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MEETING MINUTES  
October 26, 2016

The Johnson County Emergency Management Commission met on Wednesday, the 26<sup>th</sup> of October 2016 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. All agendas were 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. For commission members needing to dial in call: **1-302-202-1090 Access Code 648-2495** and follow prompts. If no Commission members have dialed in by 7:10 or if there is a quorum onsite, then the conference call line will be terminated for the remainder of the meeting. This line is for Commission members only.

**October 26<sup>th</sup> 2016, 7:00 PM - Johnson County EMA Commission Meeting Agenda**

1. **Open meeting and determine quorum of at least 7 Commissioners. A quorum was present**  
Tim Kemp, the Vice Commission Chair, called the meeting to order at 7:00 PM and present onsite were the following elected officials: Commission member Pulkrabek of Johnson County Sheriff's Office, Commission member Pat Harney from Johnson County Board of Supervisors, Alternate Orey Switzer from Coralville, Commission member Tim Kemp from Hills, Alternate Roger Jensen from Iowa City, Commission member Chris Taylor from Swisher, Alternate Greg Morris from Solon, Commission member Steve Berner from Tiffin, Commission Chair Wayson from North Liberty called in and seeing there was a quorum hung up at 7:02 PM, and Emergency Management staff Dave Wilson and Shawn Sharp.
2. **Roll call by sign in sheet and introductions as needed. No civilian or guests were present**
3. **Action on consensus items.** A motion to accept all of the items under this number was made by Morris and seconded by Taylor. All ayes and the motion carried:
  - a. Motion to accept the present agenda
  - b. Motion to accept the meeting minutes from the last meeting
  - c. Motion to accept the monthly financial report
4. **Comments or topics from the public** – No public Present
5. **Topics from Commission members:** No issues raised
6. **Haz Mat Team report:** Included in the Deputy Coordinators report
7. **Local Emergency Planning Committee (LEPC) report:** Included in Directors Report attached to these minutes
8. **Deputy Coordinator report:** Attached to these minutes
9. **Coordinator report:** Attached to these minutes
10. **New Business** – Covered in the Directors report. Director Wilson summarized this for the members including USACE Regulation Plan meeting and the Cedar River Flood support/response as well as Dive Team donations.
11. **Resources review for the Commission:** At the request of Chair Wayson, Director Wilson reviewed most of the larger resources EMA owns and their locations throughout the county to acquaint commission members with current EMA capabilities.
12. **Adjourn** A motion to adjourn was made by Morris and seconded by Jensen. All ayes and the motion carried. Meeting adjourned at 8:00PM.



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October 24, 2016

The Johnson County Emergency Management Commission will meet on Wednesday, the 26<sup>th</sup> of October 2016 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 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. For commission members needing to dial in call: **1-302-202-1090 Access Code 648-2495** and follow prompts. If no Commission members have dialed in by 7:10 or if there is a quorum onsite, then the conference call line will be terminated for the remainder of the meeting unless requested to stay live by a Commission member. This line is for Commission members only and not the public.

**October 26, 2016, 7:00 PM - Johnson County EMA Commission Meeting Agenda**

1. Open meeting and determine quorum of at least **7 Commissioners**
2. Roll call by sign in sheet and introductions as needed
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. Monthly financial report
4. Comments or topics from the public
5. Topics from Commission members:
6. Haz Mat Team report
7. Local Emergency Planning Committee (LEPC) report
8. Deputy Coordinator report
9. Coordinator report
10. New Business: including USACE Regulation plan meetings and the Cedar River Flood support/response
11. Resources review for Commission.
12. Adjourn



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October 25, 2016

Director/Coordinator Report:

### October 2016 - Directors Report

1. Summer events included EMA hosting the FEMA Typed All Hazards Situation Unit Leader training in the EOC using Grant funds which provided training to 14 participants.
2. The DNR was in to conduct Sonar Training for the side scan sonar units on the boats (17 people trained).
3. Coral Ridge Safety Day at the Mall was conducted.
4. Worked with Iowa City Animal Services on projects.
5. Worked with Healthcare Coalition on projects.
6. Attended TIMS meetings / DOT.
7. Attended Fire Mutual Aid Meetings.
8. Attended IEMA Meetings.
9. Attended Public Works Meetings.
10. Attended EOC Training in Sioux City.
11. Hawk Games Planning for Heat Emergencies/Water Monsters use.
12. Missing & Lost Persons Course.
13. EMPG Grant Audit by HSEMD (Passed with no demerits)
14. USACE Meetings on Regulation Plan.
15. Joint Entities meeting and letters sent
16. Bomb Team storage issues and truck issues as well as robot repairs.
17. Dive Team soliciting donations for equipment; incidental donations are fine, but no campaigns
18. Hazmat replacement equipment.
19. EMA provided a tour to a delegation from Galena IL. For a group looking to build a new EOC.
20. Iowa Contingency Planners Meeting met at the Hygienic Lab.
21. Had wrap up meetings with IDTDNA on the exercise, Met with the Commander of the 71<sup>st</sup> CST, had feedback meeting on ESF-10 revisions.
22. Obtained endorsement from NOAA as a "Weather Ready Ambassador" agency.
23. Obtained endorsement from NOAA as a "Lightening Ready Large Venue County"
24. Partnered and installed the Weather Stem unit and equipment atop the Kinnick Stadium Press Box using 50% grant funding from EMA's EMPG grant to add to our network for with the Weather Sensor we have here at JECC.
25. Rolled out two new FEMA programs using grant funds to pay for 50% of the cost of them (ER Assist which manages the backend FEMA claims processing & Crisis Track with Collects the Front end Damage Reporting and also has Search & Child Abduction Modules for use by any agencies within the county.
26. Continued to build out the Salamander System for Credentialing and Inventory tracking.
27. These systems were all used during the September 2016 floods.
28. Assisted Butler & Linn County as well as worked with Co. Roads & Conservation on the Cedar River Flood Response at the Sutliff area.
29. Flew drone video and installed a temporary deck sensor to collect data. However we were unable to fly Lidar due to Weather the day of the crest.
30. Completed IMAC & Donated Resource tracking using the new ER Assist system and staff for the September Floods.
31. Partnered with Conservation to acquire a 5 Ton 6x6 dump truck from GSA Excess Property Program. (\$750.00 per agency) The truck is housed, maintained and already in use by them.
32. Purchased 4 new 4" trash pumps for emergency flood fighting purposes. Now have pumps at North Liberty & Coralville Public Works. EMPG funds covered half the cost of the new pumps.
33. Conducted Post Active Shooter Training & Exercises at two area schools and worked with Fire, EMS & LE on the response to those events.



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34. Utilized the new Special events plans templates on 3 local summer events.
35. Awaiting responses on RFP's for Air Bottles for Hazmat 1 replacement bottles and from vendors for Debris Planning.
36. The Lone Tree boat and two Sheriff's office boats now have new 50HP 4 stroke motors on two boats and 40 HP motor on the Lone Tree Boat. These were the last 3 needing upgrades and were budgeted for.
37. Participated in the Scott County Nuclear Power Plant exercise part 1 of 2 as an evaluator.
38. Hosted the TEEX Community Search and Rescue Course.
39. Participated in Legislative Retreats for both IEMA & ISAC.
40. Began my year long position as 1<sup>st</sup> VP for the Iowa EMA Association.
41. Working on several legislative issues this year, continued protection of local 911 funds (wired & wireless) from the onslaught of DPS raiding for their mobile radio system.
42. Clean up language in code sections for definitions of public safety and Utility Shut Off of mandatory evac areas.
43. Took STR East to use at the Floods in Cedar Rapids for National Guard interface
44. Continue to work with CST JHAT Team on Com Resources for their participation at the 4 local games and the concert.
45. Shawn took the CERT train the trainer for new instructors as we look to resurrect the cadre of remaining CERT members in the county.

**Follow up on old business:** All old claims are paid except the out of state claim on the dive recovery claim for the airboat recovery.

46. **LEPC Report:** The next meeting is being scheduled for November here at the EOC it is election year for the Chair and Vice Chair positions.
47. The LEPC's next exercise will be the May 2017 Iowa City Airport Exercise
48. Financials:
49. EMA fund balance as of today is \$234,909.90
50. Total of new revenues year to date are \$285,656.73 (not including JECC pass through funds).
51. EMA expense for the first 4 months of the budget year is \$143,815.62 expended (4% of the total budget).
52. JECC 1<sup>st</sup> quarter payment was recently processed and will show on the next meetings ledger.



