

Department Head Meeting Agenda

Meeting Date and Time: March 20, 2015 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Monthly Safety Subject	March - Tornado Safety April - Transitional Duty Program
Insurance Update	2014 Vision Reimbursement Deadline: 3-31
Wellness Update	Poker Walk 4-1 @ BGSU Perry Field House Quarterly Prize Drawing Deadline: 3-27
FMLA Update	Updated Spouse definition
Training Update	United Way 2-1-1 Update: 3-26 @ 2 JFS HR Group: 4-23 Effective Hiring Techniques Unlawful Discrimination: 4-28 for Managers/HR
Digital Display Update	Courthouse Complex
Time and Attendance Software Update	
Budget Update	
Capital Projects Update	

Special Presentation

Violent Intruder Training Overview	Scott Frank - Sheriff's Office
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Two Minute Drill

Next Meeting Date

April 17, 2015	9:30 a.m.	Commissioners' Hearing Room
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Board of County Commissioners

James F. Carter Doris I. Herringshaw, Ed.D. Joel M. Kuhlman



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on March 20, 2015, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Jeff Orłowski	Wade Gottschalk	Andrew Snyder	Tim Hainen	Brenda Ransom
Dana Nemeth	Jen Robeson	Tom Chidester	Mike Rudey	Brad Gilbert
Frank McLaughlin	Ben Hendricks	Kelley Hansen	Dave Wigent	Lorraine Flick
Scott Frank	Pamela Boyer	Janese Diem	Joe Fawcett	Andrew Kalmar

Announcements

Monthly Safety Topics: The March Safety Subject is Tornado Safety. Andrew thanked everyone for cooperation with the rescheduled statewide tornado drill on Friday, March 6. The April Safety Subject focuses on the Transitional Duty Program. Department Heads were asked to share the information with staff when it is distributed. The information is also posted on the employee website.

Insurance Update: A reminder was provided regarding vision requests from 2014. Claims must be submitted prior to March 31, 2015, in order to receive reimbursement.

Wellness Update: Wood County is participating in a wellness collaborative with BGSU, Wood County Hospital, and the City of Bowling Green. This collaborative is hosting a Poker Walk on April 1 at the BGSU Perry Field House. The event will run from 11 a.m. to 2 p.m. A flyer was emailed with additional details. A reminder was also provided regarding the Wellness Rewards Program Quarterly Drawing. Anyone who submits completed program information by March 27 will be entered in the first quarter drawing.

FMLA Update: The Department of Labor has expanded the definition of spouse for purposes of the Family Medical Leave Act. Effective March 27, a spouse will include a same sex partner or common law spouse based on the state of celebration. Additional information regarding the changes was emailed earlier this month.

Training Update: The United Way will be conducting a 2-1-1 update on March 26 at 2 p.m. at Job and Family Services. This program is a free, confidential and anonymous, non-emergency information and referral service that connects Lucas, Wood, Ottawa, Erie, and Hancock county residents to the health and human services they need. The HR Group is scheduled to meet on April 23 at 10 a.m. The meeting will focus on effective hiring techniques. Manager training has been scheduled for April 28. Two two-hour sessions will be offered with Marc Fishel presenting information on unlawful discrimination. A memo will be forthcoming regarding registering for the session.

Digital Display Update: The new digital displays are operational at the Courthouse Complex. If you have information you wish to include on the display, refer to the March 9 email that included the request form.

Time and Attendance Software Update: Plans are moving forward for the automated payroll data collection system from The Right Stuff. Job and Family Services, Child Support, and the Sheriff's Office will be included in the initial phase of implementation.

Budget Update: Joe noted that the requests for revenue will be sent in the next few weeks.

Capital Projects Update: Tim Hainen provided an update on Capital Projects taking place throughout the County offices. The Job and Family Services project is nearing completion. Staff may be able to move into the new space at the end of April. The Justice Center chiller project is almost complete as well. He also noted that the fire suppression system at the Juvenile Residential Center is in need of replacement.

Special Presentation

Violent Intruder Training Overview: Captain Scott Frank from the Sheriff's Office provided a refresher on the active shooter training. He noted recent training held at the Health District and shared the Run, Hide, Fight video that is used during employee orientation. He encouraged Department Heads to review the infrastructure of their offices and offered to conduct site visits to review procedures.

Two Minute Drill

Andrew Snyder (Dog Shelter) announced that postcards are being mailed to those who purchased a 2014 dog license but did not renew their dog license in 2015. Preparation is also underway for the door-to-door license compliance checks.

Tim Hainen (Buildings & Grounds) reported that the tunnel cover is nearing completion. The department is also interviewing to fill two vacant positions.

Brad Gilbert (EMA) thanked Captain Frank for his efforts with the active shooter response training.

Wade Gottschalk (Economic Development) noted that 470 people attended the annual dinner on March 17.

Joe Fawcett (Commissioners/Solid Waste Management District) announced that Marcy Collins was hired as the new Clerk Typist in the Commissioners' Office.

Ben Hendricks (IT) noted that the fiber cable cut at the East Gypsy Lane Complex causing phone and computer issues has been repaired. Upgrades to the file server at the Courthouse are complete. Upgrades to the exchange server are forthcoming which includes archived email.

Dave Wigent (Job and Family Services) announced that April 8 is Blue Day to raise awareness of Child Abuse Prevention Month. The pinwheels will be planted in the morning with a silent auction taking place in the Courthouse Complex Atrium afterwards.

Mike Rudey (Building Inspection) noted that construction continues; however, residential construction is still somewhat stagnant.

