



# MONTHLY REPORT

## Issue Date:

November 30, 2022

## Contact:

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## AT A GLANCE

### Major Open Projects

- IPAWS as primary alert and warning
- Hazard Mitigation Plan Update
- MI/IN Interoperable Communications
- Sunnerville D-STAR
- 2022 EMPG Administration
- 2021 HMGP Administration
- 2021 HSGP Administration
- 2022 HSGP Projects
- AEOC (South County) upgrades
- CivicPlus backup IPAWS
- DCC Initial Notification Procedure Revision
- School Safety Drills
- PCAP
- EOC POTS phones -> VOIP (not funded)
- EOC email message procedures
- Mobile ICP for Enforce. Division
- EOC GIS System
- JIC Procedures
- Access Control for Soft Target/Crowded Spaces Events

## Learning Management System Rollout



NOV 30 2022 – We have been working through a gap that has been identified for a few years – the delivery of training to **all** of our public safety responders. We searched for products to deliver training through an online learning system. We engaged with a vendor to deliver this platform and have begun to build the webpages that will support training. It is our goal to host a few seminars related to radiological emergency preparedness by the end of

the year. This environment is hosted at <https://bcmhds.talentlms.com/>. Our landing page has mostly been built (pictured above). We are now working on internal procedures that will be used to grant access, enroll learners, and track courses that are delivered outside of the system (Instructor Led Courses). We hope to have our first course offering rolled out to responders by the end of the year – Radiological emergency preparedness awareness.

## Hazard Mitigation Plan Update

OCT 31, 2022 – The Emergency Management Office and BoldPlanning have submitted the draft plan for State review in OCT. It has now been passed on for Federal review. This should result in a condition known as a “approvable pending adoption” status. This means the plan meets the criteria established by Federal Standards and as long as the local units of government adopt the plan, it will be approved. Previous to this step was completed, the draft plan was released JUL 06 for public comment and was closed AUG 04. A little over 4,000 people participated in the public review process. We will soon be asking local units to put adoption of the plan onto their December-January agendas and will push out a sample resolution for them to use.

Materials have been posted on our project webpage:

<http://www.berriencounty.org/1742/2020-Hazard-Mitigation-Plan-Project-Page> See that web page for video recordings of the discovery meetings and materials provided to date.

## LEPC

The 2023 Meeting Calender for the LEPC has been approved and posted. It is:

**02/14/2023**

06/13/2023

09/19/2023

11/07/2023

All meetings begin at 9:00 a.m. We anticipate it will return to the Berrien County Conference Room (2149 E. Napier Ave. Benton Harbor, MI). We requested reservation of the room and are awaiting approval, but will announce a definitive answer in December.

In the last meeting (Nov 2022) a representative of EGLE presented information about spill reporting and gave information about the Pollution Emergency Alerting System (PEAS).

The LEPC is responsible for planning for chemical emergencies and implementing the Federal SARA Title II requirements.



Berrien County Emergency Management via Zoho Social by CPT Rocky Adams

17 Nov 2022 01:45 PM

Thank you to Donovan Thomas of Michigan Department of Environment, Great Lakes, and Energy for explaining the Pollution Emergency Alerting System (PEAS) to our Local Emergency Planning Committee (LEPC) at the November meeting. Want to learn more: <https://zcu.io/rYul> or <https://zcu.io/jTAR>  
#PEAS #Chemicalspill



The LEPC calendar and meeting materials are posted at <http://www.bcsheff.org/1529/Local-Emergency-Planning-Committee-LEPC> .

## National Weather Service Retirement

NOV 28, 2022 – A very important partner to Emergency Management has retired. The National Weather Service invited us to join in to send off Michael Lewis into retirement after more than 30 years of service. Michael served as the Warning Coordination Meteorologist for our forecast office. He worked with us closely, but; his reach did not stop there. Many staff member of the Road Dept, Drain Dept, Parks, Hospital, Schools, media, Fire Departments, Police Departments, etc. etc. will all have a story about how Michael’s reach helped them make informed decisions.



