

**PUBLIC SAFETY COMMITTEE MEETING
PAYNESVILLE CITY HALL
APRIL 23, 2013
5:30 P.M.**

AGENDA

- I. CALL TO ORDER
 - A. Welcome Denise Czech-Schwandt, Emergency Management Director
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Vortex Anemometer (page 9) – Denise will present
- IV. OLD BUSINESS
 - A. Emergency Operations Plan – Staff is working on a revised manual
- V. INFORMATIONAL
- VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you can't attend the meeting.

Members: Jeff Thompson, Bob Liestman, Paul Wegner, Mary Matthews, Denise Czech-Schwandt, Donnie Mayer, Harry Thielen, Doris Wendlandt & Renee Eckerly.

This agenda has been prepared to provide information regarding an upcoming meeting of the Public Safety Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Public Safety Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Public Safety Committee

Committee/Council Meeting Date: April 23, 2013

Agenda Section: Consent Agenda

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the July 24, 2012, January 22, 2013, and March 26, 2013 Public Safety Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the July 24, 2012, January 22, 2013, and March 26, 2013 Public Safety Committee meetings.

**MINUTES
PUBLIC SAFETY COMMITTEE**

JULY 24, 2012

The meeting was called to order by Jeff Thompson at 6:30 p.m. Members present were Bob Liestman, Donnie Mayer (School), Renee Eckerly, City Administrator; and Doris Wendlandt. Erin Hauser, Stearns County Emergency Services was also present. Harry Thielen (Township), Joe Schmitz, and Frank Carter were absent. Also present were Bob McDaniel, Kay McDaniel, Erin Hausauer, Stearns County; Rachel Erickson, St. Cloud Hospital; Robert Dickhaus, Stearns County Sheriff's Department; and Dean Wuobbel, St. Cloud Fire Department.

Motion was made by Mayer to approve the minutes from the May 22, 2012 Public Safety Committee meeting with the correction that Mayer will not be the Vice Chair. Seconded by Wendlandt and unanimously carried.

POLICE DEPARTMENT – CALL OUT PROTOCOL

Thompson suggested that this be tabled at this time. Dickhaus reported that he was prepared to give a report. Paynesville Township is being patrolled by the Stearns County Sheriff's Department and things have been going well; however, there have been a few bumps. It was questioned when the City Police Officers should respond in the Township in the event of an emergency. In a serious emergency (car crash, heart attack), the expectation is that the closest deputy or officer would be sent to the scene. Some cities do not want the City police to respond. In this case it may be that the City wants the officers to respond. Dispatch will clear it with a supervisor whether to send other police entities to the scene. Paynesville officers should radio and get clearance to respond to be covered by Stearns County for liability. The City should put an agreement together with the Sheriff's Department that the Police officers will respond to all calls or specific calls.

The Committee discussed if there should be an agreement with the Township to reimburse the City for police officers going into the Township. There currently is no such agreement. In May, June, and July Dickhaus reported 17 times Paynesville officers responded to calls outside the City limits. Four of the 17 times the officers responded on their own. 13 times the officers were asked to respond by dispatch. Dickhaus stated that these are not abnormal figures. The Committee discussed having a police officer in place by the first of the year.

MOCK DISASTER

Eckerly reported on what happened during the mock disaster including:

- Communication breakdown
- Have someone assigned to take calls
- Prioritize phone lines and contacts
- Call in more people to do transcribing and documentation
- Bring in other staff to help with documentation
- Hausauer knows of CERT trained people in the community that would be helpful and could be included in the mock disaster
- Incident Command Center – needs to identify roles so people know how to help

- Maybe practice with other staff
- Communication is extremely important
 - GETS cards – register land line – Hausauer will email information on this
 - Can also get this through Verizon for free

Hausauer reported on the County's side:

- County did a shift change to make sure everyone was aware of everything
- Hospital learned from this also and maybe should have a person at the mock disaster
- County does a big mock disaster every 3 years
- The City can take small section such as Incident Command or communications to breakdown and get a better handle on
- City can request assistance from the County
- The Stearns County Fire Chiefs have an agreement to help each other
- There is a good network in the County to help each other out
- 90 fire departments helped out Sartell

Eckerly mentioned that the City is a member of Minnesota Municipal Utilities Association (MMUA) and MNWARN. Hausauer stated that Melrose used MMUA. They walked through all the departments and how to respond to emergencies. The more practice the more comfortable people get. One topic to discuss in the future is what do we do with debris left (like from a flood). The next step is to review the Plan with a scenario. The strength was local resources that can be used.

