

# Homeland Security & Emergency Management Agency

Johnson County, Iowa

4529 Melrose Avenue,

Iowa City, IA. 52246

PH: (319) 356-6761

FX: (319) 338-0028



## October 2015 Meeting Minutes

October 28, 2015

The Johnson County Emergency Management Commission met on Wednesday the 28<sup>th</sup> of October, 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 26<sup>th</sup> of October, 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 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 needing to participate remotely for the meeting was: 1-302-202-1090 and enter conference code 648-2495 then following the prompts. Due to a quorum being present in the room the dial in option was not used for the meeting.

### October 28<sup>th</sup> 2015, 7:00 PM - Johnson County EMA Commission Meeting Minutes for October

1. **Open meeting and determine quorum of at least (7):** Louise From, the Commission Chair, called the meeting to order at 7:00 PM and present were the following elected officials: Commission member Pulkrabek of Johnson County Sherriff's Office, Chief Venenga (alternate) of North Liberty, Commission member Harney from the Board of Supervisors, Commission member Payne from Iowa City, Commission member Taylor from Swisher, Commission Vice Chair Kemp from Hills, Luke Hruby from Tiffin (alternate), and Commission Chair From with University Heights, Roger Jensen from Iowa City (alternate), and Emergency Management staff Dave Wilson and Shawn Sharp.
2. **Roll call by check-in sheet and introductions as needed:** Commission members were present as above. Introductions were made by all.
3. **Action on consensus items:**
4. **(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.
5. **(B) Motion to amend or accept the meeting minutes from the last meeting:** Motion by Payne and second by Kemp to accept the minutes as presented. All ayes and motion carried.
6. **Comments or topics from the public:** Roger Jensen from Iowa City Fire Department (Iowa City alternate) was present as public, however, had no comments.
7. **Motion to approve lease payment, 1 of 2 which is the FY 16 installment, to the Johnson County Agricultural Association in the amount of \$22,500.00 the second and final payment is due in FY 17:** Motion by Payne and second by Hruby. All ayes and motion carried. Director Wilson was asked for a construction update. The EMA portion is substantially complete. Duane Arnold closet contents will be moved to their new location on October 30<sup>th</sup>. On November 2 the plan is to move trailers to storage area. We will be invoiced utilities at the end of the winter season sometime in late April or in May of 2016 by the Agricultural Association.
8. **Haz Mat Team and Local Emergency Planning Committee (LEPC) reports:** Included as part of the written Directors Report (attached to this set of minutes). LEPC minutes from most recent meeting will go out sometime tonight after this meeting.

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- Commissioner Pulkrabek asked about any unpaid Dive Team responses. Two are still unpaid and have been turned over to a local collections agency.
  - New Commodity Flow Study has been initiated and is targeted to be complete by February 2017.
9. **Planner report: by Coordinator:** Included as part of the written Directors Report (attached to this set of minutes).
  10. **Director's report:** Included as part of the written Deputy Directors Report (attached to this set of minutes).
  11. **New Business:**
    - Update on Salamander: Sharp gave an overview of the capabilities of the program and progress to date. Many organizations personnel are entered. Sharp has trained an ARES member to manage their portion. Should be issuing ARES credentials soon. Wanting to start with smaller communities and finish with the larger ones.
  12. **Budget items to consider for FY 17:** Director Wilson suggested a county wide debris management plan. The current plan covers Iowa City only and is from 2008. With a county wide plan, all of the county and the municipalities within would be covered. This equates to a larger percentage of cost recovery from FEMA roughly another (5%) during declarations. General consensus was for Director Wilson to begin looking at cost estimates from vendors and bring that information back to the next meeting for consideration.
  13. **Topics from Commission members:** None
  14. **Consensus item: Monthly financial report:** Wilson presented the cash on hand to date is \$169,676.27 and the past 30 days claims are in the packet. New revenue since 7/1/2015 is \$1,684,690.30 with an expense of \$1,588,232.52 (of which \$1,440,844.00 is the 1<sup>st</sup> quarter revenue and expense pass through to JECOA for the Communication Centers budget from EMA). Motion by Payne and second by Taylor to accept the financial report as presented. All were in favor and motion carried.
  15. **Adjourn:** Motion by Pulkrabek and second by Hruby to adjourn, all ayes and motion carried: Adjourned at 7:37 PM.

