

Stark County EMA Departmental Operations Guidelines



EMAO Spring Conference 2024

Tim Warstler, CEM

EMA's Administrative & EMPG Duties

Emergency Management Agency's Administrative & EMPG Duties			
Function	Project	Description	Responsible
Budget & Finance	Payroll Processing	Process Payroll, pay bills, submit budget requests, tax forms and invoices to Commissioners.	Director, Deputy, Admin. Spec.
Budget & Finance	Financial & Legal Support	All contracts must be reviewed by legal. Current Financial & Legal Support for the County: <ul style="list-style-type: none"> • Commissioners Office is David Bridenstine • Prosecutor's Office is Deb Dawson • Steve Babik with the Sheriff's Office • Kyle Stone for Prosecutor's Office & LEPC. 	Director, Deputy, LEPC PC
Budget & Finance	Tax Budgets	Spreadsheets are due to the county Budget Director by end of July each year. They can be found on the J: Drive by going to shared > OFFICE INFORMATION > ALL BUDGET > BUDGET (tax) . These must be completed for EMA, 911, LEPC and Hazmat.	Director, Deputy
Budget & Finance	Funding Request Letters	Request Letters are due to the county Budget Director in October each year. They can be found on the J: Drive by going to shared > OFFICE INFORMATION > ALL BUDGET > BUDGET (tax) . These must be completed for EMA, 911, LEPC and Hazmat.	Director, Deputy
Budget & Finance	Official Certificate Request Forms	Certificate Requests are due to the county Budget Director in December each year. They can be found on the J: Drive by going to shared > OFFICE INFORMATION > ALL BUDGET > BUDGET (tax) . These must be completed for EMA, 911, LEPC and Hazmat.	Director, Deputy
Budget & Finance	Commissioner Invoices for Funding	Commissioner Invoices are due to the county Budget Director in March each year. They can be found on the J: Drive by going to shared > OFFICE INFORMATION > ALL BUDGET . These must be completed for EMA, 911, LEPC and Hazmat.	Director, Deputy
Budget & Finance	Paid Invoices	Paid invoices must be completed on EMA side first within <u>OneSolution</u> . Then stamp, sign, date and scan invoices to be sent by email to payables@starkcountyohio.gov .	Director, Deputy, Admin. Spec.
Budget & Finance	Fund for Disaster Response Activities	Currently this is the \$10,000 purchase approval on the Credit Card. Would like to ultimately get the Commissioner's to have a Disaster Fund. In an ideal world, we would have between \$2 - \$5 million to match with future mitigation projects. Tabled at the moment.	Director

Annual Department Calendar

Annual Department Calendar				
Dept.	Project	Send to	Deadline	Responsible
EMA	Department Head Meetings	Send Department Head Report to County Administrator.	Monthly	Deputy
EMA	Emergency Healthcare Planning Committee (EHPC)	Prepare report and host meeting every second Friday of the month.	Monthly	Director
EMA	GAAP Report	Auditor's Office	Jun. 31	Admin. Spec.
EMA	BSIR	Ohio EMA <ul style="list-style-type: none"> • Must be done every six months • Work with Ohio EMA Grants Specialist assigned to our region (Dan Green). 	Jun. 30	Deputy
EMA	IPAWS Contract Renewal	Contract has to be signed by County Administrator. Application will be sent to IPAWS@FEMA.DHS.GOV .	Jun. 2023	Director
EMA	IPAWS Test	Must complete an IPAWS test once every two months.	Every two months.	Director, Deputy, 911 Staff
EMA	Hazard Mitigation Grant & Plan Update	Current approval lasts until January 15, 2028 . Must be approved by Ohio EMA and FEMA every 5 years.	Jan. 15, 2028	Deputy
EMA	Emergency Management Performance Grant (EMPG)	Grant application or grant agreement due every year by August 1 st . Work with assigned Ohio EMA grant contact person, current Dan Green.	Dates change each year.	Deputy
EMA	Tax Budgets	Send Tax Budgets to County Finance & Budget Director for EMA, 911 & Hazmat.	Aug. 1	Director
EMA	Funding Requests	Send funding request letters to County Finance & Budget Director for EMA, Hazmat & LEPC.	Nov. 15	Director
EMA	Official Certificate Requests	Send Official Certificate Requests to County Finance & Budget Director for EMA, 911 & Hazmat.	Dec. 1	Director
EMA	Commissioner Invoices for Funding Requests	Send Commissioner Invoices for Funding Requests to County Finance & Budget Director for EMA, 911 & Hazmat.	Apr. 1	Director
EMA	Integrated Preparedness Partners Workshop (IPPW) Survey	Complete & submit IPPW Survey to Ohio EMA.	Nov. 30	Director

