

VILLAGE OF BELLEVILLE

EMERGENCY MANAGEMENT COMMITTEE MINUTES

February 25, 2013, 5:30 p.m., Village Hall

Members Present: Terry Kringle, April Little, Jerry Butts, Bill Eichelkraut, Ron Babler, John Beil, Howard Ward. Absent – Gary Ziegler

Assessment Team Present: Bart Morricks

1. Training opportunities – Terry handed out a spreadsheet showing training for all pertinent personnel and asked the heads of the different departments/organizations to update the names and training and turn that into Julie Bigler. He also handed out training descriptions and emphasized the need for everyone to get the training described for their positions.
2. Emergency Management Program Manual update discussion
 - a. EOC – Terry reviewed the proposed updates to EOC operations
 - i. Role during an emergency
 1. Who is needed? – Terry went over the proposed staffing for the different EOC activation levels. No one suggested any changes.
 - ii. EOC organization – Terry discussed the proposed EOC chain of command.
 1. It was recommended that the Village President not be the liaison officer and that if be a separate position. Terry will make that change.
 2. Terry will also change lines 112-116 to match the language in Chapter 57 of the village ordinances.
 3. Village office staff needs to be involved in the EOC. Their responsibilities would be assigned by position in the village office but they would be primarily responsible for collecting all the data that would come in during an emergency.
 - iii. Other
 1. The Village will hopefully update their computers this year and then the Village's present computers can be moved to the EOC.
 2. The EMS building is backup for the EOC but there is a question as to whether or not the building can be supplied with emergency power. This will have to be checked.
 3. The Village Hall needs to have emergency power hooked up to see what works.
 4. Howard suggested we have a desktop exercise some time in the near future.
 - b. Other manual changes
 - i. Location of PIO job description – The PIO job description will be moved from Chapter 13 to Chapter 7.
 - ii. Proclamation – The proclamation needs to be updated to include everyone that can declare an emergency plus reference current village ordinance. Howard Ward will look into this
 - iii. Other

1. Once an emergency is declared who has the authority to make purchases and other monetary commitments?
- c. Ordinance Chapter 57 – Emergency Management – The ordinance needs to be reviewed to make sure it allows the appropriate people to declare an emergency and to allow the appropriate people make financial and other decisions. Howard Ward will take care of this.

Submitted by Terry Kringle