

**MEETING MINUTES**  
**February 22, 2017**

The Johnson County Emergency Management Commission met on Wednesday, the 22<sup>nd</sup> of February 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](http://www.JECC-EMA.org), and on the Johnson County Web at: [www.Johnson-County.com](http://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. No commission members needed to dial in so the conference line was not used.

**February 22, 2017, 7:00 PM - Johnson County EMA Commission Meeting**

1. **Open meeting and determine quorum of at least 7 Commissioners: 8 were present.**
  - Brian Wayson, Commission Chair, called the meeting to order at 7:00 PM and present onsite were the following members: Commission member Greg Morris alternate from Solon, Commission member John Thomas, Councilman from Iowa City, Commission member Steve Berner, Mayor from Tiffin, Commission member Tim Kemp, Mayor from Hills, Commission member Chris Taylor, Mayor from Swisher, Commission member Brian Wayson, Councilman from North Liberty, Commission member Louise From, Mayor from University Heights, Commission member Sandy Flake, Mayor from Lone Tree, and Emergency Management staff Dave Wilson and Shawn Sharp, as well as Emergency Management Intern Nicole Jones.
2. **Roll call by sign in sheet and introductions.** Introductions of the intern and Commission / Staff were done. Welcome back to Louise From the new Mayor from University Heights replacing the previous Mayor who recently resigned.
3. **Action on consensus items:**
  - **Motion to amend or accept the present agenda:** Motion to by Morris, Second by Flake. All ayes, the motion was accepted as written.
  - **Motion to amend or accept the meeting minutes from the last meeting:** Motion to by Kemp, Second by Morris. All ayes, the motion was accepted as written.
  - **Monthly financial report:** Motion to by Morris, Second by Flake. All ayes, the motion was accepted as written.
4. **Comments or topics from the public.** No public present.
5. **Topics from the Commission:** None.
6. **Selection of annual performance review team for Coordinator (Chair/Vice & a third):** The Chair, Vice Chair, and Commission member Louise From will conduct the Directors evaluation which is due by the May meeting.
7. **Haz Mat Team report:** Attached
8. **Local Emergency Planning Committee (LEPC) report:** Airport FTX proceeding as scheduled.
9. **Deputy Coordinator report & announcement from Shawn:** Attached. Shawn's has resigned his last day is March 3, 2017
10. **Coordinator report-status of replacement of deputy coordinator position:** Being advertised, hope is to have someone in place by April at the latest.
11. **New Business: Debris plan update, Hazard Mitigation Plan due in 2019, EMPG grant, other:** Attached. After discussing the EMPG grant and the details of its current status by the State, the Commission would like Director Wilson to modify the grant to some other type of eligible equipment and not pass on the funds completely.
12. **Adjourn:** Motion by Morris, Second by Kemp. All ayes, motion carried meeting adjourned at 7:41 PM

