

**Minutes**  
**June 7, 2006**

- I. Call to Order at 0907 hours (Greg Christy) – Introduction of special guests and Board Members present
  
- II. Old Business
  - A. Minutes from March 8, 2006 meeting (Liz Wang) – Was emailed after the March meeting. Everyone asked to review and suggest any changes at June meeting. No amendments to the minutes. Unanimously accepted as written.
  
  - B. SART member update (Greg Christy) – Currently 398 members signed up as of June 6, 2006. Encourage agency employees to sign up if they have not done so already so that they may receive information from SART such as situation reports during emergencies, news, and notices; membership is free!
  
  - C. Web site update (Liz Wang) – Read report submitted by Dr. Xin, webmaster. Outlines user levels, tasks that have been completed since March, and tasks at hand. *Report attached to minutes.*
  
  - D. Training material update (Tom Ackerman) – Charles Brown out of meeting today to continue work on training material preparations. Information on status reflected in Curriculum Committee report. *Report attached to minutes.*
  
  - E. VETS update (Jeff Register) – VETS working on training and equipment purchasing. Some equipment, such as the tents with air conditioning, have team members very excited. Also have been clarifying confusion as to who will respond among them at the vet school. Dr. Barry Kellogg (VMAT 1 Commander; led team at World Trade Center on 9/11) has been signed up as adjunct faculty and will now help with training. A question was raised on whether information has been communicated to the local veterinary medical associations (VMA); Jeff stated that yes John Haven and Jan Hasse have been visiting the counties and FVMA has sent out letters to all local VMA Presidents. *Report attached to minutes.*
  
  - F. Committee Reports
    - a. County SART Development Committee (Liz Wang) – Reviewed report and showed display copy of County SART Starter Pack. Bill Armstrong gave an overview of CHAART, the Community of Hillsborough Animal and Agricultural Response Team, the county SART for Hillsborough. Vicki Lawry, Raquel Aluisy, and Bill Armstrong were modeling CHAART's new t-shirts that had been donated to them. CHAART's had 5 to 6 meetings and is working on securing an equine shelter space and pet-friendly shelters, advising on public transportation issues associated with pets on buses for evacuating residents, and seeking donations to purchase items like crates and collars. Thanks go to the Sunshine State Horse Council for donating \$400 towards CHAART efforts. *Complete report attached to minutes.*
  
    - b. Operations Forms Committee (David Perry) – Is a committee of one. Contact David Perry if interested in joining committee. *Report attached to minutes.*
  
    - c. Animal Tracking Committee (Raquel Aluisy) – Attended demonstration for PetPoint, new software program by PetFinder for shelters and adoption groups. Good program and could be a fit for Florida if we can get it customized with our own database. Liz Wang and Raquel will look into. Greg Christy is committed to having

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something in place to track animals, whether we write it all or have a ready-to-use program. *Report attached to minutes.*

d. Curriculum Committee (Tom Ackerman) – Expects this will be an ongoing committee because issues such as credentialing and training are ongoing throughout the life of SART. Security still an important issue because safety and security of personnel, equipment becomes number one in the field. Also consider basic first aid and CPR as a future basic requirement. Brought up the issue of legal liability (example Canton v. Harris – public agency responding to an emergency and you are not trained properly then you are responsible). Will bring forth any further recommendations to the Board for approval. *Report attached to minutes.*

[After some discussion throughout the meeting, Liz Wang asked if the Committee Chair of the Committee was comfortable presenting a motion for the Board to consider setting the current minimum training requirement for field response be ICS 100, 200, and 700. Tom agreed and ballots will be emailed to Board members.]

Related discussion occurring after the Curriculum Chair's report was concerning resource typing that FEMA and the USDA are working on. The Orlando Joint Field Office (JFO) required a preliminary list be sent in. Sue Loerzel of USDA APHIS was the contact for this request. Sue request that Board members let her know what resources they tend to request as part of their agency's work, how they request the resource, and a suggested name/type for these resources. The link between typing and curriculum is that how you are credentialed plays a large part in how you are requested as a resource. A conference call will be arranged by Sue and the Board will be informed through Liz.