Jeff Orłowski (Wood Haven) stated that the current resident census is at 77. The State Survey is complete with only a few minor citations.

Frank McLaughlin (Child Support) reported that case reviews are taking place internally to make sure the operation runs smoothly.

Lorraine Flick (Wood Lane) noted that several changes being thrown their way. Staff is working on educating themselves on the new requirements.

Jen Robeson (Probate Court) noted that six volunteers are registered to receive training in the Volunteer Guardianship Program. She also added that new rules go into effect for guardianships effective June 1.

Dana Nemeth (Historical Museum and Center) stated that the presentation of the Civil War plaque for the Atrium will be held on April 14 at 11 a.m. A site visit was held regarding the construction plans to ensure the plans are compliant with the National Register requirements.

Brenda Ransom (Records Center) noted that the Records Center has been operational for 12 years. She noted that she will be reviewing the disaster plan to save records and update as needed.

Pamela Boyer (Commissioners) reported that the County will be using a prospective rating for Workers' Compensation in 2015. Changes for that process are being developed along with requirements for Health Care Reform in relation to eligibility and federal reporting requirements.

Janese Diem (Commissioners) announced that the 2014 Annual Report is complete. Copies were sent to offices yesterday. Contact the Commissioners' Office if additional copies are requested.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *April 17, 2015, at 9:30 a.m.*

cc: BCC Elected Officials and Department Heads Steve Spirm file

Wood County Sheriff's Office - Active Shooter Response Training

An active shooter (the term violent intruder can also be used) event involves one or more persons, typically using a firearm, engaging in a random or systematic shooting spree.

Extensive research into active shooter events has left us with little in terms of a profile or predictability factors other than such events are usually (not always) committed by males.

Such events are typically short in duration and are resolved in one of three ways:

- Law Enforcement Response
- Suspect Suicide (rarely surrender)
- Victim Intervention

Although response to such events over the last decade has been slow to evolve, progress is being made. The response by law enforcement has drastically changed.

Most notably in the last five years there has been a shift in “survival mindset” within schools, government organizations and businesses. A person facing a critical event will either “react” or “respond”.

The Sheriff's Office and other local police agencies (including the Bowling Green Police Department) have put forth a great deal of effort to train individuals on how best to respond to these horrific events.

The Sheriff's Office has trained eight school districts (including outside of Wood County), nearly all Wood County Employees and hundreds of other individuals throughout the County.

There are several training methodologies and programs that all teach the same basic principles. Program names include ALICE, RUN-HIDE-FIGHT, FEMA Active Shooter Protocols among others.

Traditional response to this type of incident has been to lockdown or shelter in place and wait for the police to arrive. While this type of response may have its advantages, case studies of several active shooter incidents have shown that using **only** this response has resulted in an increase in casualties.

The Wood County Sheriff's Office recommends the “ALICE” response plan to assist you in your response protocol should this type of incident occur.

ALICE

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don't worry about unknowns. You may use only 1 or 2 parts of the response plan or you may have to utilize all 5. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take is.

1) Alert

- ✓ Can be any factors alerting you to an active shooter emergency.
- ✓ Gunfire
- ✓ Witness the event
- ✓ PA Announcement
- ✓ Phone alert

2) Lockdown

This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate:

- ✓ Secure the room.
- ✓ Lock the door.
 - Cover any windows in the door if possible.
 - Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
 - Barricade the door with anything available (desks, chairs, etc.).
 - Look for alternate escape routes (windows, other doors) .
- ✓ Call 911
 - Move out of the doorway in case gunfire comes through it.
- ✓ Silence or place cell phones on vibrate
- ✓ Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
- ✓ Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
- ✓ Put yourself in position to surprise the active shooter should they enter the room.

3) Inform

- ✓ Using any means necessary to pass on real time information.
- ✓ Given in plain language.
- ✓ Can be derived from 911 calls, video surveillance, etc.
- ✓ Who, what, where, when and how information.
- ✓ Can be used by people in the area or who may come into it to make common sense decisions.
- ✓ Can be given by “Flash Alerts”, PA Announcements or Police Radio speakers.

4) Counter

This is the use of simple, proactive techniques should you be confronted by the Active Shooter:

- ✓ Anything can be a weapon.
- ✓ Throws things at the shooters head to disrupt their aim.
- ✓ Create as much noise as possible.
- ✓ Attack in a group (swarm).
- ✓ Grab the shooters limbs and head and take them to the ground and hold them there.
- ✓ Fight dirty-bite, kick, scratch, gouge eyes, etc.
- ✓ Run around the room and create chaos.

- ✓ If you have control of the shooter call 911 and tell the police where you are and listen to their commands when officers arrive on scene.

5) Evacuate

- ✓ Remove yourself from the danger zone as quickly as possible.
- ✓ Decide if you can safely evacuate.
- ✓ Run in a zigzag pattern as fast as you can.
- ✓ Do not stop running until you are far away from the area.
- ✓ Bring something to throw with you in case you would encounter the Active Shooter.
- ✓ Consider if the fall from a window will kill you .
- ✓ Break out windows and attempt to quickly clear glass from the frame.
- ✓ Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
- ✓ Hang by your hands from the window ledge to shorten your drop.
- ✓ Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.
- ✓ Do not attempt to drive from the area.

The Wood County Sheriff's Office is committed to assisting you in the development of ALICE and/or other enhanced response options. We will also assist you in training and staff development related to these protocols. Please contact Captain Scott Frank at (419) 354-9384 or by email at sfrank@co.wood.oh.us if you have questions or would like to discuss ALICE protocols for your district.