



4529 Melrose Avenue
Iowa City, IA. 52246
PH: (319) 356-6700
Fax: 319-338-0028

E-mail: dave.wilson@jecc-ema.org

December 5th 2013

The Johnson County Emergency Management Commission met in regular session on Wednesday, the 4th of December, 2013 at 7:00 p.m. in the Policy Board conference 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: JECC-EMA.org, and on the Johnson County Web at: Johnson-County.Com as well as at the Public Entrance to the JECC-EMA Building on Melrose Avenue in Iowa City.

December 4th 2013 7:00 PM - Johnson County EMA Commission Meeting Minutes

In attendance were: Janelle Rettig- Board of Supervisors
Tim Kemp- Hills Mayor
Michelle Payne- Iowa City Councilwoman
Diane Venenga- North Liberty Alternate
Don Saxton- Oxford Mayor (Commission Chair)
Lonny Pulkrabek- Johnson County Sheriff
Greg Morris- Solon Representative
Louise From- University Heights Mayor (Vice Chair)
Dave Wilson- EMA Coordinator
B.J. Dvorak- EMA Plans Officer

Guests/Public were: Roger Jensen- ICFD

1. Open meeting and determine quorum (may send non elected alternates) - 8 in attendance.
2. Roll call – as listed above.
3. Action on consensus items: A. Motion to amend or accept the present agenda
 - Motion to accept the revised agenda as drafted, Motion by Morris, Second by Payne, All Ayes-Approved.
 - B. Motion to amend or accept the meeting minutes from the last meeting
 - Motion to accept the meeting minutes from the September meeting as drafted, Motion by Morris, Second by Payne, All Ayes-Approved.
4. Comments or topics from the public
 - No comments from the public in attendance.
5. Comments or topics from the commission
 - Rettig commented that Saxton will be receiving a resolution acknowledging all of his years of public service on Thursday from the Board of Supervisors at tomorrow's 9am board meeting.
 - Kemp wanted to publicly acknowledge Dave's help with FEMA on the recent flood public assistance grant issues that the City of Hills was having with FEMA and how quickly he was able to get those issued resolved for Hills, he was a great help to the City with all of that.
6. Haz Mat team report
 - Purchased a stinger assembly that will be used to offload a fuel truck or other containers. Purchased from Northwest Hazmat Company.
 - The team will be completing their annual recertifications in December.
 - There are currently two eboard position vacancies. The team will vote to fill them at the December meeting.

