

Homeland Security & Emergency Management Agency

Johnson County, Iowa

4529 Melrose Avenue,

Iowa City, IA. 52246

PH: (319) 356-6761

FX: (319) 338-0028



December 2015 Meeting Minutes

December 2, 2015

The Johnson County Emergency Management Commission met on Wednesday the 2nd of December, 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 30th of November, 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, as well as on the Johnson County website at: 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.

December 2nd 2015, 7:00 PM - Johnson County EMA Commission Meeting Minutes for December

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, Commission member Wayson from North Liberty, Commission member Harney from the Board of Supervisors, Commission member Payne from Iowa City, Commission Vice Chair Kemp from Hills, Gregg Morris from Solon (alternate), Orey Switzer from Coralville (alternate), Commission Chair From with University Heights, Roger Jensen from Iowa City (alternate), University Heights Police Chief Stanley (University Heights 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:**
 - (A) **Motion to amend or accept the present agenda:** Motion by Morris and second by Payne 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 Morris and second by Payne to accept the minutes as presented. 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. **Nominations and voting for Commission Chairperson and Vice Chairperson for terms to begin January 2016:** Kemp nominated Wayson for Chairperson, second by From. Payne nominated Kemp Vice Chairperson, Second by From. All ayes and the motion carried.
6. **Haz Mat Team and Local Emergency Planning Committee (LEPC) reports:** Included as part of the written Directors Report (attached to this set of minutes). December team training is skill recertification.
7. **Director's report & Deputy Director's reports:** Included as (attached to this set of minutes).
8. **New Business:** Dave Wilson went over the proposed FY17 budget and as part of the budget workshop inquired if the Commission wants to publish it as proposed to be acted upon following the formal public

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hearing at the end of January or wait until February? Wilson reminded them that once before when we waited to do it the last of February we had a winter storm and had to cancel and republish the budget and barely got in submitted to the state as required by code at the end of February. The Commission directed Wilson to publish it for public hearing and action at the January meeting. Wilson will send out any changes that happen for the Commission to review prior to publication. The only thing expected is the Healthcare numbers from Human Resources are not firm as of tonight and Wilson was informed that will be higher than presented tonight. Once Wilson has that he will send the new proposed budget onto the Commission. JECSA & EMA present our budget to the Board of Supervisors in January as well.

9. **Budget items to consider for FY 17:** Director Wilson will be putting out an RFP for a county wide debris management plan. Estimates are the total cost should not exceed \$20,000. One vendor has proposed doing it for \$15,000.00 so that is the placeholder amount Wilson put in the budget.
10. **Topics from Commission members:** None. A small cake and beverages presentation will follow the meeting for the outgoing Commission Chairperson. Payne & From will be presented plaques for their service on the Commission at the respective Council meetings be Wilson.
11. **Consensus item: Monthly financial report:** Wilson presented the cash on hand to date is \$119,258.23 and the past 30 days claims are in the handout at the meeting. New revenue since year to date is \$1,684,577.14 at the six month point in the budget and we are at 46% expended, (\$1,630,125.28) of (\$3,546,502.00). JECC funding is the largest part of those amounts. Motion by Pulkrabek and second by Morris to accept the financial report as presented. All were in favor and motion carried.
12. **Adjourn:** Motion by Pulkrabek and second by Morris to adjourn, all ayes and motion carried: Adjourned at 7:40 PM.

