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October 2nd, 2014

The Johnson County Emergency Management Commission met on Wednesday, the 1<sup>st</sup> of October 2014 at 7:00 p.m. in the Joint Information Center conference room at the Joint Emergency Communications Center & Emergency Management Agency Offices, located at 4529 Melrose Avenue, Iowa City, IA. The meeting is subject to Iowa open meeting laws and rules, unless moved into closed, or executive session. All agendas are 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.

### October 1<sup>st</sup> 2014 7:00 PM - Johnson County EMA Commission Meeting Minutes

In attendance were: Terrence Neuzil- Board of Supervisors (E)  
John Lundell- Coralville Mayor (E)  
Tim Kemp- Hills Mayor (Vice Chair) (E)  
Michelle Payne- Iowa City Councilwoman (E)  
Brian Wayson- North Liberty Councilman (E)  
Lonny Pulkrabek- Johnson County Sheriff (E)  
Chris Taylor- Swisher Mayor (E)  
Steve Stange- Solon Mayor (E)  
Steve Berner- Tiffin Mayor (E)  
Louise From- University Heights Mayor (Commission Chair) (E)  
Dave Wilson- EMA Coordinator (S)  
B.J. Dvorak- EMA Plans Officer (S)

Guests were: Roger Jensen- Iowa City Fire Department  
Brad Kunkel- Johnson County Sheriff's Office

1. Open meeting and determine quorum of at least 7: Quorum present as above.
2. Roll call by sign in sheet and introductions as needed: Introductions were done from those in attendance.
3. Action on consensus items: A. Motion to amend or accept the present agenda
  - Motion by Pulkrabek to amend the present agenda to discuss the MRAP under new business and also Wilson would like to discuss a donated truck for use by the dive team from Linn County under new business as well as the WENS point of contact, Motion by Pulkrabek, Second by Payne, All Ayes-Approved.
  - B. Motion to amend or accept the meeting minutes from the last meeting
  - Motion to amend or accept the meeting minutes from the last meeting, Motion by Kemp to accept the minutes as drafted, Second by Stange, All Ayes-Approved.
4. Comments or topics from the public
  - No comments from the public.
5. Discussion from the commission
  - No discussion from the commission.
6. Haz Mat Team and Local Emergency Planning Committee (LEPC) reports
  - There have been no haz mat team calls for service since March.
  - There are currently 29 members on the team.

**Johnson County Homeland Security & Emergency Management Agency**

**Dave C. Wilson, IA-CEM**

**Coordinator/Director**



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- The team conducted stinger operation training at the September meeting. They would like to incorporate stinger operations into an upcoming hands on exercise with the bomb team.
  - The team acquired a Mini-Rae 3000 monitor.
  - The SCBA bottles were hydro tested and will not have to be replaced for another 2-3 years.
  - EMA submitted a FFY 15 HMEP grant application and was awarded \$1,328.98 to send another 2 people to the Hazmat Tech School in Lansing, MI.
  - We will be requesting from the next HMEP grant to have the rail and highway commodity flow studies updated during the FFY 16 grant period. They were last done in 2010.
  - Next LEPC meeting March 10<sup>th</sup>, 2015 at the JECC Building.
  - The LEPC meeting minutes are also attached to this report.
7. Planner report:
- The Planner report is attached to these minutes.
8. Coordinator report:
- The Coordinator report is attached to these minutes.
9. JECC, E911 and Statewide Communications report(s)
- E-911: Solon's Lakewood elementary School bi-directional amplifier is being funded by the E911 funds, that project should be completed by the end of 2014.
  - E911: Was awarded \$100,000 through an E911 State grant for JECSEA to buy new servers for phase II cellular 911.
  - Statewide Communications/ISICSB: HSEMD funded some additional radio equipment for the three communications trailers owned by ISICSB of which Johnson County houses one.
  - JECC: JECC held a memorial service for the renaming of the Thomas A. Salm Policy Board Room on September 19<sup>th</sup>.
  - JECC: At the request of Muscatine County, Wilson met with the EMA/911 Director and the Muscatine County Administrator regarding the possibility of Muscom working with the JECC in the future on radio system infrastructure. Their EMA/911 person has also been up and began some exploratory conversations with Tom Jones on this. We also continue to explore working with both Blackhawk and Iowa Counties on the same topic of radio system integration.
10. Follow up on old business:
- As requested at the previous meeting Wilson provided a copy of the 2010 EOC Operations Plan. This had previously been distributed to Commission members, however since there are many new members of the Commission, Wilson provided it again to all members present. The "Continuity of Operations" is addressed on Page 30 and covers chain of command when the Coordinator is unavailable during emergencies.
11. New business:
- Sheriff Pulkrabek led a discussion on the topic of the MRAP. The MRAP vehicle was acquired by the Johnson County Sheriff's Office using the Federal 1033 program. To date it has been funded through an equal partnership by all of the Johnson County law enforcement agencies who are part of the local drug taskforce. The Sheriff asked if the EMA Commission would entertain covering the \$270.00 annually for liability insurance in 2015. Terrence asked for an MRAP fact sheet to be developed and posted on the JCSO, law enforcement and EMA agency websites. This would answer most common questions that board of Supervisors or Commission members have heard from the public. Pulkrabek and Wilson will work with Terrence to complete the fact sheet. The liability insurance item will be placed on the December meeting agenda for the Commission to vote on so it can determine if they wish to cover the insurance for it in 2015. All of the Commission members present were in favor of covering the insurance but official action would have to wait until the next meeting of the EMA Commission when it is on the agenda for them to act upon. No official action taken. Various questions were answered by the Sheriff from the Commission members present.

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- Wilson states the Linn County Sheriff's Office has offered to donate one of their 4 X 4 one ton utility trucks (one that was previously used as Rescue 57) to the Johnson County Dive Team. Unless the Commission objects, Wilson plans to accept that donation as it would be a much needed resource for the agency. The team presently scrambles for towing vehicles the dive team when they are called out to pull the dive trailer. Adding it to the present year's liability insurance again is done at no cost to the Commission. Action to add it to the 2015 liability insurance would be taken at the next commission meeting. For budget purposes Wilson estimates the following costs: liability insurance would be \$270.00 starting in 2015 and fuel and maintenance should not exceed \$700.00. Since no objects Wilson will get with them on the donation of the vehicle. On a related note, EMA is still waiting for our County Attorney's Office to complete a 28E agreement between Linn and Johnson Counties. To date we have been assisting Linn County through standard mutual aid requests.
  - Wilson states that now since the reverse 911 system is being provided to all County EMA through a statewide contract, the State has asked EMA to identify who will be the lead point of contact for our county on that system. Dave pointed out that Nick from JECC has always done this function since the JECC opened, so if no one objects Dave intends to notify the state having Nick Trenary of JECC continue to be the lead person for the System. The commission had no questions and supported Wilson's decision to do that.
12. Consensus item: monthly financial report
- New cash receipts year to date total \$182,440.34.
  - \$64,245.20 is expected to be deposited Friday October 3<sup>rd</sup> which will bring the fund balance to \$161,658.91
  - Outstanding payments from HSEMD from the FY14 EMPG grant is due as is the remaining State share of the disaster reimbursements from the May/June 2013 floods and second quarter disaster block grant payment.
  - Currently we have expended 4% of the overall EMA budget for the fiscal year.
  - Motion to accept monthly financial report. Motion by Lundell, Second by Mason, All Ayes-Approved.
13. Adjourn
- Motion by Pulkrabek, Second by Payne, All Ayes-Approved.