



Meeting Minutes

Training Council Meeting

August 27, 2015 from 1:00 PM – 3:00 PM

The meeting was held at the Ohio Emergency Management Agency (OEMA) in room 120a. with conference call line / Go-to-Meeting link available for those who could not attend in person.

In Attendance: David Nunley (OEMA), Susan Traylor (OEMA), Lisa Jones (OEMA), Keven Clouse (OEMA), Dan Green (OEMA), Chasity Schmelzenbach (Noble EMA), Gerry Beckner (Guernsey) and Rita Spicer (Perry EMA)

On the Telephone: Helen Norris (Logan EMA), Lisa Heyman (Sandusky EMA), Serena Steele (Cuyahoga EMA), Mark Rafeld (Ashland EMA), Donald McDonald (Stark County LEPC), Justin Bechtel (Cuyahoga EMA),

The meeting started with David Nunley, Ohio EMA and Chasity Schmelzenbach, EMAO welcoming everyone.

Important Upcoming Events – Mr. Nunley updated:

- 1) Intro Course
 - a) Held at the Double Tree
 - b) February 22 through 25, 2016.

- 2) Spring Conference is April 26 through April 27, 2016.
 - a) David would like to have topics for discussion
 - b) It will be held at the Crown Plaza North
 - c) There will be lodging at the Crown Plaza North as well

Discussion of Training Council Mission and Purpose – Ms. Schmelzenbach

Chasity Schmelzenbach opened the meeting by discussing the Training Council Mission and Purpose. A mission statement needs to be prepared as discussed in the last Training Council meeting. If you have any thoughts please forward them to her. Ms. Schmelzenbach will consolidate everyone's thoughts and write a mission to be approved at the next Training Council.

Development of Sub-Committees

Ms. Schmelzenbach continued by discussing the draft of the standard sub-committees structure that she distributed. It is as follows:

- 1) Instructor Development and Training Plans
 - a. Improve participation in TEPW
 - b. Develop annual catalog
 - c. Perform cost/participation analysis
 - d. Policy recommendations (instructors and students)
 - e. Recruit instructor candidates
 - f. Audit/evaluate instructors

Consideration was made to split this initial list into two, but all felt that would be difficult to do.

- 2) Standards Committee
 - a. Review existing standards (ORC)
 - b. Review past/current programs (EMAP/OSCAR)
 - c. Review EM Core Capabilities
 - d. Develop measuring tool EMAP/OSCAR (self-assessment type tool)
 - e. Suggest timeline and trainings to attain core capabilities

- 3) Ad-Hoc Committees
 - a. Review course content for revision as needed
 - b. Review topics/developing courses as needed

These sub-committees will not be restricted to just the training council.

Discussion of Training Council Attendees and Notification – David Nunley

Two different distribution lists will be maintained. One will be a working group type committee and then another, wider group, will be the notifying list. This list will just receive the minutes and maybe the agendas as well for the Training Council meetings. These lists will include: County directors, a few representatives from Homeland Security, Ohio Department of Health, Ohio Environmental Agency, Ohio Department of Natural Resources and VOAD. LEPC, Board of Regents, Ohio Department of Education, and Ohio Hospital Association were all considered. It will also be noted that the sizes of the committees should stay reasonably small in order to stay productive.

Training Update - Susan Traylor

- September 9 through 11, 2015 – L205 Recovery Disaster Course
- September 15, 2015 G191 Course Stark County
- September 30, 2015 G191 Course Cuyahoga County
- September 16 through the 18, 2015 – Spots are still available G288 Local Volunteer Course - Ashtabula County
- October G290, 291 PIO Courses in Fulton and Fairfield Counties. One will not be hosted here at EMA until April, 2016 because of lack of students
- Hamilton County is hosting a G272 Course / NWS is teaching the new course
- November 16 through 17, 2015 – Radiology Core Concepts Course is a new course, – Few prerequisites ICS required
- November 17 through 19, 2015 - Rep Exercise Controller Course

Training Update - Lisa Jones

- ICS 300/400 Courses
- L964 Situation Unit Course still has seats available – Cuyahoga County
- February 2, 2016 ICS 400
- March 2, 2016 – ICS
- May 3 through 6, 2016 ICS Train-the-Trainer Course

Training Update – Keven Clouse

- October 27 through 29, 2015 HSEEP Course scheduled in Jackson County, Ohio
- HSEEP January 26 through 28, 2016 Regional delivery in northern Hamilton County. Working with WPAFB to do a regional offering in the west central Ohio area

General Training Discussion and Round Table – David Nunley

Mr. Nunley shared that a new EMA newsletter will be going out beginning the first of every month.

The training application might be a little different that the counties complete. There will be a new section that will request that the counties justify why they have a request for training. This new section serves the purpose for EMA's grant reporting process. This makes EMA better prepared for the auditors' questions. This will begin in about two weeks. It will be a simple, and Mr. Nunley will send something out to the counties in the next couple weeks.

There was a discussion regarding regional Training and Exercise Planning Workshops (TEPWs) and using our regional staff to conduct meetings. There will be a meeting September 14, 2015 to discuss this with the regional supervisors. Regional Supervisors will schedule an in-person meeting with their county directors to run the TEPWs. Regional staff will take the information and send to EMA. The hope is that this gets closer to the needs of the directors in the regions. This will offer better support for your exercises. To sum it up, there will be five regional TEPWs and EMA will run one as well electronically to the state agencies. This one will be similar to last year.

Another topic of discussion was to have a separate Training and Exercise Plan (TEP) and training catalogue. We are going to combine the two to make one TEP document. It may be larger but will definitely make information easier to assess.

In reference to the TEPW tying to grants – does it have to be in the TEPW now. If it is in the TEP when it is done, it is easy to correlate for a grant request, but it is not a requirement for grant funding to have it in the TEP. Dan Green stated that nothing has changed regarding grant funding and requirements. If one does not participate in the TEPWs than you are not eligible for Homeland Security funds for exercising.

Action Items

- Submit Topics of Discussion for the 2016 Spring Directors' Conference to David Nunley dbnunley@dps.ohio.gov
- Submit draft Mission and Purpose statement to Chasity Schmelzenbach by next week at nobleema@myfatlink.net
- Mr. Nunley will send out an e-mail to the counties and ask them if they would like to be on the training council/working group list or just the notification list
- Mr. Nunley will send out information regarding application changes – new justification section.

Next Training Council Meeting

- September 24, 2015 (Conference Call Only)
- October 22, 2015 (In-Person Meeting)
- November 12, 2015 at 1:00 PM (Conference Call Only)
- December, 2015 (No Meeting)