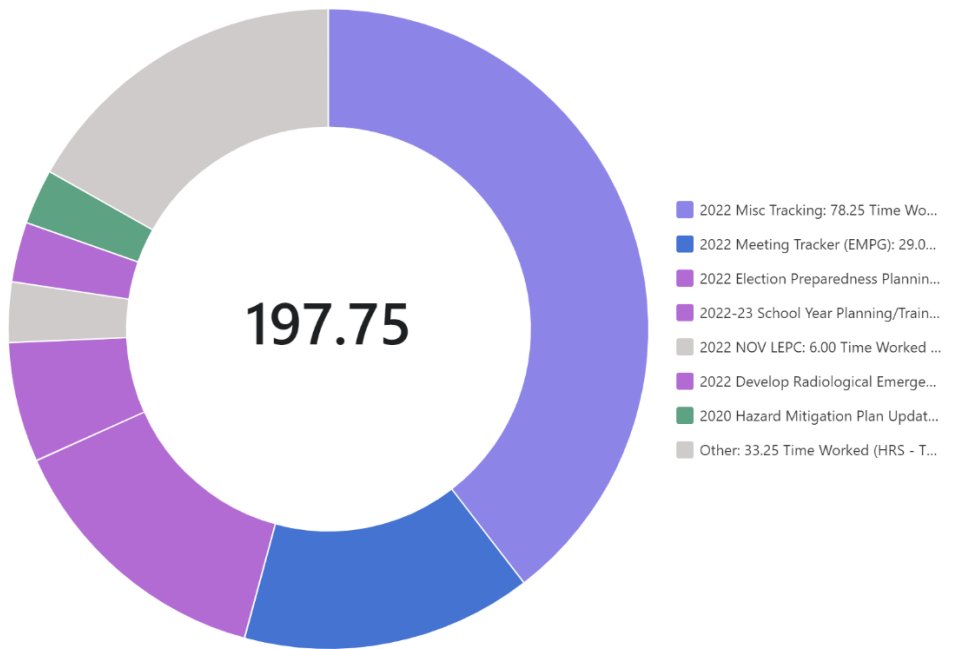
## Activity Monitor

Around AUG of 2020, we implemented a tracking system to help manage our many projects. Not every task is logged into the system. These reflect tasks considered to be attached to a project or are otherwise KPI we track. Routine tasks are not tracked (getting the mail, driving to meetings, etc.). One insight we learned is that our average time spent per task is about 2 hours. This helps us to plan our workload and understand better what and when we can accommodate work requests. Currently, we are projected to be beyond what should be a normal work load and the stats will help us to shape where our “maximum” effort is. To follow, the charts show some of the insights for NOV 2022. The average time in NOV to complete a task was 1.74 hrs.

We added one key monitor that tracks activity type, based upon the amount of time spent on that activity type into this month’s report. The reason we added it is because it highlights how a disproportionate amount of our time is spent on financially related activities (accounting). In 2023, it will be a good idea for us to determine how we can mitigate that so planning staff can better focus on core emergency management functions.

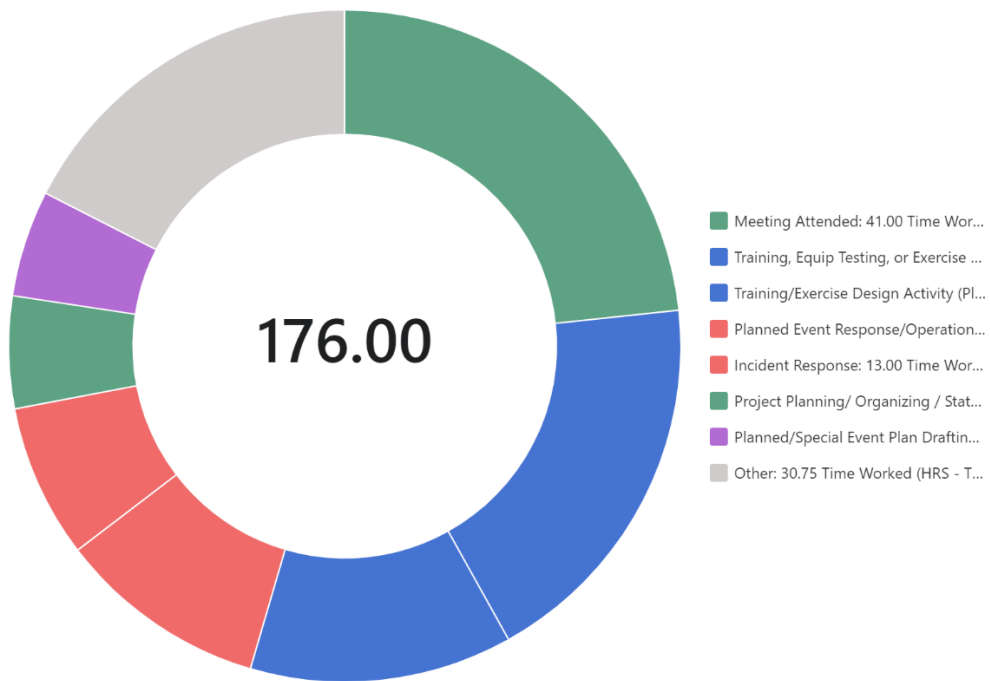
## Active Projects:

Projects with the most completed tasks



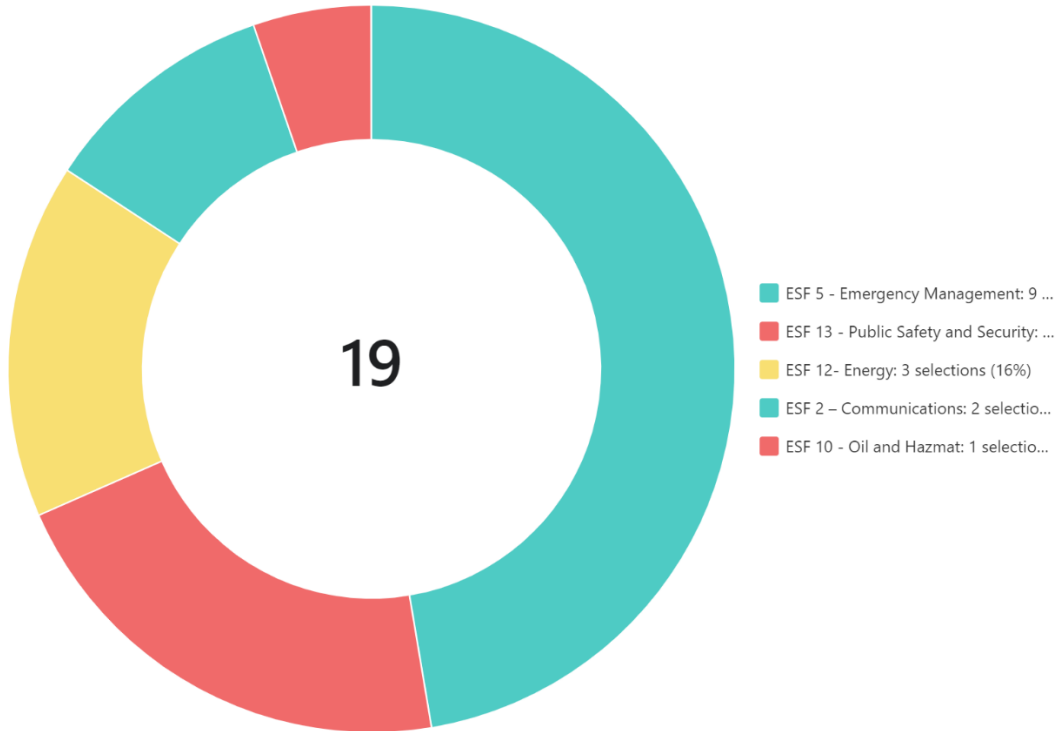
+ 19 more

Monthly Hours Worked by Activity Type (Completed Activities)