Johnson County Homeland Security & Emergency Management Agency

Dave C. Wilson, IA-CEM

Coordinator/Director



4529 Melrose Avenue

Iowa City, IA. 52246

PH: (319) 356-6700

Fax: 319-338-0028

E-mail: dave.wilson@jecc-ema.org

- ICFD will be sending multiple personnel to a radiological class in Nevada next month.
7. Local Emergency Planning Commission (LEPC) report / status of proposed Tier II & EHS Fee Ordinance
 - Wilson presented at the most recent Joint Cities meeting regarding the proposed Tier II & EHS Fee Ordinance. He received a phone call the next morning from a business in a small town wanting to ask more questions about it and one from the U of I. He has spoken with the metro cities and all are in favor of it. Wilson asked for the commission's support in moving forward to put together a county ordinance with the Board of Supervisors and the County Attorney. Motion by Morris, Second by Kemp, All Ayes-Approved.
 8. Hazard Mitigation Grant Planning (HMGP) report (ECI COG Planner invited)
 - An updated status report was emailed out to everyone and hard copies were also provided. The plan is approximately 90 percent completed as of December 2, 2013. The only items left are the public comment period which is underway, the plan review process, edits, adoption, and final grant administration.
 9. Planner report: Hazardous Materials Emergency Planning (HMEP) grant, other updates
 - We were approved for \$2,275.79 through the Hazardous Materials Emergency Preparedness Grant to send 4 personal to Michigan for Hazmat Tech-2 training. We are currently looking at upcoming dates for the classes.
 - Plan updates are in the works. The Base Plan and Tactical Interoperable Communications Plan revisions are completed. The ESF-1 Transportation Plan is nearly complete. We are just waiting on some map revisions for the IC Evacuation Plan. Next will be the ESF-2 Communications Plan, ESF 14 Recovery and ESF 15 Public information sections. The ESF 10 Haz Mat Plan will be reviewed last and done in March.
 10. JECC, E911 & Statewide Communications report(s)
 - Dave and Tom have worked with Dana Aschenbrenner and Barb Voss on getting a preliminary estimate on what the projected E911 revenues for the next year now should look like now that the level out has occurred with the wire line and wireless each being \$1.00. It looks like it should generate around \$200,000.00. Also worked with Racom and Tom Markus about lowering the backbone maintenance agreement by going with a agreement with Racom so that should come in at \$412,000.00 and the JECSA tax asking should be at least \$59,000 less for next year then it was for this present year.
 11. Coordinator report: Status of April FEMA Declaration, Status of May/June FEMA Declaration:
 - The April FEMA Declaration is completed and paid out.
 - The May/June Declaration is behind schedule due to the federal shut down and since they wrote it as a large project instead of several small projects therefore were looking around the January/February timeframe before we get paid and can close that out. The amount should be \$148,362.
 - The STR East trailer is currently being housed at the JECC.
 12. FY14 preliminary budget discussion
 - The FY15 budget revenues and most of the projected expenses are in everyone's packets. The hazmat reimbursement will go from the per capita to TIER II charges and will remove that burden from the tax payers throughout the county. Projected revenue from that will be about \$116,750.00. The DAEC host county reimbursement will be \$19,500.00. Cost of living adjustment is estimated to be 2.25% per Chris Edwards and Lora Shramek. On the expenditure side, the only capitol purchase will be a new ¾ ton EMA vehicle as it will be 8 years old when it's replaced with over 120,000 miles on it. EMA needs that size vehicle and 4x4 capabilities to pull the trailers. We postponed the purchase from this year into FY15 due to the two floods we had at the end of the FY13 and start of FY14 budget impacts.

Dave C Wilson – Coordinator



4529 Melrose Avenue
Iowa City, IA. 52246
PH: (319) 356-6700
Fax: 319-338-0028

E-mail: dave.wilson@jecc-ema.org

- It will be replaced under a state bid which is estimated at \$40,000. We can use matching grant funds from EMPG to cover up to half the cost. JECC negotiated a new copier lease with the vendor which is a multi-year and that is a fixed cost. The draft budget should be up right about 3% overall from this year. Public hearing is next month and final adoption will be in Feb.
13. Other or new business:
- We put rock behind the JECC to house the trailers following a promise from Supervisor Etheridge that the board could / would reimburse us the cost to do this. The cost was \$1500.00 for the electrical work and \$353.52 for the rock, now the Supervisor requested the EMA Commission absorb the cost. We have the funds to do it but this was an unplanned project brought on at his request that Dave complied with and I am disappointed that now it is expected that the Commission cover it. I just wanted to make the Commission aware.
14. Election of New Chairperson and Vice Chairperson for EMA Commission
- Louise From will be the new Chairperson starting on 01-01-2014. Motion by Rettig, Second by Payne, All Ayes-Approved.
 - Tim Kemp will be the new Vice Chairperson starting on 01-01-2014. Motion by Rettig, Second by Payne, All Ayes-Approved.
15. Consensus item: monthly financial report
- Revenues year to date: \$1,873,345.50. A majority of that is JECC pass-through.
 - Expenses for past 30 days are annotated in your packet.
 - Currently at 49% of the expended budget for the year at the 6 month mark.
 - The bracketed items are reimbursements that we are waiting on from grants by in large.
 - Motion to accept monthly financial report. Motion, by Kemp, Second by Payne, All Ayes-Approved.
16. Adjourn (Reception for outgoing EMA Chairperson)
- Motion by Rettig, Second by Payne, All Ayes-Approved.