack or the Mayor know that these people are trained to do this?" Chief DuCharme, "The Mayor is in charge. The emergency management officer is there to make sure the plan is up-to-date and the facilities are ready to go. The Mayor and City Council do not get into the tactics of emergency response, but must be kept abreast of pending decisions that have to be made. If we have to bring in vendors, then that becomes an expense and the City Council has to consider that." DeRoche, "I look at it from a liability standpoint; everyone is accountable for everything that goes on. You know everyone up here. But not all the other fire fighters know everyone up here." Chief DuCharme, "I think the joint level of comfort will come from us exercising the plan and you seeing that staff is comfortable and confident. We have gone through a high level of training with our officers." DeRoche, "You have to ask. I have never gone through a plan." DuCharme, "Hopefully we can get together later this

summer and I can give out exercises. Then you can see how people deal with these types of situations. If there is a large type of flu or something like that, we could be dealing with a low level of staff, fire fighters and City Council members.” Lawrence, “Is there a scenario where the City Council is not available?” Chief DuCharme, “We could do that.”

“Annex B, Communications and Warning. We will have to look at transferring all City numbers to the Fire Station because all of the public safety communications will come in to station one. In large scale storms that blow through, it is not unlikely for Anoka County Radio to impose a ‘self-dispatch’ procedure. We are used to self-dispatching. Fire Station #2 also has a dispatch center. We do have outdoor warning sirens. One of the things about the sirens in Anoka County is they are set off by radio dispatch people. If the sirens are not available, we do have a backup plan such as a neighborhood sweep sending out Fire Responders, Fire Explorers and others. The person in charge of this annex is the Deputy Fire Chief (we are three deep here also). We have specifically trained for this. We have 15 sirens, but they are not the kind that we can talk over.”

“Annex C, Emergency Public Information. Communication with the residents is important. The messages we have to get out the public have to accurate. We will have a Public Information Officer (the Mayor will be the spokesperson for the Council) who will help the Mayor put the messages together. This message will be when the news conferences are, where the media can go for the news conference, etc. The Community Development Director is designated for this. This is also three deep and the City Administrator would be second and Fire District Chief or Fire Commander designee would be third in line.”

“Annex D, Damage Assessment. The Building Official will be in charge of this (Damage Assessment Coordinator). It is important to identify the damage that is out there. He will have to identify if he needs help. You may have a house that is inhabitable, but you can go inside and get things out, or maybe you cannot go inside and get things out. We have agreed on a damage assessment form. We would have to first take a large assessment of the entire area and find out where the damage is localized. And then the Building Official and his crews can go out and take a look at the structures. It is important to protect the residents, and also get the dollar amount to report our losses and if it is enough there might be some help out there. The line of succession in this is the Building Inspector and then the City Engineer.”

“Annex E, Law Enforcement. In our community this is the Anoka County Sheriff’s Department. They have their own plan that is laid out, their own protocol. We work very closely with them. They will provide us with security and help us with unified command.”

“Annex F, Fire and Rescue. We work with all the surrounding fire departments. We are reviewing our mutual aid agreements. As far as fire and rescue, we are going to be the first responders. Any time we feel overwhelmed or undermanned, we will go back to our mutual aid program. We do fire code enforcement, open houses to keep the residents aware. The Deputy Fire Chief is in charge of this annex.”

“Annex G, Emergency Resource Supply. If we have a disaster that could be reimbursable, it will be our Finance Director that will be doing the forms, before, during and after. If we need an emergency contract, it will be our Finance Director getting them in to help us. The Finance Director in charge of this section. This is three deep also, with the Planning Director being second and the Accounting Technician third. If the Mayor and City Council declare an emergency there are some emergency purchasing controls you can put in place to bypass the

normal procedures. It would still require the approval of the Mayor and the City Administrator.”

“Annex H, Hazardous Materials. We get a lot of these materials going through the City, in and out. We have Viking Boulevard and Highway 65 going through our City. That increases our risk that there could be an issue with this. Also if there is a major winter storm we are at risk with some of our business. Our Fire Department is trained at an operational level which means we can identify the risks. Anoka County has teams trained at technician level. We can identify and search and rescue until our resources come in.” Ronning, “Is there some kind of way to identify what is coming in or going through our City?” Chief DuCharme, “When we go in and do our research, we don’t know how they are stored. Anytime we get hazardous materials we call the Minnesota Duty Officer and they will give us the resource and help us call out the troops.”

“Annex I, Public Works. This is a very important function. Our Public Works Department has a front loader to clear roads and big trucks to get supplies. They have a resource to get mapping we don’t have. We have designated the Public Works Manager as being in charge of this annex.”

“Annex J, Evacuation. Many times our residents aren’t going to want to be moved. We will have a couple different types of sheltering we have to talk about. If houses are taken out it could be dangerous. Any time you do either one of these, you have to keep records. Because if someone comes looking for someone you have to be able to let them know where they are. We would probably have to set up a hotline. DeRoche, “Has anyone wondered without cell phones, how is anyone going to know what is going on?” Chief DuCharme, “Would have to send deputies out to get you here. It is very important to continue the continuity of government. We will need staging areas to send them to, and then send them to shelters. We did designate staging areas in here, City Hall, Coon Lake Beach Community Center and the Ice Arena and Cedar Creek Community School. This is where we want you to get to. The Deputy Fire Chief is designated as being in charge of this annex.”

“Annex K, In-Place Shelter. If their house is blown away, they are going to go with friends or relatives. But we need to know where they are going. If possible we are going try to do in-place sheltering. But, it doesn’t always work that way. We will have a lot of community information to get out.” DeRoche, “Is there a pamphlet at City Hall that has this information?” DuCharme, “That is excellent suggestion. Once this plan is complete we will have to get a pamphlet together.”

“Annex L, Reception and Care. We may need to set up shelters on a temporary basis. Red Cross does a really good job of helping communities with this. If we get to this we need to notify the Red Cross as soon as possible. DeRoche, “I don’t remember there being a plan in 1983 when the tornado came through.” Chief DuCharme, “I don’t think there was one. The Deputy City Clerk is in charge of this annex.”

“Annex M, Health and Medical. EMS is real important on the initial response on taking care of the critically injured to get them aid. This includes fire, law enforcement and ambulance. All of these have mutual aid agreements. The big thing about transporting people to hospitals or care centers is we have to know who goes where. Any time you get into injuries we have to be careful how we track it. It is important to get all that information.”

“Annex N. Terrorism Response. I didn’t rate this as a huge risk. We do need to be

considerate of this. Depending on what it is the locals will be in charge, law enforcement. The Fire Department will be secondary. Terrorism is a crime scene.”

“Functional Annex V, Damage Assessment. I have gone over this with the Building Official and we have decided the forms are what we would go with.”

“Appendixes. This document was created before the new organizational chart came out. I have the new one. The executive line of succession is essentially the same. Emergency Responsibility by Organization, the chart is here and we have identified whose job is what. Direction and control is Mayor and City Council. We have an emergency notification list and that will not be public. There are certain numbers that providers have for life threatening emergencies that are not public.”

Adjourn

**Moegerle made a motion to adjourn at 7:00 PM. DeRoche seconded; all in favor, motion carries.**

Attest:

Wendy Warren  
Deputy City Clerk