Appendix A: EMA Mission Statement



Stark County Board of Commissioners
Emergency Management Agency
 4500 ATLANTIC BLVD NE (LL) - CANTON, OH 44705
 Phone: 330-451-3900 Fax: 330-451-3934

Definition¹ of Emergency Management:

Emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

Our Mission:

The Stark County Emergency Management Agency will ensure, through coordination with Federal, State, County and Local shareholders that the county is prepared to respond to, and recover from, all large-scale natural and human-made emergencies and disasters.

Our Vision:

To maintain and improve the capability for all of Stark County to successfully work together to mitigate against, prepare for, respond to, and recover from all-hazards related emergencies and disasters."

Our Goals:

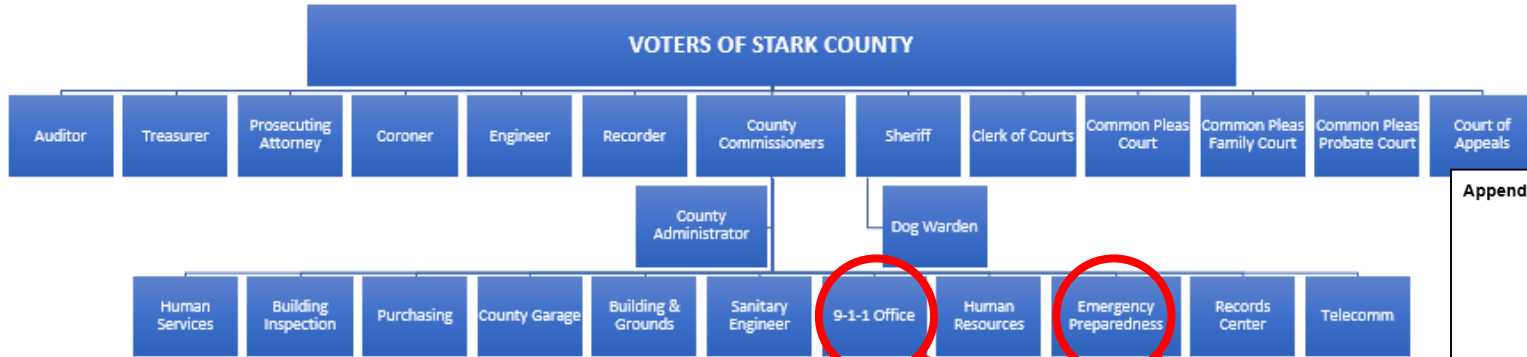
1. Provide a focal point for coordination and liaison of activities among local, state, federal government and the non-profit private sector in response to and recovery from any major emergencies/disasters;
2. Develop and maintain plans for major emergencies/disasters that build on and complement the existing operational policies and procedures of local emergency response agencies;
3. Provide the facilitation and coordination to identify and manage the additional resources needed for a major emergency/disaster response;
4. Gather and disseminate information to the public, media and local government agencies to assist in the preparation, response, and recovery from major emergencies/disasters;
5. Identify and assist in the mitigation of natural and human-caused hazards;
6. Seek funding opportunities from various sources to benefit county/local government, response agencies, and the public, while complying with appropriate requirements for receipt of funds.

