

AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
6:00 P.M. Monday, March 28, 2016
City Hall, Council Chambers

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA**
- D. UNFINISHED BUSINESS**
- E. NEW BUSINESS**
 - 1. Emergency Management Review and Update
 - 2. Update on the EMS Work Group
- F. ADJOURNMENT**

RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Steve Lukin, Fire Chief
DATE: March 23, 2016
SUBJECT: Emergency Management Update and Review

Introduction

Emergency Management plays an intricate role in providing preparedness along with direction from the Maplewood City Council in the event of a disaster. Each year I provide the City Council with an update, and this time, I will provide a quick overview for the two new City Council members which will also be a good refresher for the rest of the Council.

I will be providing homework that will prepare each Council member in the event of a disaster and further information will be provided by way of a presentation.

Meeting Date: 3-28-2016

Agenda Item #: Workshop E1

Maplewood Emergency Management



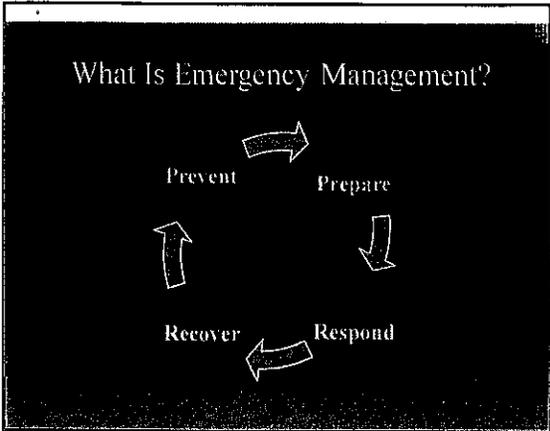
Civil Defense - The Beginning



Mission Statement

We, the staff of the emergency management team, are committed to assist key city officials and emergency services in carrying out their duties and responsibilities under emergency conditions.

At all times, the team is dedicated to the protection of life and property in a safe and professional manner.



What is Emergency Management?

Mitigation:
 Identify or reduce probability of a disaster
 Education, Hazard Awareness Analysis, Mitigation Plan

Preparedness:
 Enhance disaster response capabilities and planning
 Emergency Operations Plan (EOP), Training & Exercises

Response:
 Identify and coordinate necessary resources
 Emergency Operations Center (EOC) & Liaisons

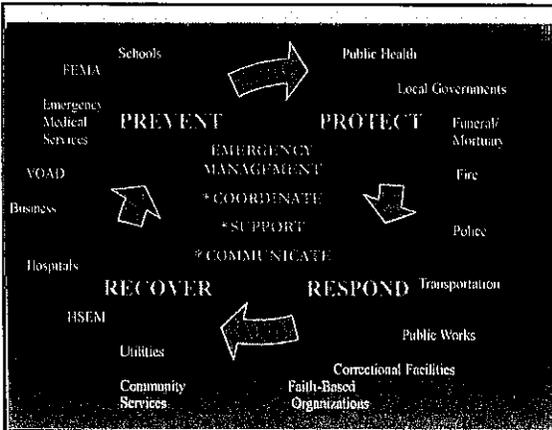
Recovery:
 Provide for basic needs of the public, restore critical services, and return the community to its normal state

What is Emergency Management

- Central coordination for the management of all disasters
- Assist those who need help with emergency preparedness (Municipalities/Private Sector)
 Assistance with plans and plan coordination
- Reduce devastating consequences (Mitigation)
- Help community return to normal (Recovery)



Who are the key players?



The County's Role

- Ramsey County Emergency Management and Homeland Security provides support to local governments during all phases of your emergency:
 - Planning
 - Prevention
 - Response
 - Recovery
- **All emergencies are local; we are here to assist you through it all**

Government Official's Role

- Role is policy making and not operational
- Be familiar with plans-EOP, Mitigation, COOP
- Get updates from the Incident Commander
- Keep residents, public informed
- Develop and implement family preparedness plan

Maplewood & County Plans

- All-Hazard Emergency Operations Plan (EOP)
- Continuity Of Operation Plans (COOP)
- Mitigation Plan
- Hazardous Analysis Plan
- EOC Training/Operational Manuals
- Countywide Paademic Influenza Plan