## Director Report: February 2017

- Six months into the FFY17 EMPG grant HSEMD has chosen to disallow any software purchases from the local share of our funds in order to force locals to use the State of Iowa MB3 Damage Assessment software platform they are developing. This has caused a large rift between the local EMA Commissions statewide and HSEMD
- At the request of the HSEMD Director I presented “We have Eyes” and that module which Inspiron logistics has been developing and the State is considering funding statewide as an additional module onto the present Alert Iowa platform. Last week I met with the Iowa Sheriff’s & Deputies Board of Directors in Des Moines to discuss this concept. They will have an answer back in March. The concept has been shared with the local center and with Cedar Rapids Dispatch as well as with the State of Iowa EMA Association and I am working to get dates lined up with the Iowa Police Chief’s Board to discuss it there.
- I will assume the duties of President of the Iowa EMA Association on July 1 2017.
- I have been involved in the Association & ISAC legislative process for this season already as we are trying to clean up several code sections relating to 911 and EMA.
- The FCC has informed HSEMD they are being placed on the list of States that diverted E911 funds for purposes other than E911 last year. In this case it was for the ISICSB radio system for use in the land mobile radio platform
- The HSEMD 911 consolidation report is out. It recommends rolling back the 60% wireless pass through back to the 46% amongst other initiatives such as physical consolidations of 911 centers in counties with more than one center. It also recommends moving the wireline (landline) 911 to a system similar to the wireless system managed by the State HSEMD. HSEMD has advised they DO NOT intend to seek to change that recently approved pass through amount on the wireless formula but that the \$200,000 consolidation grant will only be available for PHYSICAL, not Virtual consolidations going forward. They also intend to try and consolidate the wireline or landline 911 systems to 6 regional call processing equipment or (CPE) sites using 911 funds in order to save funds statewide so locals will no longer need to purchase and maintain that type of equipment.
- HSEMD and the U of I are doing a Disaster Recovery Symposium at the Iowa Memorial Union this May and I have been helping with the planning of that event.
- In April or May we will need to do the spring budget amendment for the unplanned revenues and expenses from dive team donations, FBI replacement funds for the damaged boat, revenues from the equipment provided to both Cedar Rapids and Linn County during their floods and some misc. grant funds and reimbursements. The total should be \$63,230.86
- Last Friday I conducted a table top exercise for 3 hours with Iowa City which was excellent review for the risk of spring flooding. As a reminder we presently have 2,100 filled bags on order due to arrive the first week of March for restock of our supply we sold CR & LC in September. We also have 565,000 empty bags in local caches. We are reducing by 900 bags the amount of full bags we keep on hand due to mitigation projects and our continued migration to Hesco.
- In 2019 we are due to renew our County-wide Multi-Jurisdictional Hazard Mitigation Plan. HSEMD tentatively feels they will have \$30,000.00 to provide us in grant funding for the plan refresh but we will need to do an RFP and select a vendor and also provide a cash match as in kind match is no longer allowed for this grant. I would like approval to move forward with doing an RFP. The notice of interest and initial grant application has already been submitted to HSEMD.
- The debris management plan is moving forward and is on track to be completed by July 1 at the latest.
- Once that project is complete we need to discuss EMAP and if there is Commission interest to move towards EMAP accreditation. A ballpark cost would be \$6,500.00 to get us EMAP ready using contracted services.
- I am working with Johnson County H.R. to fill the Deputy Coordinator position that is being vacated by Shawn. Shawn’s last day is March 3<sup>rd</sup> and I would like to have someone hired by the end of March to start in early April.
- Presently the EMA cash on hand is \$219,502.13 (including the hazmat truck replacement funds) and we are at 57% of the budget for FY17 expended with 8 months of the budget completed. JECSA has been paid \$1,771,538 to date with another \$1,552,987.00 left to pay over two remaining installments for the FY. Our year to date revenue is \$2,217,524.50 with an expense to date of \$2,089,012.64 which is a net + of \$128,511.86 to date of new revenue for FY17.

## Deputy Director Report: February 22<sup>nd</sup> 2017

- Hazmat Team
  - No calls since the last meeting
  - Training last month was full tank car identification and overview of our Tier II chemicals going through the county as well as using foam on tanker fires.
- Dive Team
  - 0 Calls
  - Last training was with Story County Dive Team ice diving.
    - March training will be pool recertification's
- Bomb Squad
  - No calls since last meeting
- HMEP Grant – 1 ICFD member HAZMAT Tech school.
- Tanker Car class scheduled for April, has good numbers signed up so far, may max out at the 30 registrants
- We hosted an ICS 300 & ICS 400 course recently
- Storm spotter course is scheduled and registration is open
- The DAEC exercise is scheduled for April and please RSVP so we have a head count for dinner
- The Airport exercise meetings are underway
- The Amateur Radio unit had a radio fail that was sent into the factory for repair

**MEETING MINUTES**

**January 25, 2017**

The Johnson County Emergency Management Commission met on Wednesday, the 25<sup>th</sup> of January 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](http://www.JECC-EMA.org), and on the Johnson County Web at: [www.Johnson-County.com](http://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. For commission members needing to dial in call: **1-302-202-1090 Access Code 648-2495** and follow prompts. If no Commission members have dialed in by 7:10 or if there is a quorum onsite, then the conference call line will be terminated for the remainder of the meeting. This line is for Commission members only.

