

**CITY OF BURNSVILLE**  
**SPECIAL WORKSESSION MINUTES**  
**May 19, 2006**  
**9:00 a.m.**

Council Present: *C. Crichton ,E. Kautz, L. Workman*  
Council Absent: *T. Daly, D. Gustafson*  
Staff Present: *C. Ebeling, T. Omdal, T. Hansen, M. Brooks, J. Sedlacek, E. Werner, B. Schaetzel, S. Harkelrode , B. Osmundson, E. Gieski, B. Dalrymple*  
Others Present: *K. Wick, D. Gisch, C. Nassif, S. Richmond*

The meeting was called to order at 9:10 a.m. by Mayor Kautz.

**ITEM 1. EMERGENCY PREPAREDNESS REVIEW**

**I. Introduction and Goals**

Tom Hansen, Deputy City Manager/Chief of Operations, facilitated introductions and reviewed the goals of the meeting:

- Update Council on Emergency Operations Plan
- Update Council on Emergency Role
- Discuss Community preparedness for Avian Flu Pandemic

**II. Updated Emergency Operations Plan**

Jake Sedlacek, Emergency Management Coordinator, reviewed the updated Emergency Operations Plan, including the process for distributing public information, EOC activation, evacuation, and disaster response.

- Emergency Operations Plan
  - All Hazards Approach
  - State Requirements
    - Next draft should go to Council for approval
  - Existing city operations are the basis for emergency response
  - In-Depth Hazard Analysis - completed in 2002, with four levels:
    - 1) High risk condition
    - 2) Moderate to high-risk condition
    - 3) Risk condition
    - 4) Low-risk condition
  - Reviewed natural hazard, hazardous material, and terrorist risks
  - Key responsibilities are assigned to the “best fit” in the organization
  - Operations Policies:
    - 1) Protection of life and property
    - 2) Emergency declaration
    - 3) Unified command with large incidents
    - 4) Utilize city resources before state, federal
  - Direction and Control
- Emergency Operation Center (EOC) activation
  - EOC Role in relation to Incident Command
- Public Information
  - Mayor is the official spokesperson for the City

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- Public Information Officer and Communications staff:
  - Work to develop the message.
  - Utilize all means available to deliver messages to the public.
- Evacuation
  - Significant change from 1999 plan
  - Two types identified:
  - Tactical Evacuation
  - Community-Wide Evacuation
  - Routes and notification and incident specific decisions
  - MVTA, DARTs are key partners in evacuation
- Disaster Response

### **III. National Incident Management System (NIMS) and Incident Command**

Eric Werner, Police Captain, reviewed the National Incident Management System:

- Disaster Response Flow Chart
- Nationally Recognized Single Standard ICS
- Wildlife Management – 1970's
- FIRESCOPE – State, Local & Federal Interagency Task Force (1980)
- Endorsing Agencies – FEMA, NFA, NSPA, OSHA, & many state
- Organizationally flexible – Incidents of any kind and size
- Agencies Use on day-to-day basis for:
  - Routine incidents – major emergencies
- Standardized – variety of agencies and diverse geographic locations meld into common structure
- Cost Effective, Coordinated, Controlled & Safe Response!
  - Minnesota Incident Command System and Structure
  - Role of Emergency Operation Center (EOC)
    - Activation Purpose
    - Activation Levels
    - Activation Steps

Bill Schaetzel, Assistant Fire Chief, conducted a walk through presentation of a simulated disaster:

- Hazardous Materials Spill
- NIMS and First Responder Efforts

Steve Harkelrode, Fire Chief, presented information NIMS Training.

