

Homeland Security & Emergency Management Agency

Johnson County, Iowa

4529 Melrose Avenue,

Iowa City, IA. 52246

PH: (319) 356-6761

FX: (319) 338-0028



January 2016 Meeting Minutes

January 27, 2016

The Johnson County Emergency Management Commission met on Wednesday the 27th of January, 2016 at 7:00 PM in the Policy Board room at the Joint Emergency Communications Center & Emergency Management Agency Offices, located at 4529 Melrose Avenue, Iowa City, IA. This meeting was subject to Iowa open meeting laws and rules, and was not moved into closed, or executive session(s). The agenda was posted on Monday the 25th of January, 2016 at the EMA office building as well as online on the following websites not less than 24 hours before the meeting. The two websites where it was published are: www.JECC-EMA.org, as well as on the Johnson County website at: www.Johnson-County.com. Additionally the agenda was published at the public entrance to the JECC-EMA Building at 4529 Melrose Avenue in Iowa City, Iowa. Any of the items on this agenda may or may not have included formal action being taken at the time of the meeting. Dial in instructions for Commission members needing to participate remotely for the meeting was: 1-302-202-1090 and enter conference code 648-2495 then following the prompts. Due to a quorum being present in the room the dial in option was not used for the duration of the meeting.

January 27th 2016, 7:00 PM - Johnson County EMA Commission Meeting Minutes for December

1. **Open meeting and determine quorum of at least (7):** Brian Wayson, the Commission Chair, called the meeting to order at 7:00 PM and present onsite were the following elected officials: Commission member Pulkrabek of Johnson County Sherriff's Office, Commission Chair Wayson from North Liberty, Commission member Harney from the Board of Supervisors, Commission member Thomas from Iowa City, Commission Vice Chair Kemp from Hills, Commission member Lundell from Coralville, Commission member Heitman with University Heights, and Emergency Management staff Dave Wilson and Shawn Sharp. Commission member Jiras and Commission member Berner called in, hearing there was a quorum they disconnected and did not participate further at approximately 7:03 PM.
2. **Roll call by check-in sheet and introductions as needed:** Commission members were present as above. At the request of Mayor Lundell, Introductions were made by all.
3. **Action on consensus items:**
 - (A) **Motion to amend or accept the present agenda:** Motion by Wayson and second by Thomas to accept the agenda as published. All ayes and motion carried.
 - (B) **Motion to amend or accept the meeting minutes from the last meeting:** Motion by Kemp and second by Thomas to accept the minutes as presented. All ayes and motion carried.
4. **Comments or topics from the public:** No public was present.
5. **Open the public hearing on the proposed FY17 EMA Commission budget:** No public was present and no written or phoned in comments regarding the proposed budget have been received by the agency.
6. **Comments from Public or Commission on proposed budget:** No comments.
7. **Close the Public Hearing:** Closed at 7:06 PM. Motion by Kemp and second by Thomas. All ayes and motion carried.
8. **Action and possible adoption of the proposed FY17 EMA budget:** Director Wilson clarified that the Commission was voting on version B, which was lower than the published version A due to JECC lowering their budget by \$25,350.00. Total of version B is \$3,699,035.00. Motion to accept version B by Kemp and

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second by Harney. All ayes and motion carried and the FY17 EMA Commission budget of \$3,699,035.00 was adopted.

9. **HAZMAT Team Report:** Attached to Deputy Directors Report in this document.
10. **Local Emergency Planning Committee (LEPC) report:** The second Local Emergency Planning Committee (LEPC) was held October 6th and the minutes were sent out. The Integrated DNA Technology exercise planning ground conducted its fourth planning meeting this week for the exercise in the spring of 2016 with the local agencies, the bomb team and the hazmat team. More planning meetings to follow. The contractor is working on the countywide commodity flow and should have us a report this spring.
11. **Deputy Coordinators Report:** Attached to this document
12. **Coordinators Report:** Attached to this document
13. **New Business:** None
14. **Topics from Commission members:** None
15. **Consensus item:** monthly financial report.
 - (A) Financials:
 - o EMA fund balance as of today is \$119,258.23
 - o New revenues year to date are one million six hundred eighty four thousand, five hundred seventy seven dollars and fourteen cents. (\$1,684,577.14)
 - o At the six month point in the present budget we are at 46% expended or (\$1,630,125.28) of (\$3,546,502.00) budgeted for the year. JECC funding is the largest part of those amounts.Motion by Lindell and second by Wayson. All ayes; the motion carried.
16. **Adjourn:** Motion by Wayson and second by Pulkrabek. All ayes and the motion carried. Adjourn at 7:41 PM

