

## MINUTES

### COUNCIL-MANAGER BRIEFING

January 12, 2009

The Council-Manager Briefing was called to order by Mayor Ronald A. D'Epifanio at 6:00 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue with the following Councilmembers present: Mike Snyder, Marty Judd, Terry Senger, Mike Oler, Tim Abbott, and Tim Meyers. Also present: Arthur Pizzano, Dena Morsch, Dennis Stuckey, John Clemmons, Don Bennett, Mike Dickey, Dave Crouch, and Dave Butsch.

#### Emergency Operations Center

City Manager Pizzano briefly commented on the Emergency Operations Center (EOC) discussion from 2008. Fire Chief Don Bennett explained the chain of command during various emergencies for both the Fire Department and Police Department. Chief Bennett briefly described the District 33 position in the Fire Department, which is filled 24 hours a day, seven days a week. He recommended continued training in 2009 for other departments and supervisors that will need to function within the EOC. He stated the purpose of the EOC is to assemble key decision makers to centralize response and recover decision plans and operational activities to maximize the response to an incident. Chief Bennett further explained the EOC focuses on strategies and the priority in which items are handled. He stated activation of the EOC is based solely on the type and complexity of the incident. He briefly described the levels of emergency response in the city's plan which is also consistent throughout the state. Chief Bennett explained during a level two activation the EOC will not be staffed on a 24 hour basis, instead the EOC will be used for briefing and debriefing. Police Chief Dickey commented the individuals staffing the EOC may not be the principal. Chief Bennett stated the training center over at the Justice Center is the primary EOC, Fire Headquarters and Public Works will be alternate sites. He stated the city's plan calls for an Emergency Operations Center Manager who will basically facilitate discussions. Chief Bennett and Council discussed how notification will be handled for the Mayor and City Council. Councilmember Abbott stressed the importance of notification when emergency levels are issued including a brief description of the incident and a contact person. Mayor D'Epifanio commented on the control of the situation and how well things ran during the windstorm of 2008. Chief Dickey stated police supervisors are empowered to make decisions and take actions. Councilmember Abbott agreed that things went fine during the windstorm, but a message that the command center was open and things were under control would have alleviated the uneasiness. Mayor D'Epifanio suggested we find a way to find out where residents with special needs are located so they can get immediate attention. He suggested that something be put in the Fairfield Flyer allowing residents to register their location in case of a disaster. Chief Bennett explained how this type of situation was handled. Chief Bennett stated for the EOC, City administration, Police Department, Fire Department, Public Works and Information Technology will be the core that will set forth on a majority of the incidents. Chief Bennett stated Volunteer Coordinator Karen Wittmer will handle spontaneous donations and volunteers during an incident. He described the vision of the EOC with the concept being that every Department Head will bring support staff. He further stated the workstations will be able to communicate by computer to be able to work both on the Intranet and the Internet. He discussed the various types of information that can be accessed through these workstations. Chief Dickey discussed the established phone lines and set up. Chief Bennett explained the various other equipment in the EOC. Councilmember Oler questioned why we would buy new computers for the EOC knowing they would rarely be used as opposed to buying them for city personnel. Chief Bennett explained that these computers will be able to do basic functions. Chief Dickey explained the necessity of having the computers set up and ready to use with the network. Chief Bennett explained when regional direction would take place. He further explained that if a County EOC opens up it will be a clearinghouse of resources, but they will not take over. Chief Dickey discussed Fairfield's involvement in the National Incident Management System (NIMS).

#### Adjournment

The Council/Manager Briefing adjourned at 6:50 p.m.

Respectfully Submitted,

Angela Johns  
Deputy Clerk of Council