

JOHNSON COUNTY IOWA EMA COMMISSION MEETING MINUTES
December 6th, 2017

The Johnson County Emergency Management Commission met on Thursday, the 6th of December 6th, 2017 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. All agendas were posted at least 24 hrs. in advance of all meetings on the following websites: www.JECC-EMA.org and on the Johnson County Website at: www.Johnson-County.com as well as 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.

December 6th, 2017 7:00 PM - Johnson County EMA Commission Meeting

1. **Open meeting and determine quorum of at least 7 Commissioners:**
 - Brian Wayson, Commission Chair, called the meeting to order at 7:00 PM and present onsite were the following members: Commission member and Vice Chairperson Tim Kemp, Mayor from Hills, Commission member and Chairperson Brian Wayson, Councilman from North Liberty, Commission member Louise From, Mayor from University Heights, Commission Member John Thomas, Councilman from Iowa City, Commission Member Johnson County Sheriff Lonny Pulkrabek, Commission Member Mark Prentice and Greg Morris alternate both from Solon, Commission member Greg Tinnis alternate for Iowa City, Lisa Green-Douglas for the Board of Supervisors, Terry Donahue, Mayor from North Liberty replacing Brian Wayson's North Liberty seat, Steve Berner, Tiffin, and Emergency Management staff Dave Wilson and Travis Beckman.
2. **Roll call by sign in sheet and introductions.** Introductions were done.
3. **Consensus Items:** Motion by Greg; second by Steve
 - **Agenda Approval for December**
 - **Approval of October Meeting Minutes**
 - **Approval of monthly financial report/budget status**
4. **Comments from the Public:** None
5. **Comments or Topics from the Commission:** None
6. **HAZMAT Team Report:** May lose members, quiet month, skill next week
7. **Local Emergency Planning Committee:** Next meeting in April, large scale exercise in May
8. **Recommendation from Mitigation Request for Proposal responses from review committee of L. From, T. Beckman and D. Wilson:** 8 responses, prices all over from 56K to 29K. Scored from top 3 JEO, AFW, and two rivers. Has to be cash match. Dave shared info on the three.
9. **Action by Commission on Vendor to award contract to for the revision of the 2019 FEMA compliant Johnson County Multi-Jurisdictional Hazard Mitigation Plan:** Motion by Lonny; second by Greg; all ayes.
10. **Discussion on Budget Proposal for FY18:** Dave's presentation to the commission will publish once numbers are finalized.
11. **Action by Commission on proposed change to enhance clarification and update the vehicle policy as it relates to use of POV and insurance when involved in a n accident attending a work related function: draft policy shared to commission add send to county risk manager – typo on photos “provide”**
Motion by Greg; second by Tim; All ayes.
12. **Coordinator/Director Report:** As provided, follows:
 - Passed my Part 107 Drone certification

