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January 25, 2013

The Johnson County Emergency Management Commission met in regular session on Wednesday, the 23<sup>rd</sup> of January, 2013 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: JECC-EMA.org, and on the Johnson County Web at: Johnson-County.Com as well as at the Public Entrance to the JECC-EMA Building on Melrose Avenue in Iowa City.

**January 23<sup>rd</sup> 2013 7:00 PM - Johnson County EMA Commission Meeting Minutes**

In attendance were: Janelle Rettig - Board of Supervisors  
John Lundell - Coralville Councilman  
Tim Kemp - Hills Mayor  
Michelle Payne - Iowa City Councilwoman  
Tom Salm - North Liberty Mayor  
Louise From- University Heights Mayor (Vice Chair)  
Bryan Bredman - Shueyville Mayor (By Phone)  
Tim Mason - Swisher Mayor  
Don Saxton - Oxford Mayor (Commission Chair)  
Dave Wilson- EMA Coordinator  
B.J. Dvorak- EMA Plans Officer

Guests were: Roger Jensen – ICFD

1. Open meeting and determine quorum of elected officials (7 elected officials required) (Yes-See above)
2. Roll call, introductions of new members and guests
  - Janelle Rettig was introduced as the new Board of Supervisors Representative that will serve on the EMA Commission and she is replacing Rod Sullivan in that role.
3. Action on consensus items: A. Motion to amend or accept the present agenda
  - Motion to accept the present agenda as drafted, Motion by Mason, Second by Payne, All Ayes-Approved.
  - B. Motion to amend or accept the meeting minutes from the December meeting
  - Motion to accept the meeting minutes from the December meeting as drafted, Motion by Payne, Second by Kemp, All Ayes-Approved. (also a request Rettig that future minutes reflect last names in place of first for consistency and due to two “Tim’s” on commission. Noted/Honored.
4. Open public hearing on the proposed FY14 budget (No comments from the public). Saxton opened the public hearing at 7:02 pm.
5. Q&A from members or public on proposed budget
  - No questions from members or the public.
6. Close public hearing on the proposed budget at 7:03 pm



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7. Action on proposed budget
  - Motion to adopt proposed budget as presented by Kemp, Second by Payne, All Ayes-Approved.
8. Regular meeting items:
9. Comments or topics from the public
  - No comments or topics from the public in attendance.
10. Comments or topics from the commission
  - No comments or topics from the commission.
11. Haz Mat team report- (Dvorak)
  - Team responded to a diesel fuel spill at I-80/262 MM in Cedar County on 12-7-12. The spiller has paid their bill in full. No outstanding collections to date.
  - All personnel have completed the annual recertification exam.
  - The decon trailer has been lettered/decaled and is currently at ICFD Station 2 for annual training.
  - January training was on anhydrous ammonia.
  - Todd Irwin and Dan Reade have been appointed to the Executive Board for the team with Platz, Hardin, Dvorak and Wilson for this year.
  - The mercury monitor has been sent away to be recalibrated and have a battery charging issue fixed. Either the Hazmat Taskforce or State Homeland Security will be reimbursing us through grant funding to have these repairs/calibration completed but we had to pay up front for it.
12. Local Emergency Planning Commission (LEPC) report-(Dvorak)
  - Dvorak was asked to present at the Air and Waste Management Association meeting on February 12<sup>th</sup> in Iowa County. The association wanted an LEPC perspective on their topic which is the Community Right to Know Act in regards to emergency planning.
  - The next LEPC meeting will be on March 5<sup>th</sup> at 10 AM at the JECC. The LEPC meets twice a year.
  - For our FFY 13 Hazardous Materials Emergency Preparedness Grant (HMEP), we will be hosting a 3-day Computer Aided Management of Emergency Operations (CAMEO) Class on March 13<sup>th</sup>-15<sup>th</sup>. There are currently 25 people registered for the class.
  - For the FFY 14 HMEP Grant, we submitted to send two (2) hazmat team personnel to a Hazmat Technician school, host a Hazmat IQ Class, and host a hazmat operations refresher class.
13. Hazard Mitigation Grant Planning (HMGP) project report-(Wilson)
  - Due to staff turnover at ECICOG in Cedar Rapids, the Hazard Mitigation Grant project for Johnson County has been delayed for about 3 months. A new contractor has been hired and will be continuing to work on the project where the other had left off. The Multi-hazard plan for Johnson County should be submitted to FEMA for approval by December 31<sup>st</sup> of this year, potentially we could need to amend the FY14 budget to allow for the revenue in and expense out of that grant as FY14's budget was originally designed with nearly all of that revenue and expense in FY13s budget. The result merely would reflect pass through funds based on timing of completion by the contractor, hence the push to get most of the work done yet in the FY13 budget as initially planned so we can avoid amending FY14.

Johnson County Homeland Security & Emergency Management Agency

Dave C. Wilson, IA-CEM

Coordinator/Director



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14. JECC report: Linn / Johnson integration of systems, etc- (Wilson)
  - The Linn/Johnson integration of radio systems has been progressing rapidly. About a half million dollars in benefited equipment has come our way since the integration of the two systems with Linn County joining the system, they will begin testing this summer on it with migration yet this year.
  