Appendix D: List of Meetings EMA Staff Attend

Partnerships & Responsibilities (P = Primary; S = Secondary; X = Attendee)	Director	Deputy Director	Planner	Admin. Spec.	LEPC PC	911 Coord.	911 Techs	GIS
50-Mile Nuclear Fallout Training/Preparedness	P	S	X		X			
Akron Regional Hospital Association (ARHA) Northeast Central Ohio (NECO)	S	S	P					
American Radio Relay League (ARRL)	P	S	X			S	X	
Ammonia Users Group (RETA)	S	X			P			
Association of Public-Safety Communications Officials (APCO)	P	X				P	S	
AT&T 911 Division & Billing	P	S		P		P	X	
Automated Number Identification / Automatic Location Identification	S	X				P	X	P
Canton Akron Airport (CAK) Annual Drill	P	S	X		P			
Commissioner's Department Head Meetings	P	S			X	X		
Country Fest	P	S	X			X		
EarthX Exercises	S	S	P	X	X	X	X	X
EMA Advisory Board (Called on by Commissioners)	P	S						
Emergency Alert System (EAS) / Wireless Emergency Notification System (WENS)	P	S	X			S	X	
Emergency Management Association of Ohio (EMAO) State Meetings	P	S	X					
Emergency Operations Center (EOC) Technology	P	P	S			P	S	
Emergency Operations Center Activation During Disaster	P	P	S	X	S	P	S	X
Extreme Temperature Planning	P	S	X					
Facilities, Generator and Technology Maintenance	P	S		X		S		
Family Assistance Center (FAC)	P	S	X					
Fatality Management Review	P	S	X					
Fire Chiefs' Incident Management Assistance Team (IMAT)	P	S	X		X	X	X	
Functional Needs Faith Based	P	S	X					
Geographic Information Systems (GIS) Advisory Board	P	S			S			X
Grants Management	P	P	X	S	S	S		
Hazard Mitigation Planning	P	S	X					X
Hazmat Control Officer Meetings	S	X			P			
Hazmat Executive Board	P	P			P	S		
Homeless Shelter Coalition	P	S	X					
Integrated Public Alert & Warning System (IPAWS)	P	S	X			X	X	
Intelligence Liaison Officer	P	P	S		S			
Jackson Balloon Festival	P	S	X					
Kent State Stark Nursing Educational Program	P	S	X		S			
Large County Emergency Management Caucus	P	S						
LEPC Compliance & Enforcement Subcommittee	P	S			P			
LEPC Executive Board	P	S			P			

Where do you fit within your organization?

Appendix B: Stark County Government Organizational Chart



Appointed Board and Commissions; Statutory Boards and Commissions; or County provides space or gives financial support:

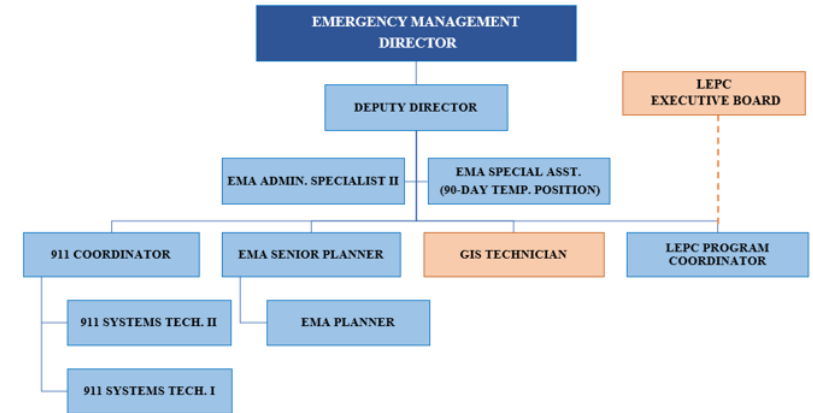


Appendix C: Stark County EMA's Organizational Chart



TABLE OF ORGANIZATION
11/17/2023

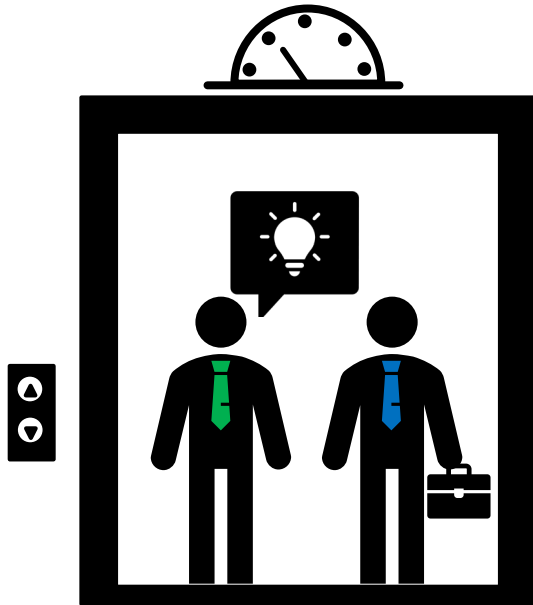
THE BOARD OF STARK COUNTY COMMISSIONERS
EMERGENCY MANAGEMENT AGENCY



*The GIS Technician is an employee of the Stark County Auditor. As such, the EMA Director and Deputy Directors are the direct supervisors to the GIS Technician during the time being worked at or for the Stark Countywide 911 System and Emergency Management Agency.

**Pursuant to contract with the Local Emergency Planning Committee (LEPC), the Program Coordinator is an employee under the hiring authority of the Board of Stark County Commissioners. As such, the EMA Director and Deputy Directors are the direct supervisors to the Program Coordinator, while the LEPC Executive Board is charged with directing the work performed by the Program Coordinator. The LEPC Board was created by Ohio Revised Code 3750.

Elevator Speech



Stark County EMA - Elevator Speech

What's EEEEMA or EMMMA - It's the Stark County Commissioners Emergency Management Agency, it's the Local Office of FEMA we assist with all large scale disasters in Stark County

The Commissioners contract to provide EMA services to all 36 cities, village's, townships in the county.

We used to be called Civil Defense now some are renamed Office of Homeland Security.

Examples of disasters in Stark County:

Train derailments – Navarre, Perry Twp. Brewster

Tornados – Jackson, Brewster, Lake Twp.

Hazmat Calls – Convey Container, Union Metal

Most people can identify with firefighters, police and EMT's as those that handle emergencies.

However, the idea that there is a profession of public administration, called emergency management, whose job is to facilitate the creation of basic disaster policy framework and to coordinate the implementation of the policy during a disaster, is not well understood.

Local EMA ties together not only the responders but also the decision makers at the local, state and federal level, public and private agencies not normally associated with emergency response and a whole array of other elements of the local community before, during and after any large-scale disaster event.

EOC Displays

OVERARCHING INCIDENT PRIORITIES

- 1. Life Safety:** Ensure the safety and security of first responders, support personnel, and the general population.
- 2. Unity of Effort:** Coordinate and prioritize activities across all organizations involved in the response, to achieve common objectives.
- 3. Incident Stabilization:** Establish leadership to stabilize the incident and reduce future impacts.
- 4. Protect Property & Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual.
- 5. Recovery:** Reestablish services and help the community return to a new normal.

BLUE SKY & BLACK SKY ROLES

BLUE SKY / EVERYDAY ROLES

The purpose of the Stark County EOC/MAC is to assemble community members working under their day-to-day roles and titles that have policy and financial decision-making authority to solve emergency issues.