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### Deputy Director Report

- Hazmat Team
  - Participating with Joint Hazard Assessment Teams (JHAT) at four Hawkeye games this year & the Concert at Kinnick
  - One call since the last meeting
    - Buckeye Oil Terminal
      - 10,000 gallons diesel all contained in their overflow area
  - All bills have been paid, including the State DOT from Dec/Jan
  - Training last month was monitors for JHATS
- Dive Team
  - Assisted FBI divers in an investigation of a federal case
    - Inflatable boat damaged beyond repair during that operation, out of service until replaced by FBI
  - One page, but cancelled before they arrived on scene.
- Bomb Squad
  - Moved to new building
  - New bunker placed to house explosives
  - One call out, empty briefcase
  - Working with JHAT at four UI football games & Concert
- HMEP Grant
  - Grant money is all spent from FFY16 grant for training & planning
    - Commodity Flow Study for the County completed covering rail, roads and pipelines
    - Two trained as HAZMAT Tech I
    - Two trained as HAZMAT Tech II
- Tanker Car class scheduled for next April, this is from HSEMD money for HAZMAT teams. \$7,000 class we are getting for free for our team, and others as space permits
- Training
  - Since the last meeting EMA hosted or helped with
    - Dive Team Trainings
    - ER Assist Trainings (software for disaster assessments we bought for the county)
    - Davenport Exercise (We credentialed all participants)
    - NL Blues and BBQ IAP & Tent/HVAC/Generator
    - Public Private Partnership exercise in Des Moines
    - County ALICE Class x 2
    - Water Purification Training for multi county water engineers on equipment we own
    - Kinnick Concert with the MRC
    - UI Football
    - TIMS MTG's
    - Crisis Track Trainings (software we own to help departments submit claims to FEMA)
    - JC Fair
    - KXIC Severe Weather Radio Interview
    - Assisted with West Des Moines Officers Funeral
    - Post Active Shooter Training & exercise
      - Solon Flash Flood
      - JCENS/Alert Iowa Message
      - EMS Association lost one of the association's MCI Trailers

**Johnson County Homeland Security & Emergency Management Agency**  
**Dave C. Wilson, IA-CEM**  
**Coordinator/Director**

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- Local Day care training x 2
- Provided technical assistance reviews to several day cares throughout the county as well as offering suggestions and advice on new laws
- Multi State New Madrid earthquake exercise
- North Side October Fest Downtown IC (Water Monsters)
- Salute To Summer (Generator)
- IC Summer of the Arts (Generator)
- Cycle Cross-Logistics & Weather & Plans
- WeatherStem, with UI Athletics & U of I EM
- Flooding support in:
  - Butler County (6-Pumps & Filled Bags)
  - Linn County/ Palo (Hesco, Poly, JC Staff, Jail Bus by JCSO, Sandbags Filled & Empty)
  - City of Cedar Rapids (Poly, Co Roads Trucks & Staff, Hesco, Pumps from U of I, Bags full & empty, Rapid Tag System, TA, Quick Levee Builder & Sandbag Machines X-3)
  - Johnson Co. NE Sutliff area, Drone Flight, Plank Removal from Bridge, Empty & Filled bags. Road Closed Signs.



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May 23, 2016

Director/Coordinator Report:

#### May 2016 - Directors Report

13. HF 2439 Passed both Chambers and was signed into law by the Governor on April 29<sup>th</sup> which amongst other things increases the wireless pass through to local PSAPs to 60% up from 46% a 14% revenue increase to locals. Our increase is projected to be about \$101,266.77 more than in the present CY. This increase begins in July 2016 and is paid in quarterly installments from the State. (Present CY 2015 \$378,116.35)
14. Working to finalize the NOAA certification for Lightning Safety at large venues.
15. Special events plans templates have been sent onto the County and municipalities that requested them for applicants and the special event permit template and proposed language additions were also sent out. If any other jurisdictions are interested please let us know and we can send you the documents.
16. The Bella Sala event went off without a hitch.
17. I am working with Clinton County on selecting a vendor to write the Countywide Debris Management Plan. Clinton County is doing the same so we are trying to get economy of scale and see if we can settle on one vendor for doing both counties. The goal is to have chosen a vendor by July 1<sup>st</sup> and have the completed local plan by January 1<sup>st</sup> 2017.
18. The training on the new “time materials and equipment” software for FEMA disaster declaration reimbursements is set for June 15<sup>th</sup> from 9:00 am until Noon and 1:30 pm until 4:30 pm. This software allows us better collect reimbursement for all disasters and captures volunteer hours and donated resources better.
19. The DNR Side Scan Sonar training was attended by 17 people and we got very positive comments back on it.
20. The Lone Tree boat and two Sheriff’s office boats will be getting motors traded out at the start of the FY17 budget and are getting new 50HP 4 stroke motors. These are the last 3 needing upgrades and are budgeted for in the budget under equipment
21. The DAEC Host County REP plan exercise went well at the end of April and got no negative comments. We did identify one plan change to an SOP that we will be making regarding flow of contaminated persons and had some Letters of Agreement that had to be re-signed due to a variety of clerical things and that is done.
22. We hosted two courses recently in house, one was from TEEEX and was on community search and rescue the other was the ICS Position Specific Situation Unit Leader Course..
23. We are going to be participants in a table top exercise in August for the State of Missouri New Madrid Fault Earthquake scenario.