The EOP

- Emergency Operations Plan
 - The plan for how your city, county, and state will prepare for, mitigate, respond to, and recover from a disaster
 - All Hazards
 - All Disciplines
- Assigns responsibility to organizations and individuals
- Sets forth lines of authority
- Describes how people and property will be protected
- Identifies personnel, equipment, facilities, supplies, and other resources

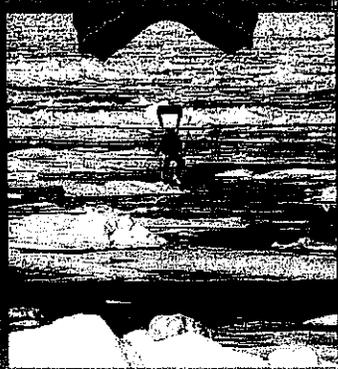
Emergency Support Functions

- ESF #1 Transportation
- ESF #2 Communications
- ESF #3 Public Works, Engineering
- ESF #4 ESF firefighting
- ESF #5 Emergency Management
- ESF #6 Mass Care & Human Services
- ESF #7 Resources and Logistics
- ESF #8 Health and Medical Services
- ESF #9 Search and Rescue
- ESF #10 Hazardous Materials
- ESF #11 Natural Resources
- ESF #12 Energy and Utilities
- ESF #13 Law Enforcement
- ESF #14 Long-term Community Recovery
- ESF #15 External Communications & Public Information
- ESF #16 Warning and Notification
- ESF #17 Animal Services

Threat Levels

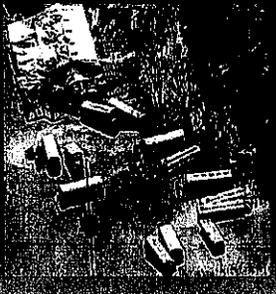
- LEVEL 0: No activation of ESFs Anticipated (Routine day-to-day operations)
- LEVEL 1: Emergency Incidents: Potential Incidents requiring close monitoring of the situation by elements of one or more ESF.
- LEVEL 2: Emergency or Potential Incident requiring input from multiple personnel in leadership roles to effectively manage the demands of the situation. May require assets from other counties, state or federal agencies.
- LEVEL 3: Emergency/Disaster Involving one or more communities within the county or involving the need for multiple ESFs; or any situation that will likely exhaust the ability of the county to provide services or that will result in the need for coordination of multiple agencies and activities.

Failure to Plan?



"If you've seen one disaster, you've seen one disaster."

- Pre-planning is essential
- Emphasize and communicate general readiness
- Test capabilities through training & exercises



Emergency Operations Center (EOC)

The Role of the EOC

- The EOC provides a central location where government at any level can provide interagency **coordination** and executive **decision-making** in support of the incident.
- The EOC does not command or control the on-scene response. The EOC carries out overall **coordination** of disasters or incidents through:
 - Information collection and evaluation
 - Resource management
 - Policy & decision-making

Emergency Operations Center (EOC)

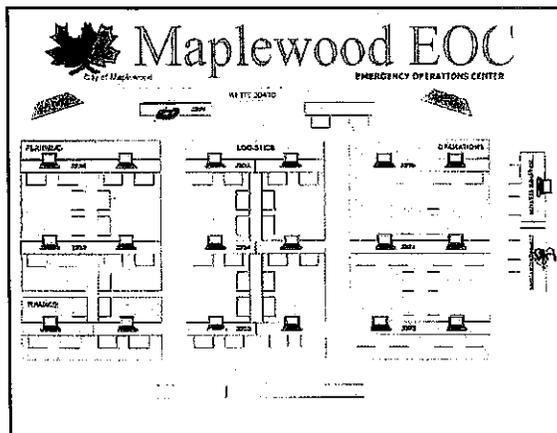
PURPOSE:
Management of emergency response activities and support.