BLACK SKY / ICS ROLES












The ICS positions of Logistic, Planning, Finance, and Operations are duties or roles retained by each individual agency or jurisdiction that are being completed in the local Department Operations Center, Area Command or Individual/Unified Incident Command Structure.


































The EOC is the physical or virtual place where MAC members assemble.

Emergency Management Complexity



Emergency Operations & Multi-Agency Coordination Center

Food, Hydration, Shelter, Health & Medical		
Community Lifelines	Blue Sky Role	
 	Area on Aging	
	Coroner's Office	
<p>Lifeline Subcomponent</p>     <p>Food Hydration Shelter Agriculture</p>      <p>Fatality Management Medical Care Medical Supply Chain Patient Movement Public Health</p>	Emergency Medical Service	
	Farm Bureau	
	Funeral Directors	
	Health Departments	
	Homeless Shelters	
	Hospitals	
	Jobs & Family Ser.	
	Medical Reserve Corps	
	NECO	
	NGOs / 211	
Emergency Support Functions		
ESF 6	Mass Care	Ombudsman
ESF 7	Logistics & Resource Support	Red Cross
ESF 8	Public Health & Medical	Salvation Army
ESF 11	Agricultural	Stark MHAR
		VOAD

Communications & Public Information		Food, Hydration, Shelter, Health & Medical	
Community Lifelines		Community Lifelines	
		 	
Lifeline Subcomponent		Lifeline Subcomponent	
    		   	
Emergency Support Functions		Emergency Support Functions	
ESF 2	Communications	ESF 6	Mass Care
ESF 5	Information & Planning	ESF 7	Logistics & Resource Support
ESF 14	Recovery & Mitigation	ESF 8	Public Health & Medical
ESF 15	Emergency Public Information & Ext. Affairs	ESF 11	Agricultural
Blue Sky Role		Blue Sky Role	
 		  	
Lifeline Subcomponent		Lifeline Subcomponent	
    		    	
 		   	
Emergency Support Functions		Emergency Support Functions	
ESF 4	Firefighting	ESF 1	Transportation
ESF 9	Search & Rescue	ESF 3	Public Works
ESF 10	Hazardous Materials	ESF 12	Energy
ESF 13	Law Enforcement		

Local Partners

All 36 Political Jurisdictions
 All Stark County Departments
 All Stark County Elected Officials
 Amateur Radio Emergency Service
 County Engineers & Local Road Dept.
 EHPC & Long-Term Care Comm.
 Fire Departments & Associations

Hospitals (3)
 Joint Solid Waste Mgt. District
 Local Health Departments (4)
 Medical Reserve Corps (MRC)
 Police Depts & Associations
 Water Supply & Treatment Plants