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24. The local Healthcare Coalition is wrapping up their grant activity and planning / exercise requirements for the year and is purchasing 6 of the quad band radios for migration onto the JECC P25 system off of the old VHF system.
25. The following are upcoming courses at EMA: Med Dive, Public Safety Diver Survival, Dive Rescue 1 and Light Salvage and Recovery for the dive team all May 30<sup>th</sup> through June 8<sup>th</sup> locally. Dive team members will be involved in these courses.
26. A CERT train the trainer will be June 8<sup>th</sup> and 9<sup>th</sup> for new instructors as we look to resurrect the cadre of remaining CERT members in the county.
27. **Follow up on old business:** We are down to only one outstanding Dive team claim, the out of state bill for the airboat recovery.
28. **LEPC Report:** The Commodity Flow Study was completed and sent out. It really did not have anything shocking in it that we did not already know. Over 115 tier 2 sites with over 300 Tier 2 reportable chemicals. The invoice was submitted for payment and the HMEP DOT grant paid for nearly 100% of the study. It looked at Rail, Highways and pipelines.
29. The IDT exercise on May 21<sup>st</sup> in Coralville went very well. We were very pleased with both the number of participants and the performance by all the responders and participants. The formal after action review is being written and the hot wash and the after action meeting have both been concluded. The report will be done and available in written format within 30 days..
30. We will begin planning now on the request we got from Bob Libby with the Iowa City Airport Commission for an exercise at the Iowa City Airport in 2017.
31. The Orange DOT ERG Guidebooks are in and distributed as of May 21<sup>st</sup> and we have no spares. 360 were issued to response agencies and key agencies locally.
32. Financials:
  - o EMA fund balance as of today is \$120,967.00
  - o New revenues year to date are \$3,345,318.54
  - o JECC funding remaining to be passed through is \$256,150.00 and is paid to them in June after it is transferred to the EMA fund by the County.
  - o EMA share of the FY16 budget authority post amendment remaining is \$85,578.38 after the last installment is paid to JECC.



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### Deputy Director Report

- Training
  - Since the last meeting
    - EMA hosted a wide area search course
    - EMA hosted Situation Unit Leader Course.
    - Both were attended by a mixture of disciplines from across the state and well received
  - DAEC Walk through on 4/28/16 at Fairgrounds went well. All stations were set up, explained and reviewed through the procedures manuals. DAEC and IAHSMD staff were on site as well.
  - Hazmat Team
    - Three calls since the last meeting
      - Two diesel spills
        - One on 380 NB at the 7
        - One at Tipton rest area
        - Both spills billed
      - Chlorine leak on 5/23/16 at Coralville Water Plant. HAZMAT made entry in level A Suits, capped tank and vented area.
    - Bill to State of Iowa DOT for Mercury calls X2 are still outstanding.
      - I spoke to her last week. She was waiting for a bill from the cleanup company and hasn't received it yet. She said she would investigate from her end. I will call back in a week or two.
    - Training last month was the DAEC walkthrough exercise.
  - Dive Team
    - No recent deployments but training continues.
  - Bomb Squad
    - No recent deployments but training continues.
  - HMEP Grant
    - Got billed for the TECH I school for 2 people attending and for the Commodity Flow study.
    - Will be turning all of that in to the State for grant reimbursements from Planning and Training grants.