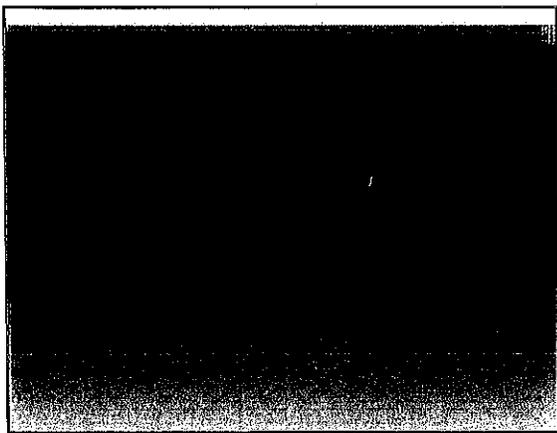
FUNCTIONS:
Operations and policy, planning, logistics, finance and administration.
Primary source for information and conduit for information sharing to municipalities and private sector

ACTIVATION:
Outside resources required.
Multiple agencies involved.
Incident covers large geographical area or multiple locations.

EOC Sections

- EOC Command Section
- EOC Operations Section
- EOC Planning Section
- EOC Logistics Section
- EOC Finance Section





Emmitsburg, Maryland

In 2013, the staff from all departments and the mayor attended emergency management training with the county and other cities with in Ramsey County in at the FEMA (Federal Emergency Management Agency).

HOMEWORK

1. IS 908 Emergency Management for Elected Officials. I took this course and it was about an 1 hour with a 10 question test. I thought it was a very good course.

1. IS-100.b Introduction to Incident Command System- Good course for them to understand what you (the first responders) do out in the field & how you use the system

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Paul Schnell, Chief of Police/Public Safety Director
Steve Lukin, Fire Chief

DATE: March 23, 2016

SUBJECT: Update on the EMS Work Group

Introduction

The Fire/EMS workgroup authorized by Council action in early February have been actively engaged and deeply involved in studying the City's current Fire/EMS delivery model.

Background

Since the Fire/EMS workgroup was approved by the City Council in February, the group has been impaneled and has held five 4-hour long meetings.

The workgroup is comprised of the following members:

- Sue Allhiser, Resident/Business Owner
- Richard Baldwin, Resident
- John Donfrio, Resident
- William Kuntson, Resident
- Jeri Mahre, Resident
- Rich Dawson, Firefighter/Paramedic (FT)
- Mike Funk, Assistant City Manager
- Mike Lochen, Battallion Chief (PT)
- Steve Lukin, Fire Chief/Emergency Management Director
- Mike Mondor, Assist Fire Chief (EMS)
- Paul Schnell, Police Chief/Public Safety Director

To date the following meetings have been held:

February 22, 2016: Establishment of workgroup norms and operating structure, overview of the history of fire/EMS service delivery in Maplewood; statutory requirements for fire/EMS service delivery; a review of "primary service area" requirements, and a review of national fire and EMS response, capability, and staffing standards.

March 4, 2016: Fire and EMS demands in Maplewood – the current state – response times, capabilities, staffing needs and challenges. Understanding fire response realities/risk. Station placement and future needs. Community risk and need analysis. Workload analysis. Shift length considerations – cost and benefit.

March 7, 2016: Understanding the economics of fire/EMS: department budget, general fund versus enterprise fund, payer mix considerations, staff costs versus infrastructure costs, cost of services to consumers.

March 14, 2016: Workgroup discussion of current fire/EMS delivery model strengths, weaknesses, opportunities, and threats (SWOT). Identification of core value considerations for fire/EMS services for the City of Maplewood.

March 18, 2016: Continued identification of core value considerations for fire/EMS services for the City of Maplewood. Discussion of the questions for potential public or private partners.

Future meeting agenda:

- March 24, 2016: Saint Paul Fire
- March 30, 2016: Allina Medical Transportation
- April 1: Regions/HealthPartners
- April 11: HealthEast Medical Transportation
- April 13: Wrap-up/Final report preparation

The final report will include a recommendation for next steps. Should that recommendation include a partnership possibility, the Council will be asked to authorize the City Manager and public safety leadership staff to initiate detailed plans and draft agreements for any partnership, which would be brought back to the Council for final review and approval.

Budget Impact

The Public Safety Director will engage the services of a meeting facilitator. The costs would be covered by the existing department budget.

Recommendation

The update on the EMS Work Group is informational only and no formal action by the City Council is required.