Another question was fielded regarding the potential presence of a system to prevent rogue groups from coming into the state and hindering the processes that normally occur during a response. Greg stated that unless the group is stopped at a checkpoint it is difficult to say. People working on private land cannot be stopped. All people wanting to work must be tied into an approved group and the EOC and ICP or they will be removed. Anyone needing SEOC badges needs to speak with Greg Christy; these would be Division Directors, state, and federal people. County SARTs will be under our auspices whether with their own badge or an incident specific badge from the field ICP. People are encouraged to submit photos of their faces for inclusion into a photo repository to make on-site badge making quicker. All these requirements are for planning, logistics, and personnel safety.

e. GIS Committee (Ed Aschliman) – Still gathering data and processing items. Looking for common data sets. Also considering that many will use hardcopy maps; need to identify resource to print and send these maps. These maps will be important to a foreign animal disease (FAD) outbreak because rely on GIS at a critical level for field surveillance, assessing risks, releasing quarantine, and other tasks. Citrus canker used extensively, too; generated maps for surveying and manipulating data. NRCS uses, too, for soil mapping for animal carcass disposal (in fact, they have a way to plug in soil type on their Web site to find out whether the soil is indicated for carcass disposal. Still have to have investigation if says yes though). IFAS working with FSA to get GPS coordinates on everything. SART will try to get the information on hand to the agencies who need it before the emergency, if possible.

f. Executive Summary (Liz Wang) – Marcinda out, Liz filled in. Went over report and current draft of executive summary. Some blanks still exist for exact money received and total man hours. Will continue to work on. *Report attached to minutes.*

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g. Communications Committee (Bill Armstrong) – Currently committee of one and needs assistance. Presented committee goals paper and looking at focusing on goals 4 and 5 particularly. Would like to tie into Chuck Hagan, Logistics Chief for SERT, and the Fire Chief's Association to determine their current status and how we can work better with them. *Report attached to minutes.*

h. Conference Committee (Liz Wang) – Reported that two bids have been solicited for planner services. Request for proposal submitted by Meeting Makers, Inc. to convention and visitors bureaus and hotels within the Orlando and Tampa areas to start a list of potential locations and dates for conference as neither has been set; trying to accommodate an EARS or DART training alongside SART conference. Proposed agenda developed; various topics being planned to accommodate various interests. Scope of service form being developed for purchase order. Will begin soliciting sponsorships from partner agencies in order to keep registration fee low (\$30-40/person) and comp speaker travel arrangements; talk to Liz if interested. Projected attendance is between 200 and 250. Discussion followed about who was the target audience for the conference (everyone! – emergency management, state/federal/local government, fire, EMS, humane groups, Extension, interested volunteers, animal and agriculture industry, etc.). When advertising, need to distribute so as to bridge gap between government and industry. *Report attached to minutes.*

[Refreshment and bathroom break, 1025 hours]. Refreshments provided by Farm Credit of South Florida Board member Lyn Cacella – please thank her.

III. New Business (reconvene 1045 hours)

Herding cats video clip shown by Greg Christy.

- A. Pet-friendly how-to manual update (Liz Wang) – Have received 7 or 8 county plans and put them on a side Web site so committee members can access and review. Will start to pull together from here for a standard operating procedures (SOP) of sorts. Can check to see if these counties mind us posting their information they provided.
- B. Video updates completed (Greg Christy) – group viewed new video footage. Several request for DVDs and videos were fielded. Liz will mail out to those who requested them.
- C. SART equipment overview (David Perry) – PowerPoint shown with pictures of trailers and tents acquired. Partial list of equipment now owned includes: 4 FAD trailers with sprayers, PPE, etc.; 2 ICP trailers with printers, computers, cameras, etc.; 2 equipment trailers with chainsaws, shelters, etc.; 1 small animal shelter trailer with crates, leashes, bowls, etc.; 1 VETS trailer with large animal rescue equipment, veterinary supplies, shelters, etc.; and 4 16-foot flatbed trailers for livestock panels. 2 8-bed bunkhouse trailers are on order along with another ICP trailer, small animal trailer, and equipment trailer. Purchased tents with shower and shelter capabilities; some have air conditioning units, as well. Several 90-gallon fuel tanks are also owned. A data card machine, portable toilets, more PPE, shower pumps, handheld sprayers, 2-way radios, livestock panels and shoot are some other items on order and/or already in hand. Lyn Cacella asked that we consider compiling a wish list of other items that perhaps we cannot purchase with domestic security funds as Farm Credit may be able to purchase.