**January 25, 2017, 7:00 PM - Johnson County EMA Commission Meeting**

**Open meeting and determine quorum of at least 7 Commissioners. And 9 were present.**

- Brian Wayson, the Commission Chair, called the meeting to order at 7:00 PM and present onsite were the following elected officials: Commission member Rod Sullivan from Johnson County Board of Supervisors, Commission member John Thomas from Iowa City was on the phone, Commission member John Lundell from Coralville, Commission member Tim Kemp from Hills, Commission member Lonny Pulkrabek of the Sheriff's Office, Commission member Chris Taylor from Swisher, Commission member Brian Wayson from North Liberty, Commission member Mike Haverkamp from University Heights, Commission member Sandy Flake from Lone Tree arrived at approximately 7:15 PM, and Emergency Management staff Dave Wilson and Shawn Sharp, as well as Emergency Management Intern Nicole Jones.

**Roll call by sign in sheet and introductions.** Introductions of the intern and Commission / Staff were done.

**Action on consensus items:** Motion to accept all three items below by Kemp, second by Sullivan. All ayes, the motion carried.

- **Motion to amend or accept the present agenda:** Accepted as written.
- **Motion to amend or accept the meeting minutes from the last meeting:** Accepted as written.
- **Monthly financial report:** Accepted as written.

**Comments or topics from the public not related to the proposed FY18 budget.** No public present.

**Open the public hearing for the FY18 budget:** Director Wilson gave an overview to the members.

**Comments from public on the proposed FY18 budget:** No public present and no written comments received.

**Close the FY18 budget public hearing:** Motion to close by Pulkrabek, second by Lundell. All ayes the motion carried to adopt the FY18 EMA Commission Budget as published.

**Action on the FY18 budget:** Roll call of each member by Wilson:

- Sheriff Pulkrabek: Aye
- Board of Supervisors Member Sullivan: Aye
- Hills Mayor Kemp: Aye
- Iowa City Councilman Thomas: Aye
- North Liberty Councilman Wayson: Aye
- Swisher Mayor Taylor: Aye
- University Heights Councilman Haverkamp: Aye
- Coralville Mayor Lundell: Aye
- Lone Tree Mayor Flake: absent during this item.
- All ayes and the motion carried to adopt the FY 18 EMA Commission budget as published.

**Topics from Commission:** Chair Wayson discussed the Employer Support of the Guard and Reserve meeting that several commission members and the EMA staff recently attended. Informational only. No action needed.

**Nominations & elections of Chair and Vice Chair:** Pulkrabek nominated Wayson and Kemp as Chair and Vice-Chair respectively, second by Lundell. All ayes and the motion carried.

**Haz Mat Team report:** Attached

**Local Emergency Planning Committee (LEPC) report:** Attached

**Deputy Coordinator report:** Attached.

**Coordinator report:** Attached.

- Sullivan asked for a written executive summary from Wilson about the E911 Consolidation study and Wilson will email that out to the Commission yet tonight. Wilson covered the highlights verbally also.
- Kemp heard that the new brewery on S Gilbert will offer white water rafting and wondered who would respond to any issues on the river: Sheriff's Office and closest fire department with an EMA boat responds to those calls.
- Sullivan opened up a discussion about a drone and that perhaps in the future EMA could/would need to acquire one for use in the county during disasters. It was pointed out the one we hired during the flooding on the Cedar River for use at the Sutliff Bridge was helpful.

**New Business: Debris plan update, other:** Wilson gave an overview of the project. Only one meeting so far, but a lot of work has been done towards the completion of the plan and the base template is written as is being reviewed by those involved in the plan development.

