

**MEDINA COUNTY EMERGENCY MANAGEMENT AGENCY  
EXECUTIVE BOARD REGULAR MEETING MINUTES  
March 22nd, 2017**

**Present:**

Ralph Copley  
Carl Deforest  
Brian Guccion  
Matt Hiscock  
Conrad Sarnowski  
Bill Hutson  
Dave Birckbichler

**Guests:**

Christina Fozio  
Ben Nau  
Wally Sobczyk  
Matt Sturgeon  
Buck Adams  
Mel Morgan  
Robert Haas

Sarnowski called the meeting to order at 8:33 AM.

Deforest motioned to approve the minutes from February 22, 2017, seconded by Copley, and approved by all.

Sarnowski provided an opportunity for public comment. Chief Mel Morgan of Hinckley Fire introduced himself.

Copley motioned to approve the bills as RESOLUTION 2017-007, seconded by Deforest. Guccion asked if we have received a bill for the donated electrical work for the Montville garage. Fozio said that we have not. Motion carried to approve RESOLUTION 2017-007.

Guccion motioned to approve a cash transfer, which was reflected in the budget as RESOLUTION 2017-006, seconded by Copley, and approved by all.

Hutson motioned to approve a Designation of Applicant's Agent Resolution as required for the current Pre-disaster Mitigation Grant, seconded by Hiscock, and approved by all.

The Board signed the all All-Hazards SOP that was approved on Feb. 22, 2017, as amended at the last meeting and completed by Mike Lyons, to be signed today. Hiscock requested that Fozio get the SOP out to all the jurisdictions.

Fozio presented a newly drafted Outdoor Early Warning Siren SOP. It explains what EMA will do to poll the Federal Signal Commander software to determine general failure of the sirens that are set off by the Sheriffs Office only. Fozio also provided an updated policy of the MCSO Warning System Activation Protocol/ Guidelines as an FYI. Copley motioned to approve the MCEMASOP, seconded by Guccion and approved by all.



Fozio presented three quotes for mass notification systems. Members of the Mass Notification Committee listened to presentations from the three vendors on Feb. 23, 2017. The members present unanimously agreed that WENS is the best choice. Fozio also provided a document from the City of Wadsworth I.T. Department that shows their opinion to choose WENS. Given the savings with WENS, EMA will be able to pay the entire cost and not ask for the cost share from the communities. Half the cost will be covered by Emergency Management Performance Grant. Guccion motioned to approve the 3-year contract with WENS, seconded by Hiscock, and approved by all.

Fozio apprised the Board that EMA is assisting the Fair Board in the development of a new Emergency Response Plan for the fair. She also provided a copy of the letter from the National Weather Service indicating successful renewal of our StormReady recognition. Fozio is applying for a FY18 Integrated Emergency Management Course offered by the Emergency Management Institute. The application is for Medina County to host the course here the same way it was for the 2014 IEMC; it would also be our LEPC exercise for the year. The course topic is "Preparing Communities for a Complex and Coordinated Attack". Fozio also shared the award recognition that was presented to her from Sheriff Miller at his annual awards ceremony in January.

Copley motioned to enter into executive session at 9:15am to discuss personnel matters, seconded by Deforest.

Roll Call:	Brian Guccion – yes
Ralph Copley – yes	Matt Hiscock – yes
Chief Carl Deforest - yes	Conrad Sarnowski – yes
Bill Hutson – yes	

The Board exited executive session at 9:36 am. Copley stated there will be no action taken at this time. Hiscock motioned to adjourn the meeting at 9:36am, seconded by Copley, and approved by all.