Art Johnstone provided a brief overview of how the funding is anticipated to arrive for this fiscal year and the future. Florida received

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about \$100 million dollars, but the area where SART is funded got cut by 60%. We asked for \$450,000, but may only receive \$200,000. There has been a move to the regions and regional domestic security task forces (RDSTFs). The State Working Group on Domestic Security looks favorably upon SART. Certain cities receive funding directly from Homeland Security (DHS) like Jacksonville, Tampa, Miami, Ft. Lauderdale, and Orlando. These cities have access to their RDSTF money *and* state money. Once we get the counties going with their SARTs they need to be involved in the RDSTFs. Once you get involved and contribute to the missions, you should be able to access money. Jim Handley volunteered the use of the local Cattlemen's associations as lobbyists at this level; just provide them with a bullet list of items and they can develop a letter on your behalf. There is an RDSTF map available; Liz will find and get posted to Web site.

While discussing funding, FEMA reimbursement surfaced again. Greg was unable to get anyone to attend this meeting. The best advice is to Google "FEMA public assistance" and view what is covered. There has not been any coverage for animal or agricultural issues to date. Experience from this year has shown us that 1) if total claim is less than \$1000, it will not be paid and 2) straight time is not paid, only overtime. If your claim meets these basic requirements, go ahead and submit to FDACS and we will try for reimbursement through FEMA. We will keep asking until they tell us no.

- D. Technical Large Animal Emergency Rescue training for VETS (Jeff Register) – Over 20 people attended – various techs, large and small animal people, veterinarians, and interested parties. Lasted for three days and was held at the CVM in Gainesville. Various rescue scenarios were simulated including a night rescue and lifts. Great feedback received. Was taught by the Gimenezs from Pendleton, South Carolina. Would like to host another training.
  
- E. EARS volunteer training workshops (Raquel Aluisy) – Two Tampa workshops held and 1 in Ft. Lauderdale. Now have over 4000 trained volunteers nationwide. Waiting lists were extremely long for all three workshops. Governor Bush approved the Animal Disaster Preparedness Day for May 2006 which was the weekend of the Tampa workshops. Liz spoke at both Tampa workshops and emphasized the need to be plugged into an approved organization to participate in response in the state. A condensed training is planned for the Hillsborough County Veterinary Medical Society (HCVMS) on July 20, 2006.
  
- F. State COOP exercise (Greg Christy) – Continuity of operations plan (COOP) was exercised by the SEOC May 22-26<sup>th</sup>, 2006. It simulated a move of the SEOC to Camp Blanding due to a dirty bomb in Tallahassee. Operations included managing the bomb incident and planning for a major hurricane (Zoey) to hit the Tampa Bay area. The alternate EOC was up and running in 3 days with all capabilities. Pictures of facilities and layout were shown.
  
- G. Board member goodbye (Liz Wang) – Dr. Gail Wisler now formerly of the UF IFAS Department of Plant Pathology has accepted a position with the USDA Agricultural Research Service in Maryland. She will now be closer to her parents. We thank her for her work on SART and wish her the best in her new career and home.
  
- H. Plans Section training recap (David Perry) – Held training at Farm Bureau in early May. Over 25 people participated from various agencies such as FDACS, USDA, and even two from Mississippi that

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were met during Katrina. Each participant received a folder for reference and a CD of all the forms to use at responses.

- I. National Conference on Animals in Disaster (Greg Christy and Raquel Aluisy) – Laura Bevan out, so Greg and Raquel shared their experiences from the conference. All went well with good discussion resulting. As a result EARS and HSUS will be signing a mutual aid agreement although details are not available.
- J. Disaster Animal Response Team trainings (Laura Bevan) – Laura was not present, so this was skipped.
- K. Call-in for Board meetings (Lyn Cacella) – Question was raised right before this meeting whether we could accommodate conference call in to the quarterly Board meetings. Depending on the location of the meeting it should not be a problem. We can arrange for a call in number as long as callers pay their own toll charge. Please let us know in advance if you want to call in so we can make the proper arrangements, Joan Dusky volunteered that video polycom systems are available for use at all Extension office and Research and Education Centers (RECs).