Planning Section – bring people into the meeting that would be added if it was an actual emergency. Eckerly will email Hausauer for a checklist for activation and deactivation.

2012 STEARNS COUNTY MITIGATION PLAN

It was reported that the Plan is going to the State for approval.

POLICE CHIEF POSITION

Eckerly gave a verbal report on the position.

EMERGENCY MANAGEMENT DIRECTOR POSITION

The Committee discussed the position. Dickhaus reported that most communities use firefighters and fire trucks for storm watching. Dickhaus and Eckerly will talk to Stearns County about sounding the siren. There is an option to have one storm watcher in the police station, two watchers out, and have the Police Chief do the paper work. Bob McDaniel stated that he had been through a disaster in Grand Forks. The role playing is so important. Debris on streets, berms, etc. were extremely dangerous because people couldn't see around the corners.

It was questioned when there are electrical outages what is done with waste.

There being no further business, the meeting was adjourned at 8:09 p.m.

**MINUTES
PUBLIC SAFETY COMMITTEE**

JANUARY 22, 2013

The meeting was called to order by Jeff Thompson at 6:30 p.m. Members present were Bob Liestman, Fire Chief; Donnie Mayer, School; Renee Eckerly, City Administrator; Mary Matthews, Hospital; and Paul Wegner, Police Chief (6:50 p.m.). Erin Hauser, Stearns County Emergency Services was also present. Harry Thielen (Township) and Doris Wendlandt were absent.

There were no minutes available for approval.

ELECTION OF OFFICERS

This was tabled until the next meeting.

MEETING SCHEDULE

The Committee discussed moving the meeting to 5:30 p.m. It was suggested to get feedback from Wendlandt and Thielen; if that time would work for them. This was tabled until the next meeting.

SCHOOL INCIDENT

The Committee reviewed the incident and felt it went well considering. The following was discussed:

- Handling the media
- Hausauer found out about the incident from the State Duty Officer
- Jim Freilinger helped Liestman make calls for resources
- Nothing was found Tuesday morning
- State called Homeland Security when the Hazmat Team was deployed
- Because the City contacted the State for resources, the City should not be billed
- City can call Stearns County EMS for help with assisting in an emergency
- Only time the City would not be in charge, if terrorist attack; FBI would then take over
- Debriefing was very beneficial
- Hospital was organized
- Communication between the hospital and EMS (fire/police) needs to be perfected
- Incident Command was – Fire Chief, Police Chief, and Superintendent
- A few parents got excited
- Mock disaster that was done last Spring was beneficial
- Write a summary of the event to list what could help to have training on or equipment needed – Hausauer will email a template
- Liestman reported that the Fire Department had training last night regarding handling mass casualties
- The use of terminology that everyone understands needs to be perfected such as lock down versus containment
- During the lock down cell phone would be collected from students

4

2012 STEARNS COUNTY MITIGATION PLAN

Hausauer reported on the Mitigation Plan update. The County approved the Plan this morning and the Plan will be considered by the City Council tomorrow night.

CERT PROGRAM – TRAIN THE TRAINER

The 2003 Community Emergency Response Training had 700 volunteers throughout the Country. This is an 8 week training course in April and May on Tuesday nights. It is better to be prepared; to get support for the Police Department for missing people searches, first aid stations, and flood response. It was suggested to put this in the Community Education and Area Center flyer.

Motion was made by Liestman to authorize Eckerly to attend the CERT Training on March 15 – 17 in New Brighton, MN and recommend such to the City Council. Seconded by Mayer and unanimously carried.

A grant will pay for lodging, food, and transportation.

EMERGENCY MANAGEMENT DIRECTOR

The Committee discussed the following:

- Benefits of not having the Fire Chief or Police Chief serve as the Director as it needs to be a separate individual
- One person doing the job versus multiple persons doing the duties
- Hausauer will share her list of CERT members and/or retired firefighters and police officers
- Expectations of the Director
- Person must be task oriented

The job description was reviewed and changes noted.

POLICE OFFICER UPDATE

Wegner reported that the first round of interviews was held and six will have a second interview next week. Wegner suggested that the Council proceed with a background check, physical, and psychological exams on the top candidate.

POLICE DEPARTMENT PATCHES

Wegner would like to work with the school art students to create a new patch. The Department is out of patches and needs to order and Wegner would like a new design.

