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April 8, 2015

**April 2015 Meeting Minutes**

The Johnson County Emergency Management Commission met on Wednesday the 8<sup>th</sup> of April, 2015 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(s). The agenda was posted on Friday the 3<sup>rd</sup> of April, 2015 at the EMA office building as well as online on the following websites not less than 24 hours before the meeting. The two websites where it was published are: [www.JECC-EMA.org](http://www.JECC-EMA.org), as well as on the Johnson County website at: [www.Johnson-County.com](http://www.Johnson-County.com) Additionally the agenda was published as well as the budget amendment 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. Dial in instructions for Commission members for the meeting was: 1-866-501-1340 and by entering conference code 319-356-7344 then following the prompts. Due to a quorum being present in the room this was not used for the entire meeting.

**April 8<sup>th</sup> 2015, 7:00 PM - Johnson County EMA Commission Meeting Minutes for April**

1. **Open meeting and determine quorum of at least (7 elected officials) required due to spring budget amendment):** The Chair called the meeting to order at 7:00 PM and present were the following elected officials: Commissioners Lundell of Coralville, Wayson of North Liberty, Harney from the Board of Supervisors, Sheriff Pulkrabek, Commissioner Payne from Iowa City, Commissioner Kemp from Hills (Vice Chair) and Commissioner From with University Heights (Chairperson), all were onsite and no Commissioners dialed in therefore the online bridge was terminated at 7:01 PM.
2. **Roll call by sign in sheet and introductions as needed:** Commission members were present as above. No introductions were made.
3. **Action on consensus items: (A) Motion to amend or accept the present agenda:** Motion by Payne and Second by Kemp to accept the agenda as published. All Ayes and motion carried.  
**(B) Motion to amend or accept the meeting minutes from the last meeting:** Motion by Kemp and Second by Payne to accept the minutes as presented. (Payne had previously sent updates that were incorporated into the minutes published and are as presented tonight) All Ayes and motion carried.
4. **Comments or topics from the public:** No public present and no written comments received.
5. **Open public hearing on spring budget amendment for FY15 budget:** The Chair opened the public hearing at 7:01 PM. Wilson presented the proposed amendment as has been published in the Iowa City Press Citizen in accordance with the Code of Iowa and provided proof of publication from the Press Citizen, no public is present and EMA has received no written, emailed or phoned in comments on the proposed budget amendment to date, per Wilson.
6. **Close public hearing on spring budget amendment for the FY15 budget:** The Chair closed the public hearing at 7:02 PM
7. **Action on spring budget amendment for FY15 budget:** Wilson reminded the Commission of the reason behind the Amendment as it relates to the FEMA declared flood at the first of the present FY15 in July 2014. This covers the FEMA reimbursements and expense realized during the floods. The amendment adds \$93,000.00 to the present FY15 budget in spend authority and no new taxes are incurred due to this amendment. Motion by Payne and Second by Kemp to approve the amendment for the FY15 budget by adding \$93,000.00 to the budget authority as was published in the public notice. All Ayes, motion carried.
8. **Action on the Dive Team 28E agreement:** Wilson explained where the 28E is in the process and which entities have signed it. Wilson asked for a motion allowing the Chair to sign the agreement as included in the packet and as has been previously discussed. Motion by Payne and Second by Kemp to authorize the Chair to sign the 28E. All Ayes and motion carried.



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9. **Update on status of the agencies vacant position:** Wilson briefed the Commission on the advertising and the number of applicants. A total of 102 applications were submitted to Emergency Management and Human Resources from various sources. Human Resources compiled a screening list of over 80 to be reviewed.  
  
Human Resources and Wilson have reviewed the applicants and Human Resources will begin scheduling interviews for next Tuesday the 14<sup>th</sup> and Wednesday the 15<sup>th</sup> of April for a total of 6 of the applicants. The list of applicants was circulated for the Commission to review. Of the applicants there are 2 that are active Emergency Management Coordinators from here within Iowa and two more being scheduled for interviews that are Emergency Planners from out of State. There were a great many with related degrees and/or experience and it was challenging reviewing that volume of applicants. After the initial interviews are done a second round of interviews for the final 2 candidates will be scheduled the week of the 20<sup>th</sup> of April. Wilson hopes that Human Resources can make a job offer that same week. It is assumed that whomever is selected would probably need to provide their present employer 30 days notice which would mean they would start here sometime in late May at the agency. No action required or taken by the Commission. First round interviews will be conducted by a member of Human Resources, Chairperson From and Wilson. For second round interviews both Commissioners Payne and Kemp have indicated they are interested in sitting in on the final round if it works for their schedules in addition to Human Resources, From and Wilson who participated in round 1 interviews. Wilson will work with Human Resources and see what can be done to accommodate that request.
10. **Haz Mat Team and Local Emergency Planning Committee (LEPC) reports:** No call outs for the Haz Mat team. Nothing new to report that is not included in the packet and same for the LEPC, items of note are in the packet and attached to the minutes.
11. **Planner report: by Coordinator:** No report as we do not have a Planner. Related items are covered in the Coordinator report.
12. **Coordinator report:** Wilson is still working on the E911 pass through of the wireless carry over from the State to the local level, several other items are included in the report that is attached to the packet and the minutes.
13. **JECC, E911 and Statewide Communications report(s):** E911 is in the Coordinators report in the packet and attached to the minutes. Same for the Statewide Communications report. The main thing Wilson has been the working on has been the attempted money grab by DPS from the wireless carry over fund at the State level for use by DPS for a Statewide 700 MHz system. As for the JECC report, Commissioners Lundell and Harney provided the report on the last JECSA policy board meeting since neither Sheriff Pulkrabek, nor Commissioner From nor Coordinator Wilson were in attendance at the March JECC meeting. Harney and Lundell shared that the U of I has notified Tom Jones that the lease will not be renewed for the Tower site at Oakdale and that there will likely be an issue at Blank Honors also. Pulkrabek shared his dismay, disappointment and shock over this as did From, Wilson and others in the room. Tom Jones with JECC is working on a solution to this. No action taken.
14. **Status of proposal from Johnson County Fair Board regarding storage expansion:** Wilson shared that verbally the Fair board / Agriculture Association, its business manager, and its President have agreed to everything we went over at the last meeting; however, they have not gotten us anything in writing to act upon. They should have something to us by the June meeting to act upon.
15. **New Business:** Wilson suggested that instead of meeting in May that we meet one last time before summer recess in June. The Commission members settled on June 10<sup>th</sup> at 7:00 PM for the next meeting and that will be the last meeting before the normal summer recess. All Commission members present agreed upon that date. There will be no May meeting.
16. **Consensus item: Monthly financial report:** Wilson presented the cash on hand to date is \$129,765.63 with another \$67,920.29 yet to be realized by June 30. Most of the outstanding revenue is from grants and flood reimbursements that we are owed. Claims are in the packet for the past 30 days. Motion by Payne and Second by Kemp to accept the financial report as presented. All were in favor and motion carried.
17. **Adjourn:** Motion by Lundell and Second by Wayson to Adjourn, all Ayes and motion carried: Adjourned at 7:24 PM