It was suggested that perhaps we should change the location of the meeting to accommodate those that travel so far to Gainesville. The Florida Cattleman's Association building in Kissimmee was suggested along with the Osceola Extension office down the road from the Cattleman's building. Liz will send out a ballot for members to vote for a location for the September meeting.

IV. Final Comments Roundtable

- Jim Handley – have annual meeting coming up. Will show video at the conference. Will work through county organizations.
- Lyn Cacella – Have a network of counties to work with also. Want to do a 200-300 person conference to advertise SART, etc. Will get with Liz to discuss.
- Amanda Hodges – Bob McGovern is the interim chair for Plant Pathology.
- Steve Hildebrandt – Export quarantine on citrus to other states due to canker and greening. Sudden oak death (SOD) popped up a few months ago as well. It's been very busy – seems like a pest a day sometimes.
- Tom Ackerman – Emergency Response Team (ERT) continues to be reinvented. Could still be brought in under the right conditions.
- Maggie Murphy – Have satellite phone system in place and tankers for fuel. Had question about badges and access. Greg said we can approve badges they (SMI) develop and get a name list or we can badge through ICP for each incident. Cannot badge workers going in, but could have a SART responder go with them in a truck to gain access.
- Kent Cain – Working hard on poultry data for potential bird flu. Plus finding all buildings that hold 10 or more people for accountability purposes.
- Jan and Debbie Hasse – FVMA encouraging local VMAs to organize and establish points of contact. Also gathering information on volunteers.
- Wendy Fox – From Florida Wildlife Rehabilitators Association. Interested in joining the Advisory Board to get wildlife issues more noticed. Currently contact members before emergency to help evacuate and return animals, assure food supply, etc.

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Bill Armstrong – Hillsborough County adopted Hancock County in Mississippi and as part now have a task force to discover how economy there redevelops. Bill suggest maybe considering a tweak of the SART mission statement to include “economic recovery of agriculture” or similar somewhere in it.

Greg Gaj – USDA Animal Care working on getting more involved and trying to formalize how they do that. Looking forward to contributing.

Vicki Lawry – SSHC, a nonprofit, has been around for 26 years and serves as a “bleeding heart for horses.” Would like to see something in pace to microchip horses in order to reunite them with owners.

Helen Koehler – Board member with SSHC and attending SART meeting as a concerned horsewoman and citizen.

Linda Harrison – Captain with FWC investigative division. Have 16 investigators statewide. In emergency response, FWC wears two hats 1) ESF16 law enforcement and 2) ESF17 captive wildlife issues. Can provide info on licenses and facilities. Working on AI planning with DOH, USDA, FDACS. Did as many visits on wildlife as we did on livestock and agriculture during the hurricanes.

Suzan Loerzel – Conducting AI surveillance. Will be touch regarding the FEMA resource list and typing. Participated in FEMA region 4 exercise in Atlanta which simulated a hurricane brushing Florida and hitting North Carolina; major issues were communication and information management, coordination between state and federal resources, redeployment of resources, and security issues. Florida has recently added a new ESF, number 18.

Ann Wildman – PPQ is the sister agency for VS. Always working on pest emergencies, surveying, responding, etc. Constantly busy. Now preparing for AI with national line-up of volunteers with respirators for fit testing. Has last come to a SART meeting a few years back and commends the progress made since then.

Dale Dubberly – Completed training with mosquito control directors so they know how to use Tracker and apply for FEMA funding now. Trained and added more people to their IRT; two teams with people trained at least through I-300, some higher.

Joan Dusky – Replacement processes for CVM Dean and Plant Pathology chair ongoing.

Next meeting September 6, 2006 at a location to be determined by vote. Reminder to provide updated contact information to Liz Wang for the Contact Detail Sheet. Submit DVD and video request to Liz as well. Be on the lookout for the ballot for meeting location and training recommendations in email in the coming weeks.