POLICE MANUAL

Wegner reported that he is currently updating the Police Department Manual.

EMERGENCY OPERATION PLAN

Eckerly will ask McColley to go through the Plan and update the phone numbers. There is also a need to add tabs to the book.

STORM WATCH TRAINING

Storm Watch Training will be held on:

- St. Cloud on March 6th from 1:00 – 4:00 p.m. and 6:00 – 9:00 p.m.
- Albany on March 9th from 9:00 a.m. – Noon and 1:00 – 4:00 p.m.
- Holdingford on March 28th
- Government Center on April 16th from 6:00 – 9:00 p.m.

There being no further business, the meeting was adjourned at 8:20 p.m.

**MINUTES
JOINT PUBLIC SAFETY & POLICIES & PROCEDURES COMMITTEE**

MARCH 26, 2013

The meeting was called to order by Jeff Thompson at 6:30 p.m. Members present were Bob Liestman, Fire Chief; Donnie Mayer, Renee Eckerly, City Administrator; Gene Beavers, Donavan Mayer, Harry Thielen, and Paul Wegner, Police Chief. Doris Wendlandt and Mary Matthews were absent.

There were no minutes available for approval.

EMERGENCY MANAGEMENT DIRECTOR INTERVIEWS

The Committees interviewed one of the two applicants that applied as the second applicant did not show up.

Motion was made by Eckerly to offer the Emergency Management position to Denise Czech-Schwandt and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

Liestman will check with Firefighters to see who will help with storm spotting this season.

ELECTION OF OFFICERS

Motion was made by Liestman to elect Thompson as Chair, Wegner as Vice Chair, and Eckerly as Secretary. Seconded by Donnie Mayer and unanimously carried.

MEETING SCHEDULE

Motion was made by Donnie Mayer to set the Public Safety Committee meetings for 5:30 p.m. on the fourth Tuesday of each month. Seconded by Wegner and unanimously carried.

EMERGENCY OPERATION PLAN

Administrative staff is working on updating phone numbers. The book will include a checklist and tabs.

2012 STEARNS COUNTY MITIGATION PLAN

The school needs to adopt the Plan to get the FEMA funding for the storm shelter. Donnie Mayer stated that the school did adopt the Plan on March 19, 2013.

POLICE DEPARTMENT – TRANSCRIPTION & RECORDS

Wegner is working with staff and is tracking the workload. He reported four hours a week of data entry and transcription is being done by Stearns County. The officers are putting their own reports into the RMS system. The Board discussed the officer's doing reports in the office

7

versus dictating them in the car. The Board discussed in-house transcription, out-sourcing, and Stearns County continuing the services.

There being no further business, the meeting was adjourned at 7:45 p.m.

PAYNESVILLE STORM WATCHERS

VORTEX Storm Chaser Magnetic Mounting Anemometer

Instructions

1. The anemometer has a digital display and wind sensor device
2. Connect the male/female jack connector from the wind sensor device and the display (25 ft long cable/wire)
 - a. Keep digital display inside car – water resistant not water proof
3. Mount the wind sensor device to car.
 - a. The anemometer 2 round magnetic pieces
 - b. Put the wind sensor device anywhere on top of vehicle
 - i. Make sure to put it on flat surface of vehicle
 - c. **IMPORTANT**: Can scratch vehicle – put plastic wrap, paper, electrical tape between car and magnetic mount
4. Digital Display
 - a. Top display shows wind speeds
 - b. Bottom display shows time
 - c. Push black button to another screen to show Ave, Max, ect....
 - d. To reset any of the settings on the display simply hold the black button down (at the bottom of display) for approximately 3 seconds until it says 0
5. Speeds
 - a. The anemometer was tested in winds over 125mph
 - b. It is pretty accurate: within 3% to 4% of reading (about 2 mph at 50...)
 - c. Advised from manufacturer not to drive over 50mph on highway because of strong cross winds could damage device (break cups or fly off)
 - d. It stops recording wind speed below 1 mph
6. Removal
 - a. When removing wind speed device from vehicle always grab the red handle and pull straight up – do not drag across roof this helps to prevent scratches
7. Checking IN
 - a. When you pick up 800 MHz radio also take a Anemometer
 - b. When filling out the Storm Spotter Sign it Sheet also write the Anemometer # (each anemometer has a city number on the magnetic piece)
 - c. ****Please return the Anemometer after your done storm watching**

*** Please notify the Emergency Management Director when any malfunctions/damage to Anemometer occurs***