

Johnson County Homeland Security & Emergency Management Agency

Dave C. Wilson, IA-CEM

Coordinator/Director



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February 22, 2024 at 5:30 PM - Johnson County EMA Commission Meeting Minutes

1. Opened the meeting and determined the quorum was met of at least 7 of 13 elected Commissioner members, Chairperson, Tim Kemp - Hills Mayor, Councilperson, Brian Wayson - North Liberty Councilperson, Dave Wilson – EMA Director/Coordinator, Travis Beckman – EMA Deputy Director/Deputy Coordinator. Louise From (Vice Chair) – University Heights Mayor, Ashlynn Brown – EMA Intern, Scott Lyon – Iowa City (Fire Chief) Alternate, Orey Schwitzer (Fire Chief) – Coralville Alternate, Brian Wayson – North Liberty Councilperson.
2. Roll call via Conference Call of Commission members:
Present via Conference Call were: Bruce Teague – Iowa City Mayor, Julie Persons - Swisher Mayor, Heather Johnson – Oxford Mayor, Randy Lamm – Johnson County Sheriff Chief Deputy, Eric Schnedler– Tiffin Councilperson, Matt Zadow – Lone Tree Council Person, Jim Hennes – Oxford (Fire Chief) Alternate.
3. Action on consensus items:
 - A. Motion to amend or accept the present agenda
 - B. Motion to amend or accept the meeting minutes from the last meeting
 - C. Action on the current financial reportMotion By: Julie Persons Second By: Louise From Results: Passed
4. Comments or topics from the Public: Limited to 3 minutes per person:
5. Topics from the Commission:
6. Director Report: Attached & Summarized.
 - Reminder to all new Commission members to reach out for your one on one tour of the facility and any orientation questions you may have. If you were not already sent an orientation packet, please reach out to me to get one and schedule a tour and Q&A session.
 - We issued plaques to Jim Hennes from the Office of the President for a Lifetime Achievement Award for Volunteering over 5,000 hours of service to the community. We also have one yet to present for Kathy Riggle. Jim is the Oxford Fire Chief and a Commission alternate. Kathy is a JMFD (Swisher Fire Department) longtime volunteer.
 - Travis presented the City of Oxford & the Fire Department, with a plaque in recognition of their assistance as a shelter for 10 stranded motorists during the January blizzard. I am still awaiting a meeting with the Johnson County Snow Drifters - Snowmobile club, to present them their award for assisting throughout Johnson & Iowa Counties during the blizzard.
 - Blizzard updates: Iowa HSEMD submitted a letter of request to FEMA Region 7 in KC MO on 2/13/24 – seeking a Presidential Stafford Act Disaster Declaration. This will include the snow removal emergency declaration and likely also trigger an SBA (Small Business Administration) declaration – which is common. If approved, this will also trigger the FEMA hazard mitigation grant funding normally for projects. These three things are all normally linked to one and other.(January 8th through 14th). HSEMD submitted a major disaster declaration request to FEMA. The JPDA resulted in approx. \$9 million in validated estimates & 15 counties exceeding their thresholds. In consultation with FEMA R7 Recovery leadership, 18 counties were included in the declaration request for Public Assistance, categories A-G: Adair, Black Hawk, Cedar, Clinton, Davis, Delaware, Dubuque, Jefferson, Johnson, Jones, Linn, Lucas, Montgomery, Polk, Scott, Story, Wapello, and Washington. The request process typically takes a few weeks.
 - The blizzard after-action review was conducted in late January and we are awaiting the written report back from the contractor who facilitated this for us. Once it is in, we will share that with the Commission, and publish an executive summary.
 - Revisions are being made to the C.A.T (County Assistance Team) plan that lives in ESF-3 as well and the IA DOT is interested in getting together in March or April to discuss how their response could have been enhanced related to the I-80 closure the Friday night of the blizzard. More to come on that.