V. Adjourned 1215 hours (Greg Christy)

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**Committee Sign-Ups as of June 21, 2006**

*Animal Tracking Program – Raquel Aluisy, Chair*

Andy Bass  
Bill Armstrong  
Laura Bevan  
Jiannong Xin

*GIS – Chair Ed Aschliman*

Larry Halsey  
Debra Martinez  
Kent Cain  
Pam Devore  
Bryan Barfield  
Carla Boyce  
JP Calixte  
Charles Sidman  
Martha Wagaman  
Brian Pierce

*Executive Summary – Chair Marcinda Wolthuis*

Joan Dusky  
Art Johnstone  
Liz Wang

*Curriculum – Chair Tom Ackerman*

Martha Wagaman  
Sue Loerzel  
Carol Lehtola  
Charles Brown

*Operations Forms – Chair David Perry*

John Haven

*Communications – Chair Bill Armstrong*

John Dickerson  
Jeff Blackwell

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**Web Site Update  
as of May 31, 2006  
Submitted by Dr. Jiannong Xin**

Completed

- Added bird flu page
- Complete redesign of 'SART About' and 'SART Home' pages
- New version of SART video posted
- New flash image on home page
- Uploading of share file folder for pet-friendly group users
- Redesign of 'Training Materials' page
- First release of Board Member Directory. This directory is a required portion for updating partner page by Board Members
- EARS training session photos added
- Planning Section training photos added
- Addition of newsletter and update of its organization on page

Tasks Currently Being Worked On

- Ongoing development of dynamic 'Partner Agency' page
- Routine maintenance of Web site
- Complete 'Partner' update page (currently in testing mode)
- Modify SART member directory to display alphabetical hyperlinks

Web Site Users

	Page view	Hits	Visitors
March	16,683	72,206	7,447
April	17,691	86,002	6,756
May*	19,501	149,494	7,513

\*as of May 25, 2006

**VETS Update  
as of May 30, 2006  
Submitted by John Haven and Jeff Register**

The VETS team has been very busy helping prepare the state for natural and man made disasters, as well as building the capability of the VETS team.

Team members from VETS have attended the Fort Walton Beach, Pensacola, Manatee, and Alachua County Veterinary Medical Associations to assist them in their awareness and planning in May.

Team members from VETS also attended the Governor's Hurricane Conference in Ft. Lauderdale in May to provide a several hour training course.

20+ VETS team members participated in the 3-day Large Animal Technical Rescue Course in May.

VETS continues to build its capabilities. The Florida Veterinary Medical Association and the Florida Association of Equine Practitioners are working to help raise money for VETS. Fund raising drives from both will hopefully hit in late June or early July. The FVMA already contributed \$20K as part of a Match Funds Grant Request pending at the American Veterinary Medical Association (\$20K) and a similar one at the American Association of Equine Practitioners. The Humane Society of the United States has committed \$50K to support VETS. Hopefully the state veterinarian's office will again be able to assist VETS with money for equipment and training.



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**County SART Development Committee**  
**Chair: Elizabeth Wang**  
**Report**  
**as of June 1, 2006**

COUNTIES (18 total)

- Attended Santa Rosa meeting. They are moving forward from where they were when Ivan hit. Have had several guest speakers at their EOC that they have been attending. Have invite to speak about SART at Farm Tour Day in July held by the Extension Service at Pensacola Junior College.
- Hillsborough County's CHAART progressing extremely well. Newspaper article pending release (Tampa Tribune). Web site, [www.chaart.org](http://www.chaart.org), up and running. Elected Board of Directors, Committee Champions. Have filed paperwork to be nonprofit. Several member meetings held to date. Greg Berhow is assisting in the further development of the County Resource page on the SART Web site; providing comments on ease of use and items that would be helpful.
- Pinellas County – still no contact.
- Collier County – activity heard from others, but no contact made.
- Palm Beach County – new person put in charge of the county SART. Contact information to be provided by FDACS Supervisor in that covers that district.
- Bradford County – no contact.
- Gilchrist County – lost primary contact to South Carolina. Next person is combining into a tri-county SART for Gilchrist, Levy, and Dixie. Was contacted by Red Cross that services the area and they are looking for assistance on pet-sheltering issues; hopefully they can help get the county SART going, too.
- Hernando County – another meeting held. Large animal rescue training being scheduled for December. Unsure of other activities at this time.
- Marion County – no additional progress.
- Jackson County – finally received contact. Project was put aside. Have not heard anything since.
- Monroe County – have not heard back from contact.
- Orange County – have been in touch with several individuals including ESF17 Coordinator and EOC contacts. Will be ready to pick up once roll-out commences.
- Volusia County – contacts made. Will be ready to pick up once roll-out commences.
- Hendry County – held an initial meeting to pitch the idea (between FDACS DAI District personnel and EOC). No word on progress since.
- Jefferson County – materials mailed out after March Advisory Board meeting. No contact since.
- Duval County – two contacts made during EARS workshop in Tampa. Will send materials to during roll-out.
- Pasco County – additional contact made during EARS workshop in Tampa.
- Lee County – contact made during EARS workshop in Tampa. Will send materials to during roll-out.

