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March 12, 2015

The Johnson County Emergency Management Commission met on Wednesday, the 11th of March 2015 at 7:00 p.m. 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, unless 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 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.

March 11th 2015 7:00 PM - Johnson County EMA Commission Meeting Minutes

In attendance were: Pat Harney - Board of Supervisors (E)

Orey Schwitzer - Coralville (Alternate) (R) (via recorded conference call line)

Tim Kemp - Hills Mayor (Vice Chair) (E)

Michelle Payne - Iowa City Councilperson (E)

Brian Wayson - North Liberty Councilman (E)

Chris Taylor - Swisher Mayor (E)

Louise From - University Heights Mayor (Commission Chair) (E)

Greg Morris – Solon (Alternate) (R)

Roger Jensen – Iowa City (Alternate) (R)

Terrence Neuzil – Johnson County (Alternate) (via recorded conference call line)

Dave Wilson- EMA Coordinator (S)

Lora Shramek – Johnson County Human Resources Manager

Brad Fisher – Johnson County Agricultural Association President representing the Fair Board

1. The Chairperson opened the meeting at 7:01 PM and determined quorum of at least 7.
In attendance were (8) voting members, (7) in person and (1) on line as listed above, plus (2) additional alternates.
2. Roll call by sign in sheet and introductions as needed. The Chairperson had those present in the room do introductions. Those on the line were Terrence Neuzil and Orey Schwitzer whom announced themselves.
3. Action on consensus items: A. Motion to amend or accept the present agenda
 - Motion to accept the agenda as drafted. Motion by Morris, to accept as published, Second by Kemp, All Ayes-Approved. Motion carries.
 - B. Motion to amend or accept the meeting minutes from the last meeting
 - Motion to accept the meeting minutes from the previous meeting as drafted. Motion by Payne, Second by Morris, All Ayes-Approved. Motion carries.
4. Comments or topics from the public: None present outside of invited guests and County staff.
5. Discussion and background on filling the presently vacant EMA Plans Officer position. Coordinator Wilson provided background on the history of how positions and staffing changes have been done in the past, how staffing needs have been identified and a reminder from the discussions of the Commission over the past two years about a job description that better suits the needs of the agency whenever the Plans Officer position becomes vacant or if we ever created another position. Wilson outlined discussions he and Sheriff Pulkrabek had gone over again recently related to his desire to see what it would take to just make the vacant Plans Officer position an FSLA exempt position by making modifications to that job description. The Sheriff has an interest in seeing if that could be done and Dave followed up with Human Resources Manager Shramek on that topic several weeks ago. She went over position descriptions, duties and Hour and Wage Division requirements on exempt vs. nonexempt staffing and indicates that it is not easy to just do that.



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She has met with the Chairperson and EMA Coordinator and has gone over two proposed position descriptions that were provided tonight. The first is basically is filling the vacant position as is and in her view it is not possible to just make that an exempt position without violating hour and wage rules.

The second option presented is filling the position as a Deputy EMA Coordinator position.

The Chairperson, Vice Chairperson, Councilperson Payne and Human Resource Manager Shramek went over their discussions, thoughts and desires regarding what they recommend. Solon representative Morris provided additional thoughts, support and discussion on the two positions as did Councilman Wayson and Mayor Taylor.

None of the Commission members present or on the phone offered any interest in filling the vacant position as it stood now as an hourly Plans Officer position, and all were in agreement that a Deputy Coordinator position is what they would like adopted, posted and filled.

The new position proposed is estimated by the Human Resources Manager to move the job class from a class 14 to a class 16 non bargaining scale, however at an amount not to exceed the presently adopted and approved FY16 budget amount. This estimate is contingent on review by the County (JET) or Job Evaluation Team review. The initial salary offering will be dependent on qualifications and experience. A recommended initial salary offered to a candidate would come from the Human Resource Manager once a job offer is extended to a selected candidate.

- Motion by Morris, Second by Payne, to advertise and begin the hiring process for a Deputy EMA Coordinator job description at a class 16 FSLA exempt position with a salary offer not to exceed what is presently budgeted in the FY16 adopted budget and starting salary dependent on the recommendation of the Human Resource Manager, All Ayes-Approved. Motion carries.

6. Haz Mat Team and Local Emergency Planning Committee (LEPC) reports:

- The Hazmat Team continues its dry spell and has not had any responses since we last met. The next LEPC meeting for the spring meeting is on March 17th at 10 AM in the EOC. The planning for an exercise at Integrated DNA in Coralville and the grant for doing a new commodity flow study on rail, highway and pipeline will be discussed as well as the training grant.

