Emergency Management Coordination Steering Committee Meeting Packet - 09/18/2023

Charlottesville-UVA-Albemarle County
Emergency Communications Center
2306 Ivy Rd.
Charlottesville, VA 22903

Print date: 8/25/2023

Agenda Item 2

Approval of Minutes

Emergency Communications Center Management Board
Emergency Management Steering Committee
Meeting Minutes – March 29, 2023 – 1pm

Location: Zehmer Hall, Room E, 104 Midmont Ln., Charlottesville, VA 22903

Members Present

Chief Dan Eggleston	Chief Michael Thomas	Mr. John DeSilva *(virtual)*
DC John Oprandy	Mr. Jeremy Evans	Dr. William Brady

Members Absent

None		

Others Present

Mr. Sonny Saxton	Mr. Josh Powell	Ms. Lily Gregg
Mr. Kyle Olson	Mr. Anthony Mangeri	

(1) Call to Order
Chief Eggleston called the meeting to order at 1:03PM.

Mr. DeSilva joined the meeting electronically from an off-site location in Virginia, due to a personal medical condition preventing his in-person attendance.

(2) Welcome and Introductions
Chief Eggleston thanked Mr. Olson and Mr. Mangeri from The Olson Group for their attendance and willingness to assist the group with facilitating a discussion on a renewed charter. All attendees introduced themselves and their roles with their respective organizations.

(3) Charter Renewal Work Session
Mr. Olson and Mr. Mangeri guided the Committee through approximately two and a half hours of discovery and discussion. The following topics were among those addressed during the work session:
- Significance of the Emergency Communications Center (ECC) as a central hub or platform for shared regional programs, including successful consolidated dispatch & 9-1-1 functions.
- The historical background of the regional emergency management program and the transition away from a regional emergency manager as the Participants grew their individual programs.
- The emergency management functions and programs of Participant entities.
- The distinguishing factors between the three participants' emergency management programs, due to differences in, for instance, available resources, areas of responsibility, geography, and legal requirements.
- The merits of collaborative grant writing on a regional level.
- The benefits of joint exercises and training initiatives within the region.

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- The importance of regional information sharing, communication, and establishing common operating picture among partners.
- The necessity of preserving institutional knowledge regardless of staff turnover.
- Criteria or threshold for activating shared or regional resources.
- Standby contracts to facilitate rapid, large-scale emergency response.
- The potential for assigning specific functions to various emergency management programs.
- The benefit of identifying needs and capabilities for current-state and/or future-state.
- Community Emergency Response Teams (CERT), Voluntary Organizations Active in Disaster (VOAD), NGO coordination, and other related programs.
- Common systems and resources, such as VEOCI.
- Considering a benchmark of other successful regional models, such as the Hampton Roads Planning District.
- The role of a Joint Information Center for coordinated messaging during large-scale events.
- The upcoming opportunity to build dedicated emergency management space for the region and/or Participants, with the ECC currently undergoing a facility planning process.
- The establishment, revision, and/or formalization of structures, agreements, and mechanisms for coordinating regional emergency management functions.

(4) Next Meeting

Mr. Olson advised that he and Mr. Mangeri would synthesize highlights of and detail from the meeting, and would additionally do research on comparable constructs and best practices that may be illustrative. Mr. Mangeri advised that he had taken extensive notes throughout the conversation and would work to formalize his notes, incorporate the group's feedback, and reflect the ideas back to the Committee as a strawman charter for further review and revision.

Chief Eggleston asked Mr. Olson and Mr. Mangeri on how much time they would need to prepare for a follow-up meeting. Mr. Mangeri advised it would be at least a couple of weeks. Chief Eggleston asked Mr. Saxton and Mr. Powell to assist with getting the group back together once the draft work product was ready.

(5) Adjourn

With no further business to come before the Committee, the meeting was adjourned at 3:34pm.