MATERIALS

- All orders have arrived
- Updates and duplication for the video and DVD completed and product delivered
- Ready to start assembling
- Waiting on updates to Creating a County SART manual before printing
  - Printing for this item set.
- Mail outs expected to begin by June 30 pending receipt of manuals

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**Ops Forms Committee**  
**Chair: David Perry**  
**Report**  
**as of May 18, 2006**

- The forms committee has worked on plans and assessment forms
- The damage assessment form is not finished, but is close for now

**Animal Tracking Committee**  
**Chair: Raquel Aluisy**  
**Report**  
**as of May 30, 2006**

- Attended PetPoint program demonstration through online conference and phone call on May 17<sup>th</sup>, 2006. Liz Wang to call PetPoint headquarters to inquire further about using the program for emergency management use.
- New chairperson appointed, Raquel Aluisy. Raquel replaces Laura Bevan.

**Curriculum Committee**  
**Chair: Tom Ackerman**  
**Report**  
**as of June 7, 2006**

**Introduction**

The SART Curriculum Committee was formed in March 2006 to ensure that SART members receive training that will enable them to achieve the Team's mission safely, efficiently, and effectively. The Committee is composed of Charles Brown (UF-IFAS); Carol Lehtola (UF-IFAS); Suzan Loerzel (USDA-APHIS); Martha Wagaman (USDA-APHIS); and Thomas Ackerman, chairperson (USDA Office of Inspector General).

**Inaugural Committee Meeting**

On April 21, 2006, a meeting of all Committee members was held at USDA-APHIS in Gainesville to discuss matters relating to training curricula, credentialing, accreditation, and legal issues, as well as the focus and future direction of the Committee. Primary topics of discussion included:

- Purposes and goals of SART member training
- Training materials presently available to members, and the development of additional materials
- NIMS requirements
- Establishing minimum training requirements for SART field responders
- Training program models
- Training delivery options
- Training resources
- Recordkeeping
- Legal matters, including the Good Samaritan Act and civil liability
- Establishing a committee/subcommittee that would address member credentialing and accreditation

**Preliminary Findings and Future Implications**

Committee members have developed or are developing or exploring training programs relating to livestock and companion animal issues, plant and pest issues, aquaculture, creating and marketing county SARTs, team development, safety and security during disaster responses, and other topics. The Committee is poised to recommend minimum training requirements for county- and state-level field

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responders, such as completion of introductory-level Incident Command System courses, and possibly training and certification in areas such as first-aid, CPR, legal requirements, and civil liability issues, among others. The Committee expects to deliver or make members aware of training opportunities through online modules, classroom sessions, a shadowing program, e-mail messaging systems, an annual conference, and other methods. A comprehensive credentialing and accreditation program also was discussed, including the possibility of using as a model the Master Gardner programs offered through college and university agriculture cooperative extension services nationwide. Additional meetings will be held to discuss these matters and other issues that come to the Committee's attention. The work of the Committee is expected to be ongoing, most likely as a permanent SART component.

**GIS Committee  
Chair: Ed Aschliman  
NO WRITTEN REPORT RECEIVED**

**Executive Summary Committee  
Chair: Marcinda Wolthuis  
Report**

The Executive Summary Committee met on March 8, 2006 following the SART Advisory Board meeting with the following members present:

Marcinda Wolthuis  
Liz Wang  
Art Johnstone  
Dr. Joan Dusky

The discussion during that meeting stemmed around where to begin with the Executive Summary and where to end. It was a consensus to start from the very beginning of where the idea of SART conceptualized then follow all the through including funding, formation of committees and on to the present.