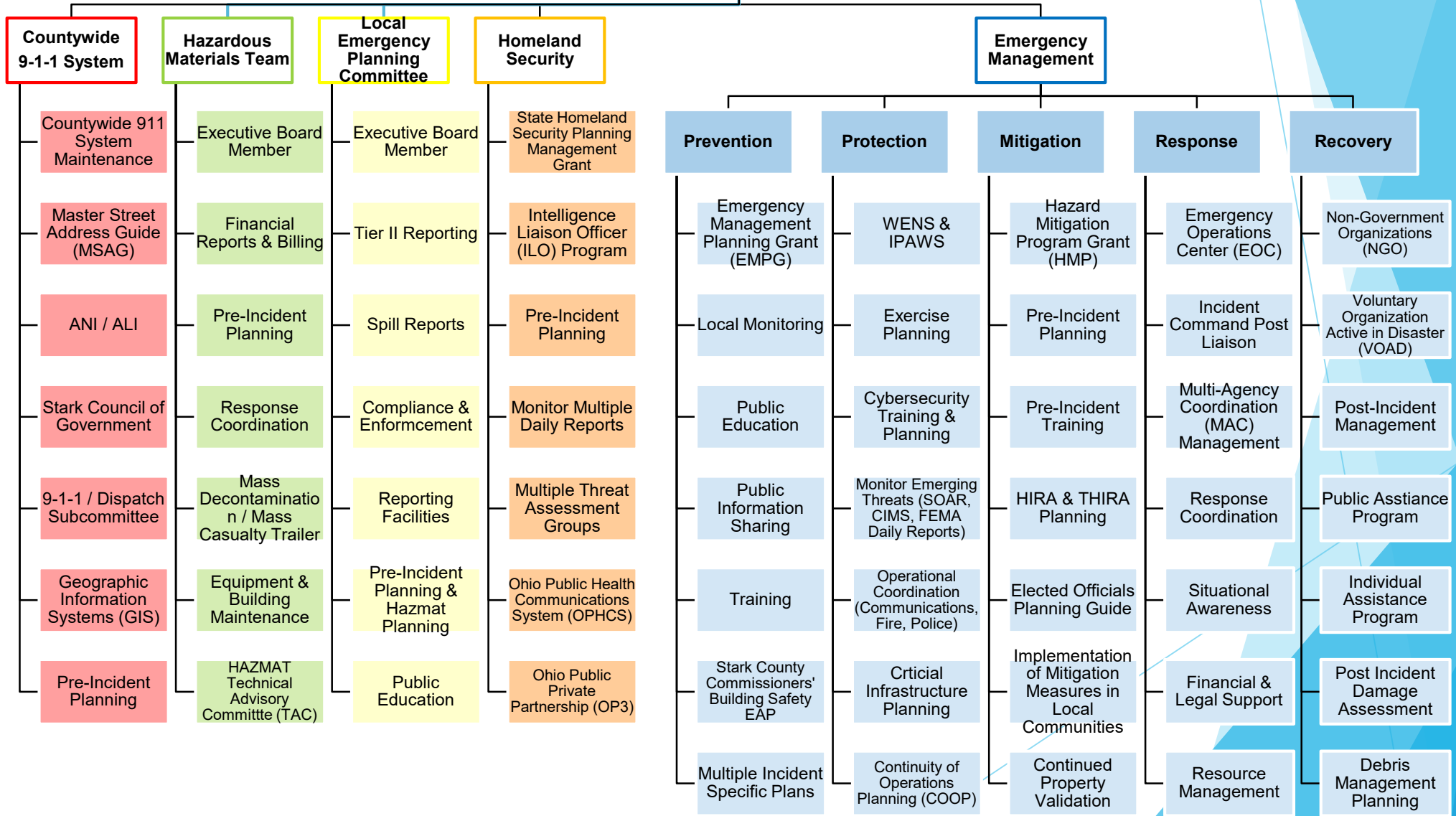
**Stark County
 Board of Commissioners
 Emergency Management Agency**

