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January 27th 2014

The Johnson County Emergency Management Commission met in regular session on Wednesday, the 22nd of January, 2014 at 7:00 p.m. in the Policy Board conference room at the Joint Emergency Communications Center & Emergency Management Agency Offices, located at 4529 Melrose Avenue, Iowa City, IA. This meeting is subject to Iowa open meeting laws and rules, unless moved into closed, or executive session. All agendas are posted at least 24 hrs in advance of all meetings on the following websites: www.JECC-EMA.org, and on the Johnson County Web 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 include formal action being taken at the time of the meeting.

January 22nd 2014 7:00 PM - Johnson County EMA Commission Meeting Minutes

In attendance were: Janelle Rettig- Board of Supervisors
Tim Kemp- Hills Mayor (Vice Chair)
Michelle Payne- Iowa City Councilwoman (Via Phone)
Dave Stannard- Coralville Fire Chief
John Lundell- Coralville Mayor (Via Phone)
Tom Salm- North Liberty Mayor (Via Phone)
Gary Wilkinson- Oxford Mayor
Louise From- University Heights Mayor (Commission Chair)
Dave Wilson- EMA Coordinator
B.J. Dvorak- EMA Plans Officer

Guests were: Alicia Presto- ECICOG

1. Open meeting and determine quorum (at least 7 elected officials need to participate due to budget discussions)
2. Roll call and introduction of new members of the commission
3. Action on consensus items: A. Motion to amend or accept the present agenda
 - Motion to accept the revised agenda as drafted, Motion by Rettig, Second by Kemp, All Ayes-Approved.
 - B. Motion to amend or accept the meeting minutes from the last meeting
 - Motion to accept the amended meeting minutes from the November/December meeting as drafted, Motion by Kemp, Second by Rettig, All Ayes-Approved.
4. Comments or topics from the public
 - No public in attendance.
5. Comments or topics from the commission
 - No comments or topics from the commission.
6. Hazard Mitigation Grant Planning (HMGP) status and report from (ECI COG Planner)
 - Alicia Presto has completed her meetings with all of the Cities, County, School Districts, and University of Iowa. A public comment meeting was held in December and citizens could then submit their comments online to be reviewed. As of January 8th, the plan was submitted to the FEMA regional office for a final review. They will let Alicia know if any changes need to be made. Everything is expected to be complete by the end of April. Alicia is currently working with Andy Johnson and the Board of Supervisors to get the plan formally adopted by the Johnson County Board of Supervisors. Once plan is approved by the Board then Alicia will send a resolution to each of the cities so they can then adopt and start applying for projects.
 - Clear Creek Amana Schools are inquiring about putting in a tornado safe room into a new elementary school that is planned. Dave and Alicia will be meeting with them in February.