15. Planner report: Hazardous Materials Emergency Planning (HMEP) grant, CAMEO, ESF Plan updates, interns- (Dvorak)
  - Met with partners to revise the **Emergency Support Function 6 Mass Care** Plan on December 18<sup>th</sup>. We are waiting to get a little more information and then will be submitting the plan to the State for review.
  - Will be meeting with ICFD & Haz Mat personnel on February 4<sup>th</sup> to make yearly revisions to the **ESF 10 Hazmat** Plan.
  - We will be hosting a storm spotter training class on Thursday, February 28<sup>th</sup> at the Coralville Public Library from 6-8 PM. 41 people have registered to attend so far, the National Weather Service instructs this. Dave explained how the spotters are incorporated into the system in Johnson County.
  - AJ Coffelt has completed his college internship with us. He conducted up to date inventories on 3 of our response trailers, helped update our resource database, helped with our Emergency Management Accreditation Program project and attended some meetings with BJ.
  - Chris Judge will be interning with us starting on Friday, January 25<sup>th</sup>. He is a former Navy SEAL and graduate of the Naval Post Graduate School in Monterrey, CA. but is originally from Iowa and moved back after College and leaving the Navy.
  
16. Coordinator report: Medical Reserve Corps, IPAWS/EAS, Federal Excess from FEMA P.E.P program, Grants, DHS funded courses & projects, IEMA lobbyist.-(Wilson)
  - Medical Reserve Corps is going well. There are currently 40 members on the team. The target number is to have 50 members who can assist in medical special needs shelters whenever a need arises. They would integrate into the ESF 6 & 8 parts of our plans.
  - Johnson County is currently the only county in Iowa besides the State of Iowa who are compliant to send out Integrated Public Alert and Warning System (IPAWS) messages. We will be getting a new system in May that will allow us to send out alert messages through many different channels at once. We will also be transitioning from CodeRed to an alert system called Wireless Emergency Notification System (WENS) in May that will be able to do much more and also be more cost effective, Iowa County is joining us in that as a subscriber/user for a fixed fee being paid to JECC annually.
  - Dave expects that some federal preparedness grants will be coming out related to the recent school events at Sandy Hook, CT. in the near future. We will be hosting a Two day Alert, Lockdown, Inform, Counter, Evacuate (ALICE) train-the-trainer course here at the EOC in April.
  - FEMA has discontinued one of their programs called Prepositioned Equipment Program. (PEP) They had 10 caches of equipment positioned in the U.S. each worth about \$2.5 million dollars. We are eligible to receive some of this equipment. The only costs for this equipment is to either go get it or to have it shipped here, in one case we will likely drive to pick it up. We also pay a fee of \$100.00 to the State for each property transfer we take delivery of for them to process our paperwork. The program will save us thousands of dollars and provide us valuable equipment for programs like Haz Mat and the Medical Reserve Corps at incredibly low costs.
  
17. Projects updates: Wireless Emergency Notification System (WENS), State Generator & Memo Of Understanding.-(Wilson)
  - We are being assigned a trailer mounted 150 kW generator from State EMA through an MOU. Andy Chapel from the County Attorney's office has reviewed and blessed the MOU. Dave requested authorization to sign the MOU with the State and accept the generator. Motion by Rettig, Second by Payne, All Ayes-Approved.

**Dave C Wilson – Coordinator**

**Johnson County Homeland Security & Emergency Management Agency**

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**Coordinator/Director**



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18. Other or new business: (Wilson) determination of need or not, for a 28E for municipalities within Johnson County covered by the haz mat team. Dave has discussed this issue with Andy Chapel from the County Attorney's office and they do not feel one is needed but Dave requested formal direction from the Commission on if we want one or not and how best to memorialize the change in the per capita levy. The Commission discussed the matter and under advisement of the Assistant County Attorney they unanimously agree to not have a 28E for the municipalities within Johnson County for haz mat coverage by the team. Instead the Commission directed that when we send the annual invoice to municipalities that we memorialize the issue in that letter that way since the Coordinator already made the rounds this year discussing the change with communities.
- Therefore a letter will be sent out to each municipality with the annual hazmat fees noting the change to the \$0.50 per capita increase from July 2014 through July 2024 then the planned decrease to \$0.40 cents per capita at that time, barring any changes by future commissions.
19. Consensus item: monthly financial report- (Wilson)
- The FY13 EMA budget is presently at only 36% of its budget authority expended with 5 months left in the fiscal budget year.
  - Cash on hand balance as of 1/23/13 is \$149,487.57.
  - All hazmat collections from responses are paid in full to date.
  - Wilson highlighted some of the less frequent vendor names in the monthly paid claims report that members might not recognize. Rettig inquired about the reimbursements to all the names she did not recognize. Wilson explained it is the annual stipend payments to the haz mat team volunteers. Rettig asked if it was common to reimburse haz mat team volunteers? Wilson explained that it is not uncommon but that not everyone does it. This all pre-dates Wilson and was started by a previous Coordinator. Dvorak explained the formula, when it is paid and the tax limit on the payment amount they get and why the timing for payment is when it is.
  - Payne inquired about the Visa purchase card claim, we have three, this one is the haz mat card and most of the Haz Mat purchases go on that card and were related to the past spill and replacement equipment purchased for that response.
  - Wilson briefly explained the overall claim process and how it relates to IA Code 29.C with the Commission being a legal municipality for the purpose of budget actions and how the weekly claims process works, who creates claims, approves them etc. Rettig will be the alternate as the Board of Supervisors member to approve reimbursements to the Coordinator for travel and cell stipends when the EMA Commission Chair is unavailable. By code, the claims are done by the Commission Chair or the Coordinator. Saxton reviews the weekly claims before they are submitted by Wilson and the commission sees the past 30 financial summary report that the Auditor's office generates and approves that summary report. The system used by the Auditor's office does not allow for annotations next to claims and that is why we hand write in the ones people might not be familiar with.
  - Motion to accept monthly financial report. Motion, by Lundell, Second by Payne, All Ayes-Approved.
20. Adjourn
- Motion to adjourn. Motion, by Kemp Second by Payne, All Ayes-Approved.