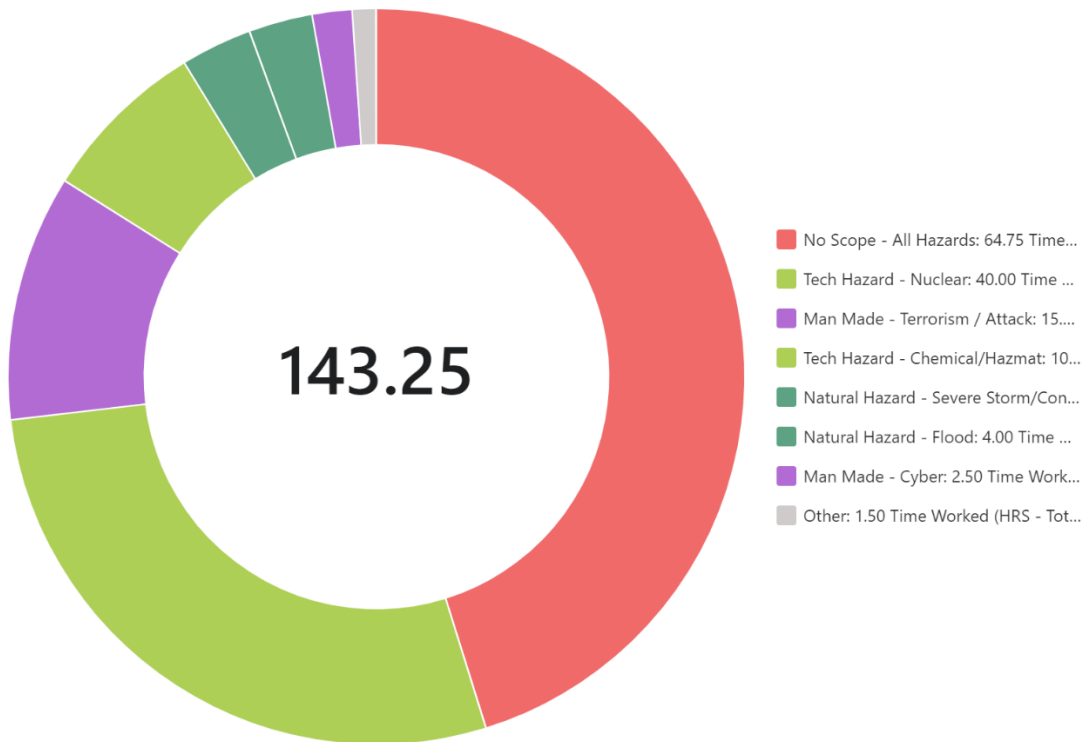


+ 11 more

Meetings by Subject Completed This Month

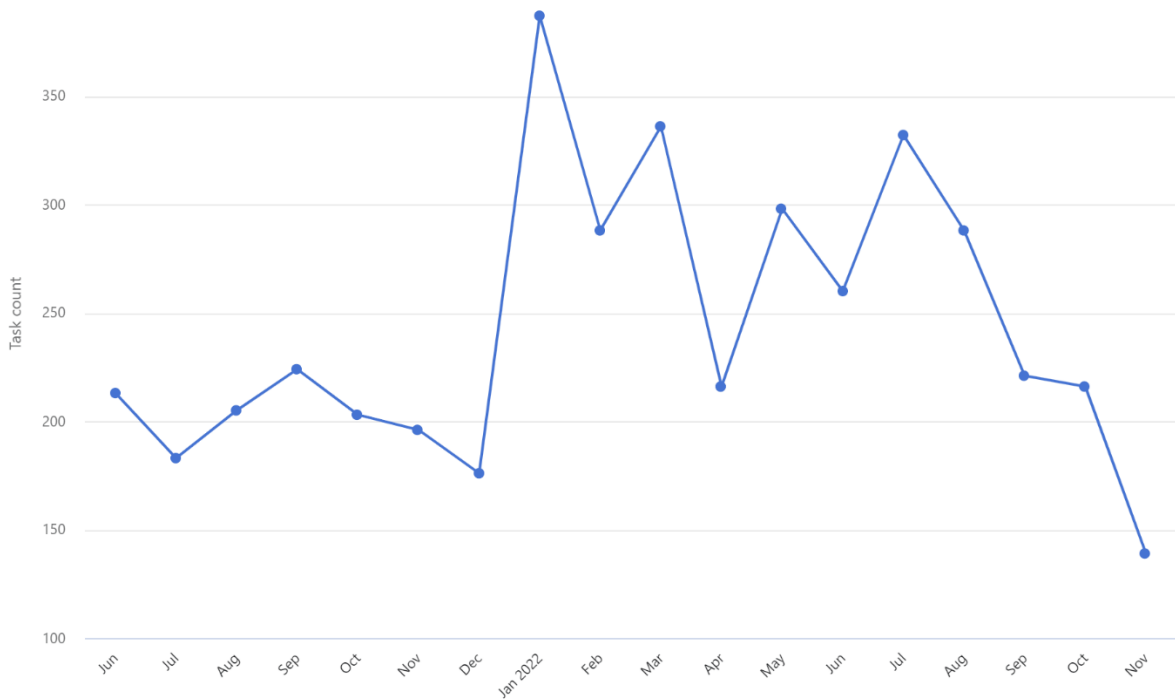


Hours this month by hazard type



+ 2 more

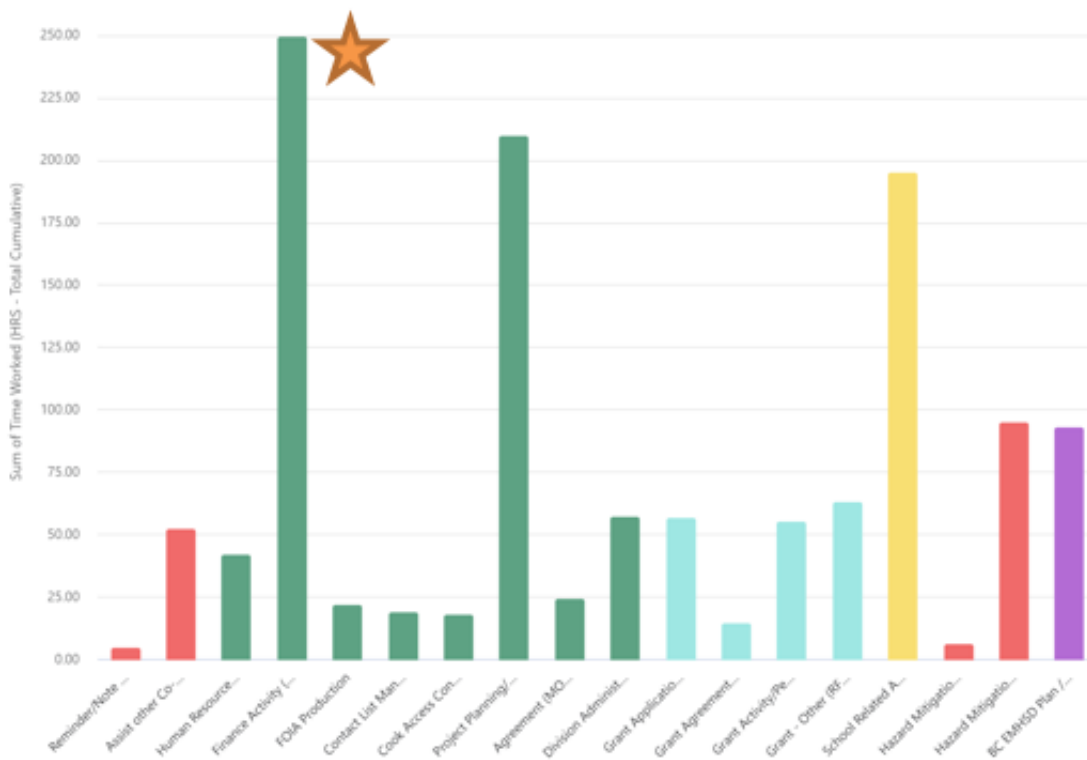
Tasks By Completion Date YTD



+ 11 more

The following is not a normal graph that we include, but there is an insight that we wanted to keep an eye on. A large amount of our staff time is being diverted to Finance-Related Activities. This includes compliance activities, procurement activities, and hands on accounting (balancing journals, invoicing, payroll adjustments).

Sum of Time Worked YTD By Activity Type



+ 20 more