

Minutes

Montgomery County Emergency Advisory Council

Wednesday Oct 5, 2022 @ 8:30 am

The Emergency Management Advisory Council met on Wednesday October 5, 2022 at the Montgomery County Center in the Community Meeting Room 1580 Constitution Row Crawfordsville, Indiana 47933

Advisory Council Members in attendance:

Mayor- Todd Barton

Councilman David Hunt-for County Council President, Tom Melish

Town Council Representative-Barry Lewis

Commissioner-John Frey

Advisory Council Attorney- Dan Taylor

Absent:

Phil Pirtle-Volunteer Fire Rep

Lori Dossett-Commissioners Administrative Assistance

Jessica Burget-EM/HS Deputy Director

Also Present:

Shari Harrington- Director

Tom Klein-County Administrator

Dee Dee Jones- Administrative Assistant

Call to Order:

Commissioner John Frey called the meeting order at 8:30 am

Approval of Minutes: minutes not available & tabled until next meeting

First Oder of Business:

EMA Directors Report see attached hand out pages 1-2

Hiring Process for a new EMA Director:

See attached hand out page #3

Shari Harrington provided her last date of employment to be Friday Oct 28, 2022.

Council to start interviews Oct 24, 2022 at the Montgomery County Government Center.

Job will be posted internally, externally, statewide & possibly through LinkedIn & Indeed.

Shari to provide Tom Kllen with an accurate job description.

EMA Advisory Board to hold an Executive Session Meeting Nov 9, 2022

A meeting Nov 9, 2022 to appoint a new EMA Director.

Motion was made & passed to appoint Jessica Burget as Director Interim from Oct 28, 2022 at 5 pm until Nov 9, 2022.

A handwritten signature in black ink, appearing to be 'J. Burget', written in a cursive style.

Hand out
10-5-22
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Director's Report 10-5-2022

Resignation Date: Not before the end of October. This gives us a month to go through the hiring process. I am happy to overlap with the next person and train them on the EM program, grants, equipment, CERT, and the other aspects of all things EM-HS.

Grants:

- EM-HS was able to get 2-SHSP grants this cycle. The priority grant is for Cybersecurity and is for \$145,991.28. The second priority grant is for the CERT training room located at 1201 Elmore Street. The amount is around \$92,504.43. This grant also has training aids and many other items that will benefit the city and the county.
- EMPG Salary Grant has been applied for and will need to be finished out at the end of the year and the first of next year. This amount is \$30,000.00.
- EMPG Competitive is being submitted by Deputy Director Jessica Burget. It will cover expenses for future CERT training and conferences normally attended by EM-HS staff. This grant, if awarded is \$19,993.00.
- HMEP Grant- This grant has funding built in to enhance hazmat awareness through accredited training. This training consist of confined space rescue. Amount of this grant is \$16,000.00 dollars. This grant is not awarded yet.
- Fund 8425 LEPC grant, pays in June or July

Working Grants to finish:

- SHSP Bearcat-Reimbursement
- SHSP Active Shooter-Reimbursement
- MHMP-Finishing the plan and completion invoice.

I am working with Jessica to help her understand the grant process. This is the process in a short synopsis:

Grant is awarded to an entity;

A fund is established by county ordinance after a presentation to the County Commissioners in a public meeting, and they accept the grant;

The grant is electronically signed within 3 business days. Current signatory is Commissioner Fulwider;

An additional appropriation is requested for the fund and lines items are established;

Funding is spent per grant requirements;

Quarterly program reports are completed;

Invoices and proof of payment are submitted with a fiscal reimbursement form;

Money is reimbursed into the fund's cash line and a report is sent to EM-HS for completion of grant.

Plans:

Debris Management Plan needs finished and exercised

CEMP will need to be finalized

Shelter plan has been started

CERT

Non-profit. They are establishing a drone team for damage assessments and a moulage group. I will still be a part of this team as a member, training and exercise and one of the program managers until the next EM-HS director makes any changes they want to make. This team is the most active team in the

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State of Indiana and recognized as the most equipped team in the State of Indiana. They are a gem to this community and will be a force-multiplier when a large incident happens here, and it will. You will be pleasantly surprised at the training, exercise and abilities this team brings to the table. We have had EM's come from all over the state to see how EM-HS built and keeps this program strong. They truly are the model of what a CERT should be for a community. They have been self-sufficient through grants and private funding for their non-profit status.

2023 goals for EM-HS TBD by new director but these are suggested.

- Building out a VOAD/COAD
- Sheltering Operations Exercise with CCSC and Red Cross
- Building a resilient community
- Risk assessment for communications, public safety radios. (end of life radios)

It has been an honor to be able to serve as the Director of Emergency Management. Thank you for the opportunity to build this program from scratch. I will do everything I can to make sure the new director has the necessary side-by-side training that I can help with. Including after I leave 1201 Elmore Street, I am available by phone.

Sincerely,

Shari L. Harrington,

(D) It is the intent of this section that emergency management and disaster assignments under the plan shall be as nearly consistent with normal duty assignments as possible.

§37.18 DIRECTOR OF EMERGENCY AND DISASTER MANAGEMENT

(A) Appointment: The Director shall be appointed by the Advisory Council with the approval of the County Executive.

(B) Termination: The Director may be terminated by the Advisory Council, with the approval of the County Executive.

(C) Dual Office Holding Prohibited: The Director may not hold any other local, state or federal office.

(D) Duties: the Director shall have the following duties:

(1) Direct the organization, administration and operation of the emergency management and disaster program;

(2) Be responsible to the President of the County Executive;

(3) Seek, negotiate and enter into mutual aid agreements, with approval or ratification by the County Commissioners; and

(4) Perform other duties which are either assigned by the Advisory Council or required by law.

§37.19 DEPUTY DIRECTOR.

A) If a Deputy Director has been appointed pursuant hereto, he or she shall, during normal times, assist the Director in the performance of his or her duties.

B) During an emergency, the Deputy Director shall assist the Director and shall fulfill the duties of the Director in the absence or incapacity of the director to serve.

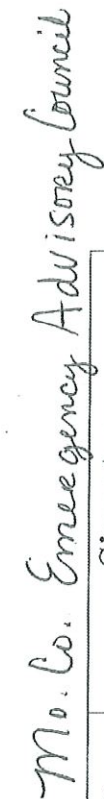
§37.20 PRINCIPAL EXECUTIVE OFFICER; BOARD OF COMMISSIONERS.

A) In time of normal county operations, powers and duties of the Principal Executive Officer relating to emergency management shall be:

(1) Seeking the advise and input of the Director as to the advisability of declaring a local disaster emergency; and

(2) Declaring, pursuant to I.C. 10-14-3-17, a local disaster emergency.

Hand Out
10-5-22
#3



SIGN IN SHEET

05, 2022

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