

Minutes of the Work Session held November 9, 2015 at 6:09 p.m. in the Sonoran Conference Room.

**MEMBERS PRESENT**

Mayor Kenn Weise and Council Members

Stephanie Karlin, Vice Mayor  
David Iwanski  
Bryan Kilgore  
Jim McDonald  
Lorenzo Sierra

**ABSENT**

Sandi Nielson

**ALSO PRESENT**

David Fitzhugh, City Manager  
Gina Montes, Assistant City Manager  
Troy Lutrick, Sr. Advisor for Emergency Preparedness, Fire & Medical  
Nicholle Harris, Assistant City Attorney  
Linda Mendenhall, Records Administrator

**1 ROLL CALL BY THE CITY CLERK**

**2 COUNCIL TRAINING SESSION – ICS-402**

City Council participated in the National Incident Management System (NIMS) ICS-402 training presented by Troy Lutrick, Senior Advisor for Emergency Preparedness, Fire Medical Division Chief.

Mayor Weise asked that questions be asked at the end of each section.

Mr. Lutrick thanked council members for their willingness to participate in this training, he explained that it will help them understand their roles as executives in the event of an incident. He also commended them for taking this training as a group, stating he is not aware of any other public body that is taking this training as a group. He explained that in the future he plans to have a table top exercise so as to allow council members to put into practice what they've learned and experience first-hand their role in an event.

Part I - Incident Command System (ICS) - Mr. Lutrick explained that an incident is an occurrence, caused by human or natural phenomena that requires response actions to prevent or minimize loss of life, or damage to property and/or the environment. He reviewed other types of events that could occur and indicated that the practices that will be reviewed are meant to help ensure the safety of responders at every level and efficient use of resources. He reviewed the National Response Framework and how the Citizen Corps Council comes into play stressing that all emergencies begin and end locally.

Mr. Lutrick gave some examples of incidents managed using ICS and some of the incidents that they are currently preparing for such as NASCAR, Pat Tillman and PF Chang Marathons.

Part II – ICS Organizations and Features - Mr. Lutrick explained that the ICS Organization differs from the day to day administrative organization structures and positions, explaining

that responsibilities and titles may be different during an incident and will be determined based on the type of incident. The person assigned to be in command during the incident may be a subject matter expert for the incident rather than a person who holds the title of Chief in the organization.

In response to a question from Council Member Sierra, Mr. Lutrick explained that some roles and responsibilities have already been identified and assigned for some incidents based on the type of the incident. He emphasized that the training is meant to ensure that everyone understands the roles, titles and terminology to be able to quickly deploy in the event of an incident.

Mayor Weise inquired what the council's role is during an incident and what is expected of them as elected officials. Mr. Lutrick explained that the council is responsible to set policy and assigning priorities and boundaries; the city employs a Police Chief, Fire Chief and IT director along with others that are all qualified to handle incidents who would be the ones to set objectives and carry them out. He further clarified that the council may be involved in the strategy and prioritization of objectives such as search and rescue operations.

In response to a question from Council Member Sierra, Assistant City Attorney Ms Harris, indicated that the plan provides for compliance with the open meeting law to ensure that the council of not in violation of the same. In response to a subsequent question from Council Member Sierra, Mr. Lutrick indicated that council members and senior officials should wait for the ICS to be established and they are notified as showing up at an incident prior to appropriate notification may sometimes be disruptive.

Mr. Lutrick discussed the Incident Management Team chart and reviewed the command structure for the Incident Command Team (Operations, Planning, Logistics and Finance) indicating that all positions identified in the chart will need to be filled by personnel, most of which will be city employees who will need to receive appropriate training based on their roles. In response to a question from Mayor Weise, he added that it is important to also have backups to ensure appropriate staffing in the event of illness. He added that during an emergency, the city will rely on other agencies such as the National Guard, Red Cross and others to provide specialized services as needed.

Council discussed the example of a recent incident involving a train derailment and a hazardous materials spill. Mr. Lutrick indicated that the priority in this type of incident would be to isolate the spill before proceeding with cleanup. Council Member Kilgore inquired if there were resources nearby the city could call upon in the event of this type of incident. Mr. Lutrick stated that Buckeye, Peoria, Surprise and Glendale have crews, and added that Phoenix has five crews.