- Homeland Security presidential Directive 5 titled “Management of Domestic Incidents”
- First Responders and Disaster Workers have been trained
- NIMS Training Components
- NIMS Training Modules
- City Council required training

### **IV. Pandemic Influenza Planning**

Kathy Wick, Dakota Co. Public Health,

- The Scope of the Challenge
- History of Pandemics
  - What is Influenza?
  - Symptoms, characteristics,
  - What is Avian Influenza (AI)?
  - Status of AI in Humans
  - Pandemic Influenza
    - Transmission
    - World Health Organization Stages

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- Projected Casualties
- Preparedness Plans
  - Lead Agencies
  - MN Partner Agencies
  - State and Local Public health
  - Public Health Functions
  - Pandemic Alert Period (Phases 3-5)
    - PROVIDE PUBLIC INFORMATION AND ACTIVATE RESPONSE PARTNERS/media
    - Assist with local planning activities
    - Isolate and monitor cases and quarantine close contacts
    - Develop/disseminate
    - Work with clinics and hospitals and pan flue case definition and treatment
    - Define priority groups for antiviral and avaccine administration
    - Recommend
    - Information public of what to expect, rationale for control measures, self=help activities
    - Monitor disease activity
    - Implement vaccination clinics
    - Implement Community
    - Staff clinical and/or general public hotlines
    - Update all infoection control precautions as needed
    - Implement temporary morgues and central
    - A
  - Recommendation for Cities
    - Focus on continuity of operations
    - Assume staff illness and loss projections 30%
    -
- Partner Agency Response (*David Gisch - Dakota Co Emergency Services*)
- Emergency Management Phased Repsonse
  - Phase 1 – Avian Flue in MN; limited human transmission
    - Coordinate with State HSEM EOC activation
    - Coordinate Joint Information Center JIC
    - Establish
  - Phase 2 – Higher risk human transmission
    - Assist with the logistics involved in transporting and disposing of birds
    - Provide local jurisdictions...
  - Phase 3 – Human Infection but no human to human transmission
    - Increase to heightened alert status
    - Re-evaluate coordination briefing schedule
  - Phase 4 – Limited Human to Human transmission in MN
    - Declare state of emergency
    - Open County EOC
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  - Phase 5 – Significate Human Infection
    - Implement internal infection control strategies
    - Implement infection control strategies countywoide
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  - Phase 6 – Mass infection/fatalities

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- Implement disease containment strategies
- Request EMAC assistance if available
- Request federal assistance
- Daily news briefings
- Priority Services for Citiesf
  - Priority 1 – Activities that must remain uninterrupted, agencies and facilities that operate 24 hours
  - Priority 2 Services – Activities that can
  - Priority 3 Services – Activities that can be disrupted temporarily but must be re-established sometime within four to six weeks
  - Priority 4 Services – Activities that can be suspended for the duration of the pandemic (greater than 8 weeks)
- Conclusion
- Role of Infectious Control (*Carol Nassif – Infection Control Mgr – Fairview Ridges*)
  - Control, prevent, contain, investigate infections
  - Education process
  - Hospital Incident Command System (HICS)
  - Guidelines
- What Will Local Government Do?
  - Government Continuity of Operations (*Tom Hansen*)
    - Goal – create new annex to EOP specifically on pandemic preparedness
    - Planning Assumptions
    - Staff attending state wide pandemic training June 2006

Each department is creating plans with prioritized services and procedures

Core City services are identified: Police, Fire, EMS and Water

Cross-training of non-core services employees to support identified core services

HR Reviewing policies related to employee benefits and assignments

Public information campaign for

Coordination with county, state, and local health agencies

Tabletop exercise testing local preparedness to be completed summer 2006

- Business Continuity Planning (*Jake Sedlacek*)

Burnsville Citizen Corp Council driven

A wealth of resources available

Working with Chamber of Commerce and businesses to develop BCP project

Launching a web site in June 2006

Avian Flue Supplement in September

- Individual Preparedness (*Jake Sedlacek*)

BV Citizen Corp Council driven

72 hour survival plan – “A Taste for Disaster”

National night out

Web page update

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Opportunities for public education

**V. Questions**

Council thanked staff and visitors for the presentation of this important information.

**VI. Tour of Mobile Command Center**

**ITEM 2. ADJOURN**

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

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Macheal Brooks, Deputy City Clerk

Approved by the City Council of the City of Burnsville this 5<sup>th</sup> day of June 2006.

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Elizabeth B. Kautz, Mayor