Liz Wang volunteered to put the committee's ideas onto print since she had the most access to the dates, dollar amount and other such data. Since then Liz has done that and quite well.

The Executive Summary is still in the rough draft stages as we gather final data but we hope to have it completed in the next few months.

**Communications Committee  
Chair: Bill Armstrong  
Report  
as of May 18, 2006**

Mission: To have reliable and effective communications capability for organizations and individuals who are in direct support of ESF-17/SART operations before, during, and after a disaster.

**Objectives:**

1. Identify types of communications methods currently in use;
2. Identify capability of existing communications methods/equipment;
3. Identify limitations/issues with use of existing communications methods/equipment;
4. Develop a SART Communications Plan/Architecture; and
5. Develop a plan for procuring appropriately communications capabilities for SART responders.

**1. Identify types of communications methods/equipment currently in use or available for use;**

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- 800 MHz radios
- CB Radios
- FRS Radios
- Other radios
- Cell phones
- Push to talk phones (Nextel)
- Fax
- Email
- Land line phone
- Satellite Phone

**2. Identify capability of existing communications methods/equipment:**

- 800 MHz radios: effective distance \_\_\_\_\_ miles
- CB Radios: effective distance \_\_\_\_\_ miles
- Short Range Radios: effective advertise distances 5 - 14 miles (will likely be considerable less in the real world)
- Other radios: effective distance \_\_\_\_\_ miles
- Cell phones: effective distance – potentially has wide coverage of large geographic areas of the country;
- Push to talk phones (Nextel) - effective distance – potentially has wide coverage of large geographic areas of the country
- Fax: effective distance – no limits
- Email: effective distance – no limits
- Land line phone: effective distance – no limits
- Satellite Phone: effective distance – no limits

**3. Identify limitations/issues with use of existing communications methods/equipment:**

- Radios – interoperability – might not be interoperable with other radio who might be responding to disaster;
- Radios – frequency management – some responders may not know what frequencies are used by other responders or the SART/ESF17 people in the impacted areas;
- Radios – range may be limited by
  - distance between radios/repeater devices
  - Some radios are line of sight affected by hills, buildings, etc.
  - electronic interference
  - relay/repeater towers/antennas damaged or loss of power;
  - Battery recharging capability
  - Subjected to harsh environment (water, dirt, heat, etc.)
- Cell phones – coverage/operability may be limited by
  - Distance to towers/repeaters
  - Electric Power failure or damage to towers/repeaters/operation centers
  - Circuit overloaded with calls
  - Battery recharging capability
  - Subjected to harsh environment (water, dirt, heat, etc.)
- land line phones
  - towers out of operations (damaged or loss of power); circuits overloaded

**4. Develop a SART Communications Plan/Architecture**

**5. Develop a plan for procuring appropriately communications capabilities for SART responders.**

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Conference Committee  
Chair: Elizabeth Wang  
Report  
as of June 1, 2006

- Attended meeting with UF-IFAS Office of Conference and Institutes to determine availability and cost to utilize them as a planner.
- Conducted phone conference with Meeting Makers, Inc. in Tallahassee. Barbara Ann Cox is the President and planner.
- Meeting Makers sending out initial Request for Proposal (RFP) for hotels in the Orlando and Tampa areas. I expect to have a list by next week to whittle down and go from there.
  - Attempting to determine availability of hotel to accommodate a DART and/or EARS training before/after the SART conference. Working with agency reps on.
  - EARS has tentative date set with availability to change once real date is determined.
- Time has been tentatively scheduled for the last two weeks in June to conduct site visits for the top hotels choices.
- Working on scope of service form to submit with purchase order to eventually pay Meeting Makers from.
- Proposed agenda developed.
- Will start following up with sponsors for refreshments and planned luncheon. We are trying to keep the registration fee very low (\$30-40/person) and comp all speakers' travel arrangements. In order to do this, we need some organizations that are willing to sponsor the breaks and luncheon. Have spoken with Farm Bureau and have a commitment to assist. 'Thank you' signage will be displayed listing organizations who provided for that particular session. See Liz if interested in sponsorship.

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Respectfully submitted on June 21, 2006

*Elizabeth Wang*