- Working on draft COA / FAA waivers for use countywide with any agency that has a drone such as Coralville Fire or others
- Spent additional time researching the various drone options. We will discuss that and a direction later
- Taught for IEMA and managed various IEMA President duties
- Did mentoring sessions with some of the new Iowa EMA Coordinators
- Continuing to refine the FY19 draft budget we will discuss yet tonight
- We now have a national MOU between ASPCA, Iowa City Animal Services and EMA for use in response during disasters
- Have been working with Conservation and fleet and private contractors on the new light 20KW Gen/HVAC trailer, 400 gallon water tanker trailer and the move of equipment to its winter home
- Did a couple threat assessments and public education events one for a Scout Troop, one for a visiting Professor from a University in Israel
- Working with HSEMD on the See Something Say Something Campaign with Law Enforcement (John Benson and I have presented to groups separately on the topic)
- Assisted Travis with the new HMEP and EMPG applications for FY19 as this was his chance to get his feet wet on them. Travis did an outstanding job on that and the claim for the Fy18 EMPG but the HSEMD grants coordinator is being difficult on one portion of the reimbursement for the \$39K
- Attended the Board of Supervisors meeting with Secondary Roads on the Solon Shop...Nothing is happening anytime soon on that
- Attended a couple HSEMD meetings on initiatives one of which is a re-entry system DHS FEMA is endorsing and rolling out in January for use in private sector re-entry to disaster zones. Iowa intends to sign on.
- Conducted the IEMA Association and Executive Committee Meetings and some subcommittee work in November and December
- Reviewed and worked with the scoring committee on the RFP for the Mitigation plan. We will need to discuss and take action on it tonight as a separate item
- Signed scope of work agreements for ESF 1 and ESF 10 rewrites of those plans using third party vendors from grant funds
- Completed Travis's 6 month review
- Completed work with GIS, Conservation, Communications and County Roads as well as the USACE and DNR on better marking and signage of boat ramps countywide with the addition of better mapping and signs. The signs are going up very soon before the ground freezes per Josh Busard
- Hosted a one day grant funded BCFS Shelter Management Course
- Still working to solidify the 5th man and Rescue Taskforce concepts in active shooter response and on another full scale active shooter drill for us in May of 2018
- Various legislative and lobbyist meetings on upcoming legislative session
- Contracted with the low bid vendor to begin install for the upgrade and refresh to the Crestron technology in the second room the Policy board room and as soon as all parts are in that should start any day now
- Completed conversion out back from gravel to cement for the trailers that can sit out year round
- Provided some left over CERT Kits that were federally funded to Marshall County EMA for a course they were holding and provided Campus Police some Campus Cert Kits that were also left over from a grant for their program
- Budget is at 47% expended at the six month mark, EMA cash balance on hand balance is at \$179,071.23 and JECSEA has had 46% of its funds transferred to it for operating budget also the annual insurance for EMA is paid in full Revenues & Expense are on track for the year. We will receive another \$130,392.75 in Revenue in January

13. Deputy Coordinator/Director Report: As provided, follows:

- Hazmat Team
 - No Calls since our last Commission Meeting
 - Next LEPC meeting April 2018
 - Skills Testing – December
 - Preparing year end Stipends
- Dive Team
 - 0 Calls
 - Training conducted on 11/19
- Bomb Squad
 - 0 Calls since last meeting
 - 2 Techs attended training in Tennessee to learn robot repair
- HMEP Grant
 - Requesting \$4,200 for FY19 – HAZMAT Tech and CAMEO Mapping Updates for Tier II Facilities.
- Last home Iowa football game was on 11/18. Coordination of JHAT teams and new cross town Incident Command Post went well.

- 11/14 - I presented at the Iowa Public Transit Association (IPTA) Mid-Year meeting/conference. Presentation focused on transportation sector and business emergency preparedness.
- 11/6 (Today) – Participated in a virtual Nationwide REP Exercise
- Training –
 - Next Alice Course is 12/19
 - I will also be conducting De-Escalation Training for County employees. Program is being reviewed by HR.
 - **Completed**
 - ICS 300
 - MGT 347
 - EMPD Session 4
 - Shelter Training
 - HAZMAT Skills Review
 - Johnson County Harassment Training
 - **Upcoming**
 - Jan 8- 12 REP Courses - Ames
 - Jan 28 – Feb 3 Rep Course – Anniston
 - Basic CAMEO (As a Refresher) – Hosting
 - Advanced CAMEO – Hosting
 - ICS 400 on June 12 & 13 2018

14. Old Business: County road shop has been tabled February – April time frame

- Drone discussion – if we go with our own plan to use local dollars out of federal match
- Need to get policies
- Survey of capabilities

15. New Business: Election of chair and vice chair occurred. Chair Tim Kemp motion by Sandy; second by Greg; all ayes. Vice Chair Louise From motion by Tim; second by Lonny; all ayes.

16. Other: N/A

17. Adjourn: Motion at 8:19