

# Homeland Security & Emergency Management Agency

Johnson County, Iowa

4529 Melrose Avenue,

Iowa City, IA. 52246

PH: (319) 356-6761

FX: (319) 338-0028



## June 2015 Meeting Minutes

June 29, 2015

The Johnson County Emergency Management Commission met on Wednesday the 10<sup>th</sup> of June, 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 Monday the 7<sup>th</sup> of June, 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.

### June 10<sup>th</sup> 2015, 7:00 PM - Johnson County EMA Commission Meeting Minutes for June

1. **Open meeting and determine quorum of at least (7):** The Chair called the meeting to order at 7:00 PM and present were the following elected officials: Assistant Fire Chief Sweitzer of Coralville (alternate), Commissioner Wayson of North Liberty, Commissioner Harney from the Board of Supervisors, Commissioner Payne from Iowa City, Commissioner Taylor from Swisher, Commissioner Knebel from Hills (alternate) and Commissioner From with University Heights (Chairperson), Commissioner Knebel was on the phone, all other Commissioners were on site.
2. **Roll call by sign in sheet and introductions as needed:** Commission members were present as above. Introductions were made by all.
3. **Action on consensus items:**
  - **Motion to amend or accept the present agenda:** Motion by Payne and second by Harney 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 Taylor 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:** Roger Jensen from Iowa City Fire Department (Iowa City alternate) was present as public, however, had no comments.
5. **Action on proposed Lease Agreement with Johnson County Agricultural Association for storage:** Copies of the draft lease agreement by Johnson County Attorney Linus has been circulated to the Commission members. Commissioner Payne had additional grammatical changes she wished to be incorporated that were provided. Pending incorporation of those changes motion by Payne, second by Wayson, to authorize Coordinator Wilson to sign the agreement. All ayes and motion carried.
6. **Introduction of new employee:** Shawn Sharp introduced himself to the present members. Shawn's start date is June 22, 2015.
7. **Haz Mat Team and Local Emergency Planning Committee (LEPC) reports:** Included as part of the written Directors Report (attached to this set of minutes).
8. **Planner report: by Coordinator:** Included as part of the written Directors Report (attached to this set of minutes).
9. **Director's report:** Included as part of the written Directors Report (attached to this set of minutes).
10. **JECC, E911 and Statewide Communications report:** Included as part of the written Directors Report (attached to this set of minutes).

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**11. New Business:**

- Commissioners From, Payne, and Wayson will complete the annual EMA Director's performance evaluation and review with him.
- Commissioner Payne inquired about flood outlook, Wilson is closely monitoring the situation, however, no flooding expected at this time.

**12. Consensus item: Monthly financial report:** Wilson presented the cash on hand to date is \$100,360.73 with another \$39,000 from FY15 EMPG Grant yet to be realized, and an additional \$1,428.98 from FY15 HMEP Grant, which should be deposited by June 30, 2015. Most of the outstanding revenue is from FY15 grants. Claims are in the packet for the past 30 days. Motion by Payne and second by Wayson to accept the financial report as presented. All were in favor and motion carried.

**13. Adjourn:** Motion by Payne and second by Taylor to adjourn, all ayes and motion carried: Adjourned at 7:37 PM .

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June 2015

Director/Coordinator Report:

## June 2015 - Directors Report

1. After a lengthy advertising, recruitment and selection process that began back in the middle of February, Shawn Sharp from U of I DPS was offered the position of Deputy EMA Coordinator which replaces the vacancy created when BJ left to accept a Security/EMA Coordinator position at Mercy Iowa City.

I would like to thank Lorena, Dana and Lora from Johnson County H.R. as well as EMA Chair Mayor Louise From and Vice Chair Mayor Tim Kemp who were involved in the selection process and interviews. Shawn has accepted the position and will start on Monday June 22<sup>nd</sup>.

Shawn comes to us with over 20 years of law enforcement experience and is heavily ICS & NIMS credentialed and is already well on his way to completion of both the Iowa Certified Emergency Management Coordinator and FEMA Professional Development Series Certifications. Shawn holds several FEMA ICS position specific training credentials. He is a member of the Iowa Type 3 Incident Management Team. Shawn has been at U of I DPS for over 20 years with the past two years as the Emergency Management Coordinator for the U of I.

Shawn performed emergency preparedness functions for the U of I for several years prior to the creation of the formal EMA Coordinator role at the U of I and formerly served in the U.S. Army reserves as well.