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January 2016

Director/Coordinator Report:

January 25, 2016 - Directors Report

1. Shawn completed probation and has had his 6 month review.
2. Shawn and I attended week long Vigilant Guard Exercise at Camp Dodge earlier this month.
3. There was a large multi-agency response to a fatality drowning earlier this month on the Coralville Lake. Johnson County Sheriff's Office was the agency having jurisdiction. Some of the boats sustained various levels of damage due to the ice conditions that made the recovery challenging. The Dive team was also part of the response and had only minor equipment damage to their gear during the response. Several media interviews were conducted by JCSO and EMA reminding people of the dangers of being out on the water in the unstable ice conditions we have seen this year.
4. The Commodity flow studies on rail, over the road trucks and pipelines are underway by the contractor. The completed studies are expected back in March. This is being 99% covered by the HMEP (hazardous materials Emergency Program) grant funds. The low bid contractor is conducting the studies.
5. I am working on the RFP for the Debris Management Plan which will be awarded in early June and is to be completed by no later than December 31st 2016
6. Tom Jones and I presented the budgets for both JECSA and the EMA Commission on January 21st to the board of supervisors. They were well received. Lori Phillips with JCSO retired and the new E911 Coordinator has not announced the meeting date for the E911 budget meeting but has been working with Tom Jones on the items that E911 funding will be able to cover for FY17. As a reminder though the legislators agreed upon an increase in the local pass through of wireless surcharge to the local 911 fund the Governor's office line item vetoed it in the last hours of June so we will not see an increase at the local level from the wireless revenue and are still at 46% pass-through. ISSDA, IEMA, State APCO and others will be working again to get this passed this session. The \$4 million from that state fund to support the State's 700 MHz radio system which primarily benefits the State Patrol was approved by the Governor's office as an eligible cost though this past legislative session.
7. The EMPG (emergency management performance grant) which has been artificially capped for several years for the 11 most populated counties does appear to be coming to a resolution. A large workgroup has made a proposal to State Homeland Security & Emergency Management Director Schouten for administrative rules changes in the following federal FY which would remove the cap and have a positive impact on the capped 11 counties. Exact amounts we realize would be performance objective based and would be an increase over the \$39,000.00 we presently get.
8. Shawn and I worked with Iowa City Police and conducted ALICE Training and a full day of active shooter exercises at the Iowa National Guard Armory in Iowa City in December. This was well received and done at the request of IANG.
9. **Follow up on old business:** Still no progress on the recovery of two claims for the Dive Team recovering an airboat and on them recovering a truck and trailer. The debt collections company in Coralville is still working on it.

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10. **LEPC Report:** The Iowa Pipeline Association has announced the dates and location for the 2016 annual training. This training is free and open to both elected officials and responders. The date is February 11th in Coralville at the Holiday Inn and starts at 5:30 with a meal followed by presentations and a small table top exercise. As was mentioned earlier the HMEP grant contractor is working on the updated countywide commodity flow and should have us a report this spring around March.

11. Financials:
 - EMA fund balance as of today is \$135,005.55
 - New revenues year to date are one million seven hundred sixty eight thousand, five hundred seventy eight dollars and fifty five cents. (\$1,768,578.55)
 - With 5 months remaining in the present FY16 budget we are at 48% expended or (\$1,848,122.63) of (\$3,546,502.00) budgeted for the year. JECC funding remaining to be passed through is \$1,761,031.00 and an EMA of \$87,091.63 remaining.

DRAFT

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Deputy Director Report

- Training
 - Required training for Iowa CEM is complete
 - More courses required for my Advanced PDS Certificate have been taken (HSEEP, Mitigation)
 - HAZMAT policy and procedures manual closer to being done
 - ING Alice Exercises
 - Vigilant Guard
 - ALICE for JC HR meeting in progress
 - Boy Scout Pub Ed arranged for March
- Attending and supporting ARES meetings monthly
- HMEP Grant quarterly report done
 - Commodity flow study underway
- Hazmat Team
 - Two HAZMAT call outs – Tipton area rest stop, billed the state
 - 10/13/15 incident check was mailed to us on 1/19/16
- Dive Team
 - One deployment, two days plus a cancelled call out to the Hawkeye Wildlife area
- Bomb Squad
 - No Deployment, officially, but used piece meal for West High