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October 2015

Director/Coordinator Report:

## October 28, 2015 - Directors Report

1. Shawn's orientation is coming along well. He has already attended a number of required courses that are needed for him to be fully operational, many of which he covered in his report. Additionally he is working to take his Hazmat Tech 1, HSEEP, (Homeland Security Exercise and Evaluation Program) course, ICS instructor and CERT Instructor courses before his one year anniversary. I will be completing his 6 month review in late December.
2. I was invited to participate in the selection of Shawn's replacement at U of I Police for their newly hired EMA Coordinator. That person is Floyd Johnson from Ohio and he starts October 30<sup>th</sup>.
3. The FFY16 EMPG (emergency management performance grant) is projected to be early for once. This has not occurred in the past 7 years. I have begun work on that grant application which is due to the State on December 18th. The value of the award will be \$39,000.00 and since it is early for the first time in 7 years it was not forecast into the present budget and will require an end of the FY16 budget year amendment in order to both receipt and expend that amount. We will look to do that once the revenue is in before the present FY ends in 2016. Related to grants, the FY16 EMPG grant came in during July 2015 and has been paid in full by the State to our Commission and was accounted for in the present budget. 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 but we are making forward progress on this at the administrative rules level with HSEMD and a change might happen which could positively affect the EMPG FFY17 grant and result in more money locally from that grant.
4. EMA & JECC hosted a TV series at the request of the Sheriff during July. The show called Cold Justice was onsite for a little over a week shooting the episode on a cold case. Many of you saw the production outcome on TV already. It was an interesting experience for all involved.
5. The EOC will participate in a statewide exercise Vigilant Guard exercise in January 11<sup>th</sup> 2016. I have been engaged in those planning meetings as this is a multicounty exercise.
6. The E911 wireless funding distribution was line item vetoed by the Governor. However the State Treasurer is not allowing for that one time allocation of 4 million dollars for the 700 MHz radio project from that fund. It is presently in limbo and the local 12% increase was vetoed. The status of this all is up in the air for now.
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 to date with nothing new to report on that.
8. **Haz Mat Team Report:** Hazmat had its second call since January of 2014 on I-80 at Dodge Street a couple weeks ago. That bill for service has been sent to the trucking company. A mouse or mice have gotten into the river boom trailer and chewed up most of the river boom. We are assessing the damage and will be looking at costs to replace what has been damaged and how to mitigate against this in the future. River boom training was conducted for the team at the last meeting. The DRASH decon tent has also been setup and gone through this summer by the station 2 crew.

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9. All annual plans submitted to the State were deemed compliant and we will begin working on the new 20% plan reviews for this year starting in January.
10. The second Local Emergency Planning Committee (LEPC) was held October 6<sup>th</sup> and the minutes are behind but I should have them done this week. The Integrated DNA Technology exercise planning ground conducted its third 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. The U of I water plant reviewed a hazmat incident the team responded to in 2011 at the meeting. The countywide commodity flow study is under way. The old studies were from the summer of 2010 and fall of 2011 and will now all be done and updated this year. The new studies will look at highway, pipeline and rail all at once and should be completed by February 2016 with all but \$300.00 of the studies covered by the HMEP planning grants.
11. EMA provided support to our largest number of community events this year since I began in 2007. RAGBRAI, County Fair, and Iowa Cities "Summer of the Arts" along with the Hairball concert in Tiffin to name a few.
12. The storage area at the fairgrounds is nearing completion and we will begin moving DAEC supplies into the new storage area tomorrow and Friday. On Monday we will move the trailers needing heated storage into the space as well.

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October 28, 2015 7:00 PM - Johnson County EMA Commission Planner Report

Planner report follows:

- Training
  - Duane Arnold meetings and exercises
  - REPP Training
  - HMEP Training
  - ALICE Training
  - HAZMAT Operator
  - ALICE Refresher
    - Meeting with ING Friday
    - Met with Daycare in Shueyville
  - HAZMAT Team Training
  - LEPC Conference
  - Working on CEM and APDS attending classes
  - Updating WENS and I Am Responding
  - Meeting peers in various agencies and cities
- Salamander Update
  - Entering personnel of contact lists we have
  - Working closely with ARES
    - Administrator Trained
    - Almost done and ready to issue
  - Emailed Oxford and Lone Tree
    - No Response – will meet with them when I get a free day
  - Want to get Elected Officials, PW, Police, Fire, EMS etc. into the system
- Planning on going around to meet all City Clerks and attend a city council meeting of each city to introduce myself
- Assisted Director Wilson with lots of equipment maintenance and deployments
  - Water Monsters for UI Football and Oktoberfest
  - IAP for FryFest
  - Oxford gas leak
  - P & G consult
  - UI BSL III Exercise
  - JC Fair – future plans with water
- Attending and supporting ARES meetings monthly
- Hazmat Team
  - Two deployments
  - Team training continues monthly
  - I am editing the policy and procedures manual with the help of Director Wilson and Chief Platz
- Dive Team
  - Two deployments
  - Bomb Squad - One Deployment