2. Annual planning updates are nearly completed and will be submitted by July 31st. Our FEMA multijurisdictional all hazard mitigation is being turned into the State for compliance with the part B & C disaster recovery compliance.
3. The FFY15 EMPG (emergency management performance grant) has been once again delayed due to federal delays. Our revenue from that grant will not be realized until sometime between July 1st and September 30<sup>th</sup>. We are owed \$39,000.00  
The top 11 counties are still capped on the money we can receive due to an out of date formula that the State utilizes to distribute funds and we are still not making any forward legislative progress on this.
4. The U of I has held a series of Ebola planning meetings and exercises over the past several months.
5. The Healthcare Coalition has agreed to participate in the Vigilant Guard exercise for January 2016 so I have been engaged in those planning meetings. This is a multicounty exercise.
6. The E911 wireless funding distribution changes were a constant battle this legislative session and consumed much of my time between January and the end of session with calls, emails and trips to the Capitol. In the end no one got everything they wanted. The State attempted to scoop up a great deal of funding from the wireless 911 carry over fund but only got a one-time allocation of 4 million dollars for the 700 MHz radio project. The local side got a 12% increase in the form of the direct allocation out of the wireless surcharge up to 58%. This will continue into the next legislative session but the cost study from the E911 dispatch centers should be out in January.
7. **Follow up on old business:** The two recovery claims from the Dive Team recovering an airboat and on another occasion recovering a truck and trailer have been turned over to a collection agency and are still in the collections process as of June 10<sup>th</sup>
8. **Haz Mat Team Report:** Hazmat had its first call since January of 2014 on I-80 and Dubuque Street a couple weeks ago. They also fielded a phone consultation with Cedar County on their I-80 crash last week. The bill for the equipment expended has been sent to the trucking company and the replacement equipment has all been order and most has arrived in. All annual physicals are completed and the annual ESF 10 update is completed and will be submitted with the other plans in July.  
The Hazmat team purchased its own radiological monitoring equipment. For years they have used the DAEC equipment but the alarm limits and parameters are much different than for a radiological call vs a nuclear plant

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exposure so the team has purchased some mini radiac units and Ludlum radiological monitors that allows for detection of any spectrum of radiological exposure or spill. The DAEC equipment will be returned to the fairgrounds storage closet for its intended purpose.

9. Local Emergency Planning Committee (LEPC): Held its second meeting of the year. The Integrated DNA Technology exercise planning ground conducted the first planning meeting for an exercise in the spring of 2016 with the local agencies, the bomb team and the hazmat team. More planning meetings to follow. All tier II annual reports are in. No major changes.
10. RAGBRAI planning and Blue and BBQ special event planning are underway.
11. Iowa City summer of the arts exercised the 150 KW gen set this past weekend and refueled it.
12. The unit will also be used in Coralville and for two events in North Liberty as well as for additional Iowa City Summer of the arts events. The groups using the gen set are responsible for the servicing of the unit and for refueling it upon return.
13. Legislative progress by the Association this session related to 911 funding follows:
  - The PSAP pass-through is increased to 58% (a 12 % increase and reduces the surplus substantially in future years)
  - The \$100,000 for the 911 council to do education is included
  - PSAP consolidation incentives are included
  - Surplus grant language is available for receipt and disposition of the call. So you can use surplus grant \$ outside the PSAP
  - Cost recovery is extended for wireless carriers capped at 10%
  - \$4 million is used for the 700 MHz system. This is not added to 34A and is only session law. So it will have to be fought for in next year's budget and not automatic
  - The bill will be silent on accessing the system for free. But we already have assurances in writing from DPS that they will not charge.
  - Language is added to require utilization of compatible systems when cost effective. This will be determined by LSA and should reduce the cost of building the entire system.
  - Senator Brase has introduced SF20 which would allow for E911, EMA and Dispatch centers to utilize the ICN for voice and data. This was introduced but died this session and will be taken up again next session.
  - All reimbursements from our most recent disaster for the flooding in June/July 2014 have been received.
  - We will begin offering ALICE active shooter training in the fall for any business that requests it that is unable to be accommodated by a law enforcement agency as both Shawn and I are instructors and Iowa Homeland Security has purchased the training kits of which we house one.
  - (CART) Child Abduction Response Team Training continues. Select EMA's here in Iowa will function as part of the team for logistics roles.
  - Several AMBER Alerts have recently gone out by DPS. They are presently not using ALERT Iowa as their alerting system and HSEMD is working to move them over to that platform.
  - We are working with Lake MacBride on text message opt in signs for campers to get weather alerts.
  - The training for the emergency water purification system took place here on May 27<sup>th</sup> with over 50 participants and we got some media coverage on it from KCRG
  - Also did a media spot for the Iowa Flood Center as well as one on flood response capabilities in general with KGAN & Fox 28 all that same day.
  - Several other exercises and meetings have rounded out my time since the past meeting.
  - The (HMEP FY15) grant award is now \$1,428.98 an increase of \$200.00 which has all been spent and the reimbursement should be in any day now.
  - Fund balance as of today is \$100,360.73 with another \$39,000.00 and \$1,428.98 all to be realized.
  - Last claims for the FY go down on June 17<sup>th</sup> and we are at 94% expended with \$62,681.19 left of spend authority.