7. Plans Officer Report: The written Planner report was included in the packet. Nothing to add and it is attached to the minutes.

8. Coordinator Report: The (EMPG) Emergency Management Performance Grant has been submitted to State Homeland Security and Emergency Management. Wilson would anticipate a delay in reimbursement again this year due to the near constant fighting among Congress and the White House over Immigration and the delays they create on funding Federal DHS and its subordinate budgets. It was only about 12 days ago that Congress finally passed a DHS budget that is good until the end of the present Federal FY which ends September 30, 2015. So in delaying that once again, it has a cascading effect on when FEMA (within DHS) can release the grant funds for grants like the EMPG and AFG or Assistance to Firefighters Grants. The majority of what Dave had to cover is in the written Coordinator report which was included in the packet and is attached to the minutes. Today was another trip to Des Moines as is Friday. Dave continues to work with our lobbyist, and our local elected delegation in Des Moines to see what can be done to modify the code to return more of the wireless 911 revenue back to the local level, additionally Johnson County had an Amber Alert Saturday night. At the request of the Sheriff's office both a Statewide Amber alert using DOT Signs, Weather Radio and Cell phones was sent out. EMA also was requested to send out the same message over the IPAWS (integrated public alert warning system) which means it hit all the landlines and social media in addition to the wireless again, the NOAA radios again and the Walgreens signs throughout the County.

Johnson County Homeland Security & Emergency Management Agency

Dave C. Wilson, IA-CEM

Coordinator/Director



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The child was returned safely and the suspect is in custody. Great work to the Sheriff's office and all involved including the Communications Center.

9. JECC, E911 & Statewide Communications report: Nothing additional to report that we have not already covered except that the E911 budget for FY16 was adopted.
10. Discussion and possible action regarding the latest proposal from the Fair Board regarding storage and a building extension to building (B): The letter from the board is in the packet and attached to the minutes; Brad Fisher from the Fair Board was in attendance to answer any questions the Commission may have. Discussion from Payne regarding the Iowa Utilities Board Code and rental space / metering. It was pointed out that the only legal way to manage this part of the proposal would be for the winter months heat and electric to be paid for by the Fair Board and then the EMA Commission and Agency would be billed for rent that covered the utilities that the Fair Board paid directly to the utility the previous month. This does not mean that the rent increases by the cost of the utilities for the prior month. If the utility for those months is \$1200, then the rent for all 12 months should be increased by \$100 per month. There could also be a meter installed that serves that area of the building and it could be turned off or switched into the county's name during the other months of the year. Otherwise there are legal and metering issues that would have to be worked out. Brad will get back to us on a solution to that but otherwise the Commission was in favor of moving forward with the proposal. A letter of agreement will be drafted by the Fair Board and worked through EMA and brought back for signature. There is a desire by the Commission if there is remaining spend authority left in the budget in June to pay down some of the Fair Board storage expansion using spend authority left in the present FY15 budget. I will notify the Commission in June if that is possible and if so how much of that can be fronted to the Fair Board to begin the storage expansion project.

Motion by Kemp, Second by Morris, to approve a total of \$45,000.00 paid over two years to the Fair Board for heated storage as outlined in tonight's proposal. All Ayes-Approved. Motion carries.

- Discussion of the spring FY15 budget amendment: Wilson explained that we have now realized the majority of the FEMA reimbursement from the floods at the start of the present FY and we need to amend the spend authority to show the revenue and expenditure that occurred due to that flood event. We will be publishing the spring amendment to add \$93,000.00 to the budget. That has been sent to the Auditor's office and will be published in the normal fashion with the amendment to happen at 7 PM on April 8th 2015. No additional taxes are impacted to do this. It comes from the reimbursement money from FEMA. As a reminder at least (7) elected officials must attend the April 8, 2015, meeting since it is a budget meeting.
11. Consensus item: monthly financial report
 - Cash on hand is \$122,647.45 as of 2/25/15
 - An additional \$123,738.49 of revenue will be realized before the close of the present FY. These revenues will be from EMPG FY15 (\$39,000), the balance of the FEMA & State flood reimbursements, and from the 4th quarter County tax payment to EMA of (\$57,568.50).
 - The remaining budget expenditure authority this FY is at 41% with 4 month of budget left prior to the amendment. The remainder of the financial report was provided as part of the monthly packet.
 - Motion to accept monthly financial report. Motion by Morris, Second by Kemp, All Ayes-Approved. Motion carries.
 12. Adjourn
 - Motion by Kemp, Second by Payne, All Ayes-Approved. Motion carries. Meeting ended at 7:43 PM