Agenda Item 3

Charter Renewal Work Session

CHARTER

OF

REGIONAL EMERGENCY MANAGEMENT COORDINATION STEERING COMMITTEE

A SUBCOMMITTEE OF THE

CHARLOTTESVILLE – UVA – ALBEMARLE COUNTY

EMERGENCY COMMUNICATIONS MANAGEMENT BOARD

DRAFT

History

WHEREAS, by an agreement dated January 20th, 1984 (as amended), The Rector and Visitors of the University of Virginia, the City of Charlottesville, Virginia, and the County of Albemarle, Virginia (the "Participants") entered into a joint exercise of power agreement to establish an Emergency Operations Center (The "Center").

WHEREAS, The Center is a public body with all power duties granted to it by the laws of Virginia, governed by a Management Board (the "Board") composed of equal representation from all Participants with defined positions including executive/senior leaders, Law Enforcement Chiefs, and Fire Rescue Chiefs serving as ex officio representatives of their respective jurisdictions or agencies.

WHEREAS, by an agreement dated October 24th, 1992, the Participants agreed to utilize a joint emergency operations center, to share operational costs and responsibilities, and established the Board would act as an agent to manage the Regional Emergency Operations Center (REOC).

WHEREAS, the Center has provided Regional Emergency Management Coordination including development and maintenance of the Regional Emergency Operations Plan, adopted by proclamation by each Participant since 1992.

WHEREAS, the Participants have established individual Emergency Management programs and already have adopted, or have taken steps to adopt, individual Emergency Operations Plans.

WHEREAS, the Charlottesville-UVA-Albemarle County Regional Emergency Management Coordination Steering Committee (CUA-REMC Committee) was established as an ad hoc committee of the Board on November 18, 2019, to ensure effective communication and collaboration in responding to emergency situations in the region.

WHEREAS, the participating organizations acknowledge the need for a coordinated approach to resource management to ensure efficient allocation of resources during emergency response efforts.

WHEREAS, the participating organizations recognize the need for a common operating picture to support effective decision-making and coordination during emergency response efforts.

Purpose

The CUA-REMC Committee purpose is to establish a framework for communication, resource management, and activation to support emergency response efforts within the region. The scope of this charter includes documenting recommendations regarding the establishment of regional support coordination by establish clear roles and responsibilities; facilitate communication and to ensure effective resource management during emergency response and recovery efforts requiring regional engagement.

At the direction of the Board, CUA-REMC will provide advice and guidance on leadership, advocacy, communications, the sharing of information, and training programs by the REOC.

This will include the following:

1. Development of strategic plan and initiatives related to regional emergency management coordination that are supportive of, and not a replacement for, the Participants' emergency management programs.

2. Provide guidance for development of job description of the Regional Emergency Management Liaison.

> **Commented [SS1]:** Other options:
> Regional Emergency Operations Manager;

3. Review and recommend approval of the Regional Emergency Operations Plan to include concept of operations for multi-agency coordination to meet regional needs.

4. Collaborate with participant entities to provide relevant data, information, and support required for grant applications, demonstrating the region's needs and capabilities for effective emergency response and preparedness.

5. Review and update training and exercise protocols periodically to reflect evolving lessons learned and best practices and maintain a regional state of readiness.

6. Review and recommend systems, programs, and initiatives for regional community emergency preparedness or situational awareness.

At the direction of the Board and the CUA-REMC Committee will provide advice and guidance on:

REOC Operational Roles and Responsibilities

A. The REOC shall be responsible for coordinating the collection, analysis, and dissemination of information to all stakeholders involved in response and recovery efforts, to assure a common operating picture of incidents. Each participant shall be responsible for collecting and analyzing information related to their respective areas of expertise and jurisdiction.

B. The REOC shall establish procedures and protocols for sharing information, including the use of secure communication channels and information management systems to include   . Information is to be appropriately classified and safeguarded in accordance with applicable laws, regulations, and policies.

C. The REOC will establish a Joint Information Center (JIC) \to ensure consistent, accurate, and timely public information and messaging during emergencies. The Joint Information Center will be

overseen by a designated JIC Coordinator appointed by the Regional Emergency Management Liaison.

D. The REOC will establish protocols for information management, communication channels, media relations, public messaging, and information sharing.

E. The REOC shall establish a command and management structure and decision-making process that is consistent with the National Incident Management System (NIMS) and other relevant standards and guidelines. Each Participant shall be responsible for the command and management of their respective agencies and departments during emergency response and recovery operations.