**Adjourn:** Motion by Sullivan, second by Kemp. All ayes motion carried. Meeting adjourned at 7:23 PM.

**January 25, 2017**

**Director Report:**

- Participated in the Alert Iowa, FEMA Region 7 Communications and State Homeland Security meetings as well as the State Damage Assessment Software meeting
- Homeland Security Advisory Board is looking to fund an additional module with the present Alert Iowa vendor if the Iowa Sheriff's & Deputies and Iowa Police Chief's Boards are interested in the module. It is a phone app. that is similar to "see / send" and would be basically a tip line into local 911 centers that would get passed onto investigators for the agency having jurisdiction. (I have an informational meeting with ISSDA in Feb. to solicit their level of interest).
- This is my year as 1<sup>st</sup> VP for the Iowa EMA Association and will take over as President in July.
- Have been involved in the Association & ISAC legislative process for this season already. We are playing defense on the wireless 911 fee this session and doing some language cleanup of the 911 code section 34A to match 29C
- The HSEMD 911 consolidation report is out. It recommends rolling back the 60% wireless pass through back to the 46% amongst other initiatives such as physical consolidations of 911 centers in counties with more than one center. It also recommends moving the wireline (landline) 911 to a system similar to the wireless system managed by the State HSEMD. Anyone with an interest in that report let me know and I can send it electronically to you.
- HSEMD and the U of I are doing a Disaster Recovery Symposium at the Iowa Memorial Union this May and I have been helping with the planning of that event.
- EMA has been paid in full by Cedar Rapids and Linn County for our disposable flood supplies and will reorder our remaining items which are just filled bags here in the next month or two for our flood response cache. Presently we have no filled bags, but have 565,000 empty bags in local caches and will be reloading with 30 pallets of filled bags (2,100 bags)(900 bags less than before). We have replaced our Poly and all Hesco. Our pumps are all serviced and back and our first out trailer is reloaded with Poly and empty bags. We restocked our 1 mile of poly already and all Hesco removal bars are back. Iowa City was also restocking its 1 mile of Hesco and the USACE at the Lake is reloading in late February with 8 pallets of Hesco, 250,000 empty bags and 5 pallets of Poly sheeting (roughly another mile).
- EMA hosted a Social Media for Disaster Response & Recovery Course.
- Attended several additional meetings: Region 6 EMA, Public Health Coalition meetings, DAEC meetings and the Fire & EMS association County meetings
- I presented the Budget to the Board of Supervisors on 1-23-17 along with a presentation by Tom Jones on the JECSA budget.
- Presently the EMA cash on hand as of 1-23-17 is \$240,167.34 (including the hazmat truck replacement funds) we are at 56% of the budget for FY17 expended 7 months into the year and JECSA has been paid \$1,771,538 to date with another \$1,552,987.00 left to pay in two more installments for the FY.

**January 25 2017**  
**Deputy Director Report**

- Hazmat Team
  - Two calls since the last meeting – both are paid and all hazmat claims are paid in full.
    - 12/8 diesel spill I80 @ 270 EB
    - 12/15 diesel spill I80 @ 265 EB
  - Training last month was full scale product identification after classroom on testing and collecting procedures.
- Dive Team
  - 1 call that was cancelled before their arrival on scene; a person through the ice on Lake McBride. That person was safely out of the water upon arrival of the first arriving public safety agency.
  - Old inflatable that was damaged beyond repair was shipped to FBI.
  - New inflatable has been received that is being paid for by FBI as they ruined the old one.
  - Last training was ice diving.
  - The one out of state dive recovery claim is still unpaid and at collections.
- Bomb Squad
  - No calls since last meeting.
- HMEP Grant – nothing new to report.
- Tanker Car class scheduled for April, has good numbers signed up so far, may max out at the 30 registrants
- ICS 300 & 400 Courses flyers out and weekday courses are full.
- DAEC Spring Functional Exercise for Host County. Invites went out and Shawn will resend them once again.