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November 2015

Director/Coordinator Report:

November 30, 2015 - Directors Report

1. Shawn's probationary period is coming along well and ends in late December. I will be completing his 6 month review later this month.
2. I attended the International Emergency Managers Conference in November and picked up several things that reinforce our need to do a revised County-wide debris management plan. I will also be making changes to our procurement/contracting policy. This should allow us to continue to be consistent with FEMA disaster reimbursement changes. We will want to make these modifications to maximize our reimbursement of eligible costs in future disasters. The new U of I Emergency Manager also attended this conference so that should help with their understanding of new changes coming from FEMA regarding claims processes for future disasters.
3. The FFY16 EMPG (emergency management performance grant) has been submitted to the State on November 25th. The State is using a new software system and all applicants had to attend a day long course on it prior to completing the grant and even then it was still very complex and more cumbersome than the previous system.
4. The Fairgrounds storage building addition was completed as promised. They have been paid year one of the two year installments. We will be invoiced at the end of the season for the winter utility bill (heat). We will be expecting that bill sometime in April 2016. All the equipment that is being stored at that site for winter storage has been relocated to the heated building.
5. I recently completed three Boy Scout public education events recently and i have one more coming up on the 12th of the month. I also provided a public education tour and talk for a group of Singapore students that are in Country as part of an Emergency Services exchange program run through Kirkwood College.
6. The statewide exercise called Vigilant Guard has changed a bit. The Guard wants the EMA Coordinators to participate from the State EOC at Joint Forces Headquarters in Johnston so we will not have the local EOC open or be participating from here. I will be calling injects back to participants from there to the participants at their offices that day. The exercise is January 11th 2016.
7. The Veterans day storms produced a Severe Thunderstorm and a Tornado Warning that day but the only damage was straight-line winds in the 50-60 MPH range which resulted in nine (9) damaged properties in rural Johnson County
8. That same night the Alert Iowa system attempted to send the Tornado warning as a voice message to roughly 1800 records in the database of over 40,000 subscribers (2 hrs. after the warning was over) The State and I worked with the vendor to address the issue so it should not occur again. The text and email messages were delivered to the right databases in less than 3 minutes from the time of the warnings.
9. **Follow up on old business:** Still no progress on the recovery of two claims for the Dive Team recovering an airboat and on them recovering a truck and trailer. The debt collections company in Coralville is still working on it.
10. In January we will begin the annual plans updates for the next 20% of plan reviews for the FY16 year.

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11. **Haz Mat Team Report:** by Shawn.
12. **LEPC Report:** The second Local Emergency Planning Committee (LEPC) was held October 6th and the minutes were sent out. The Integrated DNA Technology exercise planning ground conducted its fourth planning meeting this week for the exercise in the spring of 2016 with the local agencies, the bomb team and the hazmat team. More planning meetings to follow. The contractor is working on the countywide commodity flow and should have us a report this spring.
13. Work has begun on the proposed FY17 budget
14. I will be posting an RFP (request for proposal) for the countywide debris management plan. Estimates are that it should not exceed \$25,000.00 to do a plan. Is this something we want included in the budget package?
15. Financials:
 - EMA fund balance as of today is \$119,258.23
 - New revenues year to date are one million six hundred eighty four thousand, five hundred seventy seven dollars and fourteen cents. (\$1,684,577.14)
 - At the six month point in the present budget we are at 46% expended or (\$1,630,125.28) of (\$3,546,502.00) budgeted for the year. JECC funding is the largest part of those amounts.

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Deputy Director Report

- Training
 - G-270 required for my Advanced PDS Certificate
 - Grant Wood AEA Workshop on school planning – was very good ICCSD and Solon showed up. Sponsored by Iowa Dept of Ed
 - ISAC Conference
 - HSEEP Planning and Exercise class
- Salamander Update
 - Will be presenting the program to Fire Association meeting in December
 - ARES and NL Streets turned over to those agencies
- Trailers into new area at Fair Grounds
- Attending and supporting ARES meetings monthly
- HMEP Grant done will be submitted this week
 - Training this year (2017) Tech refreshers and CAMEO Basic
 - Next year (2018) Equipment (Tank Car training device), Training in HAZMAT IQ and Tech refreshers
 - 2019 Tech refreshers and CAMEO Basic
- Hazmat Team
 - No Deployments
 - 10/13/15 incident billed out, not paid yet
- Dive Team
 - No deployments
- Bomb Squad
 - No Deployment