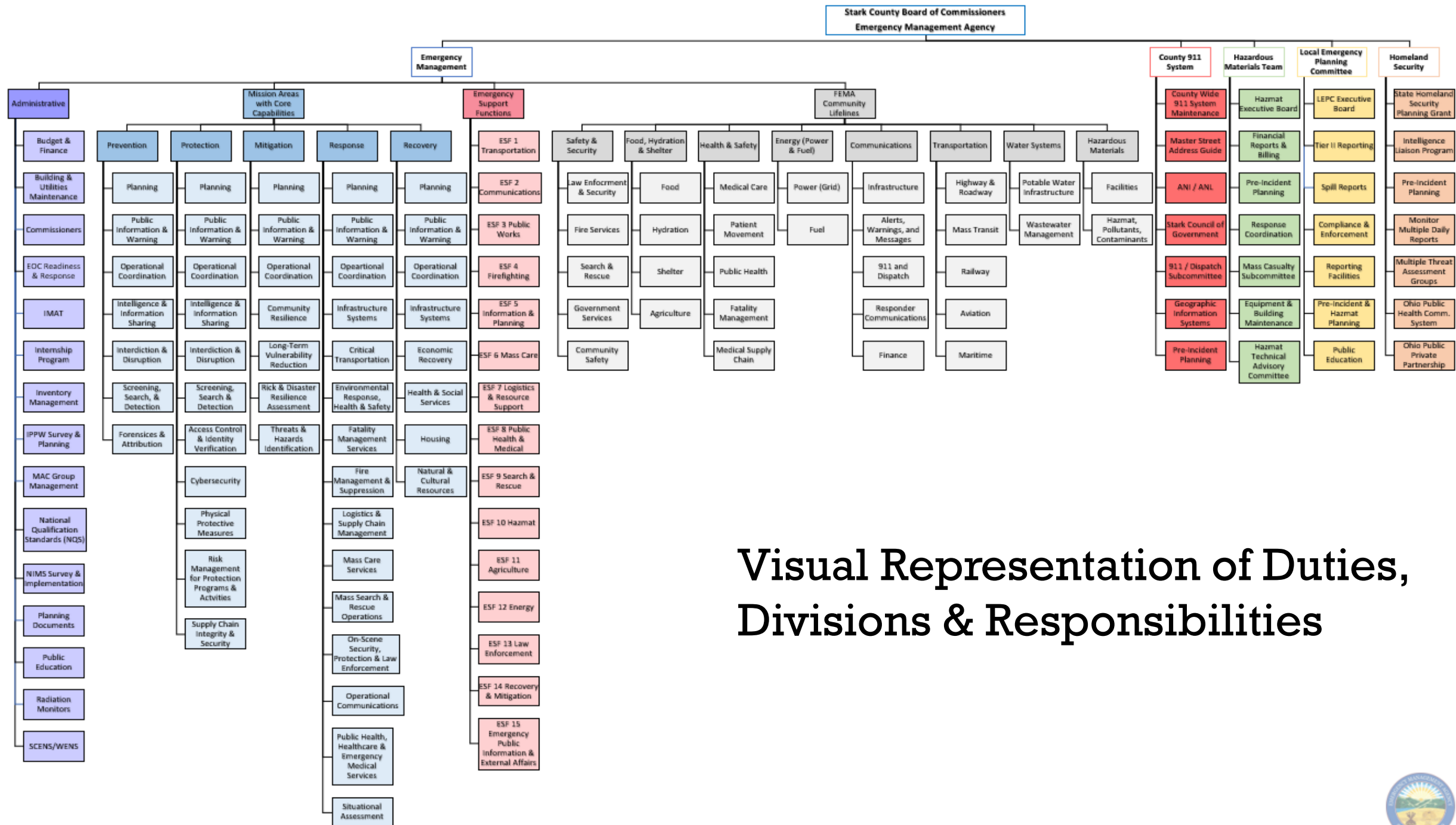
State & Federal Partners

Ohio Emergency Management Agency
 Ohio Department of Transportation
 Ohio Department of Natural Resources
 National Weather Service
 National Oceanic & Atmospheric Admin.
 Federal Emergency Management Agency
 State & Federal Health Department

Small Business Administration
 State & Federal EPA
 Uniformed Military Branches
 Army Corps of Engineers
 Department of Justice
 Department of Homeland Security
 Ohio Department of Public Safety

Partnerships & Responsibilities





**Visual Representation of Duties,
Divisions & Responsibilities**



“Sell your value, not fear.”

- ▶ Disaster Assistance Payouts to Stark County since 2003:

Total = \$38,469,505.68

- ▶ Grants

- ▶ EMPG, SHSGP, SERC, HMEP, PUCO, FCC/PSIC, HMGP, IECGP, NPSG, Marathon Petroleum Grant, etc.

Total = \$15,075,604.07

- ▶ Contact Information:

- ▶ Phone: 330-451-3902
- ▶ Email: tlwarstler@starkcountyohio.gov