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7. Haz Mat team report
 - On January 21st the Hazmat Team responded to I-80/265 MM in Cedar County for a semi that rolled over and was leaking diesel fuel.
 - January training was on sampling.
 - Tom Hartshorn from ICPD has joined the team.
 - Chris Judge has resigned from the team.
 - Purchased 9 pair of Level A rubber boots to put on Hazmat 1.
 - Will be purchasing 4 more portable radio batteries for the hazmat radios as the batteries are 3 years old.
 - Truck inventory has been completed.
 - We will be looking to replace the trucks weather station towards the end of the year.
 - Purchased a flat panel TV/DVD combo to replace the old TV in the hazmat truck.
 - Sent 1 of our AreaRae monitors in to get calibrated and have battery issue fixed.
 - Eboard voted to add \$50.00 for each public education/outreach event that a volunteer member participates in with Hazmat 1 (excluding parades).
8. Local Emergency Planning Commission (LEPC) report / Status of Tier II & EHS Fee Ordinance
 - Received \$2,275.79 in HMEP training funds in FFY 14 to send 4 people to the Hazmat Tech School in Lansing, MI. So far, 2 are attending in April.
 - Submitted a FFY 15 HMEP grant application to send another 4 people to the Hazmat Tech School.
 - Next LEPC Meeting is March 18th, 2014 at the JECC.
 - Item 9 discussed where to go on the Tier II Ordinance
9. Letter from Assistant County Attorney on Tier II Ordinance
 - Assistant County Attorney Susie Nehring put a letter together on the Tier II Ordinance that we were looking at for Johnson County. Susie researched this and found that no other counties in Iowa have passed such an ordinance at the county level and that it best fits when done as municipal code tied to fire inspections and city fire departments like Cedar Rapids and Des Moines have done. It is not a good fit as a county ordinance to fund the county haz mat team. There is no consistent fire code to tie this too. She recommends we not proceed at the county level on this but if cities want to do it that has been done elsewhere as a municipal code.
10. Take formal action following consideration of the letter regarding funding method for hazmat team readiness
 - Motion to let the board know we are no longer interested in having them pursue a county wide Tier II Ordinance at the county level and instead should maintain the per capita levy formula for now. Also direct EMA to continue seeking other funding methods for the team that place more responsibility on the Tier II filing entities and remove this from the residential taxpayer. Motion by Kemp, Second by Stannard, All Ayes-Approved.
11. Planner report: Hazardous Materials Emergency Planning (HMEP) grant, annual plan revisions, other
 - Plan updates are in the works. The Transportation and Communication plans are complete. The next plan that is being revised is the External Affairs plan and that meeting is upcoming.
 - There will be a Storm Spotter Class on Thursday, February 27th from 6-8 PM at the Coralville Public Library. Dvorak will email the flyer out on how to register for the free class.
12. JECC, E911 & Statewide Communications report(s)
 - The Policy Board met January 24th. Tom Jones had purposed a \$200,000 decrease in the tax asking for this upcoming fiscal year.
 - The E911 Board meets on January 28th at 10 AM at the JECC.
 - The Statewide Communications Board is looking at doing a broadband rollout using some grant funding that they received.

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13. Coordinator report: Status of FEMA large project closeout for May/June Declaration, status of bylaws filing due to change in members, other
 - Wilson met with HSEMD regarding the large project closeout and we can expect to receive our funding by late April or sometime in May. We will adopt the FY 15 budget and amend the FY 14 budget at the same meeting in February since the elected officials will need to be there.
 - Wilson had an equipment grant audit with HSEMD on January 23rd. These are done every 2-3 years and it went fine. No issues.
14. Other or new business:
 - The county is preparing to go on 2 trips to Washington, DC for federal issues. The Chamber of Commerce will be going in 2 weeks. The other is the National Association of Counties Legislative Conference that many of the county employees will be attending. The county is also preparing its annual federal issues booklet.
15. Possible adoption of uniform policy guideline for EMA
 - Motion to adopt a uniform policy guideline for EMA staff. Motion by Rettig, Second by Kemp, All Ayes-Approved.
16. FY14 draft budget work session and presentation
 - Wilson presented a PowerPoint on a draft EMA operations budget that was also presented to the Board of Supervisors. Wilson highlighted that under wages and benefits it was \$162,774.00 for 2 FTE. Insurance services went up a little to \$22,500.00. All of the A/V equipment for the building is out of warranty so we will have a maintenance plan as that will be cheaper. For the Emergency Management Performance Grant we have to do a local match consisting of \$39,000.00 and we need to continue to pursue legislative change on that to remove the cap for the largest 10 counties as we lose over \$15,000 in additional funds per year because of it
 - The total funding to EMA from the County would be \$230,274.00. The county would then have to pay the rural per capita levy portion for the hazmat team which is \$10,589.00 which is the same as last year.
 - The draft budget was approved for publication in the paper
17. Consensus item: monthly financial report
 - At 7 months in we are 58% expended.
 - The largest bill was the JECSA quarterly payment that went in and out.
 - The revenue for the year is \$1,606,005.36.
 - Motion to accept monthly financial report. Motion by Rettig, Second by Mason, All Ayes-Approved.
18. Adjourn
 - Motion by Rettig, Second by Mason, All Ayes-Approved.