Mr. Lutrick thanked Council for the approval to upgrade the computer system for the command station and suggested that an upgrade to the radio repeater system by PIR may be warranted in the future to enhance all public safety communications capabilities in the southern portion of the city especially during PIR events. In response to questions from Vice Mayor Karlin and Council Member Kilgore, Mr. Lutrick indicated that a needs assessment would need to be conducted in order to determine cost. Prompted by Vice Mayor Karlin, Mr. Fitzhugh indicated that while he was involved with the development of the

Regional Wireless Communications System (RWCC), he was not aware there was a need for a new computer system. He added that the regional radio system had a cost of \$2.5 million and has the option for expansion. Council Member Sierra inquired about the need for the new technology and the role that HAM radios play during an incident. Mr. Lutrick indicated that HAM radios do not allow first responders to talk directly to each other. For the most part, HAM radios are used by volunteers who communicate within their networks and are not members of public safety teams who have received appropriate training. He pointed out, however, that HAM radios can be used as a backup system.

Mr. Lutrick emphasized that the on-scene incident command will make an assessment of the incident and will order deployment of personnel and equipment. He added that the most important consideration should be adequate, safe and effective management of resources.

Part III – Unified Area Command - Mr. Lutrick explained that Unified Command is a team effort allowing all agencies with jurisdictional authority or functional responsibility to jointly provide management direction without compromising or neglecting their legal authority. The unified command establishes a common set of incident objectives and strategies that allow incident commanders to make joint decisions by establishing a single command structure with each employee reporting to only one supervisor. He explained that some scenarios may have an Area Command to oversee the management of multiple incidents being handled by an Incident Command System or a very large incident that has multiple incident management teams assigned to it.

Mayor Weise inquired about the location of the Emergency Operations Unit is whether it is the best location. Mr. Lutrick responded that it is really about function and what happens, receiving support from the EOC.

Part IV - Coordination and Incident Management Assessment - Mr. Lutrick explained that the Multiagency Coordination System is a system and not a facility; unit members do not have to be at the same facility, but they need to function as a unit.

He continued to discuss the importance of managing public information and how this role works within an incident, stressing it is important for the Public Information Officer to be engaged in this process to ensure the media gets accurate and timely information. The Public Information Officer represents and advises the incident command and manages on-scene media and public inquiries, they usually coordinate their activities from the Joint Information Center.

Mr. Lutrick explained that Incident Management Assessment is his specialty and it is his responsibility to ensure this process takes place and added that depending on the situation the methods used will include corrective action report/after-action review, post-incident analysis, debriefing, post-incident critique and mitigation plans. He explained that it is most important to determine if the response to an incident was managed properly or if changes need to be made to processes.

Part V – NIMS Preparedness - Mr. Lutrick explained that being relatively new in his position, he is in the process of reviewing the city's degree of preparedness. He is looking at policies, ensuring that the city's plan complies with NIMS, covers all hazards, delegates authority as

appropriate and is up to date. He is also ensuring that the city has a way of inventorying, tracking and requesting resources from other agencies if needed and that mutual aid agreements are in place. He is also identifying the necessary employees that will be assigned to specific roles in the Incident Command and provide those employees with appropriate to ensure they are qualified to perform their duties. In the future, he plans to schedule a table top exercise to given everyone an opportunity to practice and test their knowledge.

There being no further questions or comments Mr. Lutrick concluded the training. Mayor Weise thanked Mr. Lutrick for the information he provided.

### 3 ADJOURNMENT

There being no further business before the Council, Council Member Kilgore moved to adjourn the work session. Council Member Iwanski seconded the motion, which carried unanimously.

City Council meeting adjourned at 8:02 p.m.

  
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Mayor Weise

  
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Linda Mendenhall  
Records Administrator

### CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the Council of the City of Avondale held on the 9th day of November, 2015. I further certify that the meeting was duly called and held and that the quorum was present.

  
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Records Administrator