

Institute for Senior Professionals

Document DAIZa
Subject ISP June Meeting
Date 23 June 2005 1000 h

Attendees:

Don Litke
Bill Hall
Art Lester
Stan Berg, Chair
Tom Reynolds
Mack Gay – 1045 h (from other meeting)
Barbara Wall - absent
Van Swenson – absent
Fred Pryor - absent (a potential new member)

X Meeting
Telecon

Other _____

Action Item(s)

~~<Litke> will revise questions and email around.... DONE~~
< Berg > ask Randy McDaniel for the list of point of contacts at the ESFs
ask Randy for an introductory letter.....
<TGR> draft of letter that Randy will sent to ESF's – circulate to IvanCommittee
Art Lester, Don Litke, etc etc....
<TGR> work to set up a location on ISP web site which can be a repository for
information from the IvanCommittee
~~<BH, AL, TGR> to get copies of the CEMP (Mack Gay has it on PDF) DONE~~
~~<TGR> send working notes around to full IvanCommittee...~~

Once a suitable questionnaire/instrument has been developed and an introduction
letter has been sent... the following agreed to interview contacts:

<Litke/Gay> ESF ?? and ESF 18
<Hall/Wall> ESF 14 Law Enforcement
<TGR/Lester> ESF 3 Public Works & Engineering
ESF 7 Resource Support
<Berg/Swenson or Pryor> ESF 4 Firefighting

Notes

Randy McDaniel -
? Is the lack of a Commissioner Letter a “killer”? NO

Valente did not want to go to the Commissioners.....
If it went to the commissioners it would become more political... especially the
sheriff..
SB – sheriff is responsible for law enforcement and is independent.. very
independent...

Chris Holly – outgoing county mgr... was interviewed by Stan Berg... Chris was

in favor of doing this assessment..

SB – we do have a FWB after action report..± 23 pages .

- ? did McDaniel have access to the FWB report.... no sure
- Emergency Ops Center (location of Randy McDaniel) – near Sheriff's office in Shalimar : this room is completely inadequate, too small, and needs to be improved/enlarged in order to handle the number of people and stress levels during an emergency
- Comprehensive Emergency Management Plan (CEMP)....
- SB & Mack Gay went to a recent disaster drill @EOC ..
 - laptops are used for communication with each other ...
 - ? i-messaging? Ken Wolf (Emergency Coordinator) handles this usually with a couple of other people (assistants)

AL – perhaps we should review evaluate the CEMP

SB – our task will be to talk with the majors ESF 3, 4, 7, 14, 16, 18 and see what has been and should be improved...

Volunteer Organizations Assisting in Disasters (VOAD) -

BH – is there a standard report which has been prepared by each of the ESF's as an after action report..... ANS : NO

DL - Randy has no authority to review the working documents for each of the the ESF

SB – all we are being asked to do is to review what took place in each of the ESFs and see what problems they had during

DL – we have asked for the list of contacts in each ESF ... but the list has not (yet) been received.... he (DL) has prepared a set of standard interview questions to be posed to each ESF....

1101 h

SB – we will go forward... not having the Commissioners backing/support is not a problem...

AL – we are not going to deal with policy and instead focus on procedure

MG – we need to keep our interaction at the EOC management level....that should be where we do our interviews....

ESF 16 – Law Enforcement... the contact is Rick Hord (sp?)

MG – the human element in the communications chain is VERY IMPORTANT.... there is a real burden on these people to make decisions on critical issues...

SB – one apparent problem is that the various groups did not use all the resources that they had available.... i.e. a generator has gone out and 8 people need oxygen

but they only had 4 available... 4 more had to be found and transported....

MG – disaster drill – success of ESF reps is driven by the # of what if's they have been exposed to (i.e. history) .. you need continuity of experience....

DL – we will ultimately need to recommend more training.....

MG – most important is to have the ESFs show up for training/exercises.....

<TGR> work to set up a location on ISP web site which can be a repository for information from the IvanCommittee

DL - yes we are going to do it
we should start now

SB – do we agree - this a doable thing if we pare it down to the more limited functionrole will be to look at each of the principal ESF's amnd find how how they worked during Ivan and are there changes that they would like to see take place...

BH – do we want to put a time line on it or make it an ongoing

AL – developing a methodology is important....

DL- 1 or 2 people select each ESF and conduct interviews.....

SB – how did you find out what you were supposed to be doing

Potential Questions

1. how did you find out what you were supposed to be doing
2. how were you prepared to the tasks/problems at hand..
3. what surprises came up during the course of the crisis....
4. what backup do you have ... who else is trained
5. how is information passed on to those following you
6. do you / did you get any after action debriefing and counseling....
7. did you have a review and was a report written

<Litke> will revise questions and email around....

1141 h

< Berg > ask Randy McDaniel for the list of point of contacts at the ESFs
ask Randy for an introductory letter.....

MG – a “hot wash” will be done of last weeks training...

<TGR> draft of letter that Randy will sent to ESF's – circulate to IvanCommittee
Art Lester, Don Litke, etc etc....

AL/TGR will contact - ESF 3 Public Works & Engineering
ESF 7 Resource Support

<BH, AL, TGR> to get copies of the CEMP (Mack Gay has it on PDF)

1203 h

<TGR> send working notes around to full IvanCommittee...

Once a suitable questionnaire/instrument has been developed and an introduction letter has been sent... the following agreed to interview contacts:

<Litke/Gay> ESF ?? and ESF 18

<Hall/Wall> ESF 14 Law Enforcement

<TGR/Lester> ESF 3 Public Works & Engineering
ESF 7 Resource Support

<Berg/Swenson or Pryor> ESF 4 Firefighting

1210 h adjourned