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- The remainder of January and early February included a lot of Disaster Declaration pre-work and running down estimates from eligible municipalities. EMA intends to use ER-Assist (the same FEMA claims contractor we used during the Derecho) to handle our FEMA claim. As a reminder, their time is eligible for reimbursement under direct administrative costs otherwise known as a “CAT.Z” claim. ER Assist will be willing to contract with any other of the smaller communities who need help as well. Susan Hartman is already engaged with nearly all of the smaller communities. North Liberty, Coralville, Iowa City, the County and the U of I, normally handle their claims in house.
- We had a planning meeting at the Sheriff’s Office with some key player to kick off planning for an exercise this August in Tiffin. More to follow on that in new business.
- We hosted a Table Top exercise that was facilitated by the Safeguard Iowa Partnership, and an am Run-Hide-Fight, refresher training related to this upcoming exercise in August. I am facilitating a second and final delivery of this table top this coming week which will be held at the High School in Tiffin for their key leadership at the CCASD.
- We conducted a second round of the new emergency radios tests and an ICCSD duress button test with JCOM.
- The Snowmobile is in for service at a repair shop. EMA is proposing either to relocated it to a rural VFD, or Conservation, or to sell it and use the proceeds to procure tracks for UTV’s that can be taken on and off. This is a new business discussion item tonight.
- We procured two new shelter carts. One is a replacement and enhancement to the expansion of what we had and used at Oxford in January and the other is for a proposed shelter site at Lone Tree with the LTSD and the wellness center. I meet with the School Board and leadership twice since the last Commission meeting to discuss this proposal and am awaiting their signed agreement to participate. Presently we only have the local fire station as a shelter site in that city.
- The City of North Liberty is withdrawing from the Dive Team 28E due to lack of staff to fulfill their role. Once we get that letter from the NL City Attorney it will be filed with the State and copies to all participating member entities. Doing this will save time as opposed to rewriting it again and circulating it for another set of signatures. Nathan P. at the County Attorney’s Office is working this issue with Graham, the Attorney for the City of North Liberty.
- I had several discussions with various interested parties on the proposed new EMA storage building and more to come under old business on that, but it looks to be proceeding along for bonding this next FY25.
- We provided logistical support to the U of I for the Carver Hawkeye Arena history making game with equipment as well as facilitated support for a recent event in Iowa County.
- I have lined up a flood fight refresher training for April in the EOC with the USACE and our local public works departments.
- We have one grant funded piece of equipment yet to recover from Camp Dodge. That is the Meridian Archer Vehicle Barrier system that will go to Iowa City Public Works for housing. As a reminder we will need to do a FY24 budget amendment as we are acting as a fiscal agent for several of these federal grants for the purchases made by HSEMD for equipment that we received items from as well as other counties.
- Two sUAS classes will be held in June here at the EOC. One for new pilots and one for experienced pilots to enhance our Search skills using these for lost and missing persons.
- We are acquiring additional needed training materials for the upcoming active shooter full scale exercise later this year. We have not done one of these since 2019 at the U of I recreation and wellness center.
- The 2015 Tahoe had some maintenance issues that had to be repaired. We still do not have a firm replacement date for that vehicle and no word on when the one-ton truck is due in that has been on order for over a year now.
- The VA still has the Decon trailer for training.
- We made the first installment payment to the vendor for the mitigation plan that is grant funded.
- I traveled to Dallas county to recover some grant funded shelter equipment and some other leftover PPE and other items from a grant they were holding in excess. Those items are in storage on the shelter trailer as well as at the Tiffin storage unit we rent.
- I traveled to Des Moines County for the retirement of a colleague who recently retired with 29 years of service.