F. The REOC shall provide overall coordination and support for the response and recovery efforts when requested, to include resource allocation from Non-Governmental Organizations and to support operational planning.

G. Once activated to support local response and recovery operations, The REOC shall provide overall coordination and support for response and recovery effort, including resource allocation, information management, and operational planning.

H. The REOC shall establish protocols for mutual aid and resource sharing among Participants, and ensure that all parties involved are familiar with and trained in these protocols.

I. The REOC will facilitate and coordinate regular training sessions and exercises to ensure uniform standards for response and recovery operations. These activities will focus on improving communication, resource management, decision-making, and coordination.

Participating Entities Roles and Responsibilities

A. Participating entities will manage emergency response efforts within their respective jurisdictions and for providing support to other municipalities as needed.

B. Each entity will provide personnel, equipment, and other resources as needed, to support a coordinated regional response and recovery effort, in accordance with their respective capabilities and limitations. This includes providing a Liaison to the REOC, if requested.

C. Participants will maintain their own chain of command and reporting structure during emergency response and recovery operations.

D. Each agency shall maintain communication with the REOC and provide regular updates on their operational status and resource needs.

E. Each member of the REMC will assign a representative who will be responsible for information sharing and media relations in a coordinated effort as defined in the NIMS framework.

F. Participates will engage in local and regional exercises as appropriate to assure a coordinated regional response and recovery operation. The exercises will focus on testing communication

systems, coordination protocols, resource management, decision-making, and interagency collaboration.

G. Participating agencies will share lessons learned from exercises with stakeholders to strengthen the region's ability to effectively respond to emergencies and improve overall resilience.

H. CUA-REMC Committee and stakeholders shall actively identify and pursue grant opportunities to secure funding for enhancing emergency preparedness, response, and recovery efforts that address identified gaps, improve resource capabilities, and enhance overall emergency response and community resilience within the region.

I. The stakeholders shall actively seek partnerships and collaborations with other regional, state, and federal agencies, as well as nonprofit organizations and private entities to enhance regional response and recovery efforts.

Membership

A. The Board Chair appoints Committee membership who serve a term until replaced. Nominations for these positions are made from the respective executive membership representative on the Board. Members to represent the following:

- One representative of the senior leadership from each of the Participants organizations.
- One Emergency Manager or designee from each of the Participants and UVA Health
- Optionally, one Board member to act as a liaison to the Board.
- The Center's Executive Director or designee.
- Representative from Volunteer Organizations Active in Disasters (VOAD).
- Representative of the Regional Community Emergency Response Team (CERT)
- Representative of the Blue Ridge Health District

> **Commented [SS2]:** Optional additional representatives

B. The appointed members role is to provide expertise, guidance, and representation from their respective organizations to support the Committee's mission.

C. Appointed members will actively participate in Committee meetings, discussions, and decision-making processes.

D. The Committee membership shall ensure a diverse representation of stakeholders involved in emergency management, promoting collaboration, and comprehensive regional coordination.

Authority

A. October 24th, 1992 agreement establishing a joint emergency operations center, to share operational costs and responsibilities, and established the Board as the agent to set policy for the management of a Regional EOC (REOC).

Responsibilities

A. The CUA-Regional Emergency Management Committee (CUA-REMC) will function in accordance with current Board practices established by the chair and in accordance with public meeting requirements.

B. The committee will report to the Board at each meeting on current assignments and deliverables.

C. The Board expects members to work together to fulfil the goals, objectives, and expectations for the Committee, as defined by the Board.

D. Any disputes arising from the implementation of the Charter will be resolved through consultation and collaboration among all stakeholders.

Meetings

A. The CUA-REMC will meet routinely on a schedule agreed upon by the Committee. The chair and/or vice chair will work with Center staff to establish the agenda for each meeting.

B. The Center staff are responsible for facilitating each meeting, distributing the agenda, producing written minutes, in accordance with public meeting requirements.

C. As necessary, the CUA-REMC will meet in a joint session with other committees regarding items of concern to both.

Charter Maintenance

The CUA-REMC will review the Charter on an annual basis and provide recommendations to the Board for consideration. Feedback will be solicited from all stakeholders and used to inform any necessary revisions or updates to the Charter.