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- One boat is left to bring back from service at a vendor in Muscatine. They have been awaiting some custom-made parts and it is due to come back next week.
 - The new dive team members were unable to get Ice Dive Trained this winter due to lack of suitable conditions this year (inadequate ice). We hope to get them certified this next winter.
 - No recent bomb team or dive team calls since the last meeting - just normal monthly trainings.
 - The sUAS program has been quite recently except for training flights.
 - The City of Solon agreed to house one of the ema Tahoe's over the winter so it doesn't sit out which works well.
 - Still working with the attorney's office on the EMA storage and next steps with builders etc. for civil work and next stages on planning the storage garage.
7. Deputy Director Report: Attached & Summarized.
- HAZMAT –
 - Monthly trainings continue. Recent training was Chemistry Basics.
 - 0 Call outs since last meeting.
 - ARES –
 - Met 2/20/2024.
 - CERT –
 - Recruitment efforts ongoing
 - Trailer inventory/training occurred in October but it was primarily all ARES folks.
 - I presented a memorial plaque to Principal Plummer and the team in remembrance of member Aidan O'Neill who we died this past July. We retired his cert call number & badge ID.
 - Regina CERT – program remains strong. Recent session was unit 5, Disaster Psychology.
 - LEPC –
 - Reminder to reporting facilities they do not have to submit paper copies of Tier II information to EMA. Upload to the state and we can obtain information that way.
 - COAD –
 - No updates since last meeting.
 - Healthcare Coalition (Service Area 5)
 - Communication platforms work continues.
 - The group assisted with the planning for the Quad Cities Readiness conference and is hosting registration this year.
 - COVID19
 - Recovery Transition meeting with FEMA and Dave and me held on 1-26-24.
 - Final closet out CAT Z documentation needs to be gathered to account for agencies time working with FEMA on the previous COVID claims.
 - Project Lifesaver
 - Serving 4 Clients at this time.
 - Ongoing education with a couple clients and their caretakers due to concerns with them following the rules of the agreement. Encouraging Better communication from the caretakers to the team.
 - Sent out feelers to a couple of different groups seeking program donations.
 - Updates on Grants
 - HMEP 22 – CFS (Commodity Flow Study) cost submitted. Paid on 2/20/2024.
 - ESF 10 work by Two Rivers Emergency Management I snow being submitted,
 - HSGP 22 –All HSGP 22 dollars have been received.
 - EMPG 23 –. Reimbursement received 2/20/2024. Move to closeout.
 - HMEP 23 – No other qualified training was designated.
 - HMEP 24 – Withdrew intent due to no training needs by our Techs.

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- HSGP 23 – Awarded for \$113,000, Foam Trailer and River Boom. Quotes have been obtained. Dave and I will make visits to departments who own the equipment to spec items.
 - HMGP – Phase 1 work by TREM is complete.
 - Grant Agreement Meeting with the state completed on 1-30-2024.
 - HSGP \$200K project in partnership with HSEMD for archer barriers and light tower generator sets. Light tower generator has been picked up.
 - Winter Storm/Blizzard – Compiling data for our agency claim.
 - Attended FEMA R7 virtual meeting for Continuing Disability Awareness Overview.
 - Helped coordinate and attended blizzard AAR.
 - Participated in initial meeting to work with LTCSD in housing a community shelter in their rec center. Dave working on ongoing discussions/approvals.
 - Conducted refresher emergency radio training for Regina staff and completed a testing of equipment.
 - Participated in a Dam meeting with DNR and Iowa City regarding required Emergency Action Plan. State provided draft plans and Iowa City to edit. We will receive final copies upon completion.
 - Assisted Aubrey, Dispatch Supervisor, with ICCSD testing of their emergency radios and their duress buttons.
 - EMA hosted and we attended a Pipeline Security Course.
 - 1st Spring outlook webinar by NWS. Conditions going into Spring do not presently warrant any concern at this time for any large-scale flooding.
 - EMA hosted a Safeguard Iowa led Active Shooter Training and Tabletop Exercise in preparation for the full scale later this year.
 - New Intern, Ashlynn Brown has started with us with today being her first day.
 - The annual storm spotter training is set and a flyer attached.
8. Old Business/Other:
- Grant reimbursements – Light tower, pumps from state, waiting on barriers, (new gate feature) all to be housed in Johnson County, rest covered in Director and Deputy Director Reports
 - EMA Commission Storage Building Update – final approval when county passes their budget
 - Auction status of old boat – March 5 auction ends
 - Dive 28E filing – North Liberty withdrew, letter to be drafted for North Liberty to approve since their signature spot was on the 28E.
 - Mitigation grant project report - 1st phase complete, billed and payment submitted.
9. New Business:
- FEMA Stafford Act Declaration for Blizzard - We made our numbers for Johnson County, Contiguous counties will also be able to receive funds. RPA forthcoming. Gather all costs. OT and equipment are covered.
 - Full Scale Exercise Plan for 2024 – Aug 2nd. Meetings and planning is ongoing.
 - Motion to allow sale by EMA made by Julie Persons, Second Bruce Teague. Passed.
 - Dive team leadership change for 2024 – Russ Dunn will step back and Brandon Fedderson will assume responsibility. Tepoel as training and Hankins as Equipment Manager.
 - Adopted updated Procurement policy which includes new federal language.
 - Motion by Brain Wayson, Second by Louise Form. Passed
10. Next Meeting Date: April 25th 2024 at 5:30 pm.
11. Adjourn: Action – 5:50 PM Motion By: Julie Persons Second By: Louise Form Results: Passed.

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