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December 6th, 2012

The Johnson County Emergency Management Commission met in regular session on Wednesday, the 5th of December, 2012 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. Agenda is posted at least 24 hrs in advance of all meetings both on the JECC-EMA Website, the Johnson County Websites and at the Public Entrance to the JECC Building.

December 5th 7:00 PM 2012 Johnson County EMA Commission Meeting Minutes

In attendance were: Rod Sullivan - Board of Supervisors
John Lundell - Coralville Councilman
Tim Kemp - Hills Mayor
Michelle Payne - Iowa City Councilwoman
Tom Salm - North Liberty Mayor
Lonny Pulkrabek - Johnson County Sheriff
Bryan Bredman - Shueyville Mayor (By Phone)
Tim Mason - Swisher Mayor
Don Saxton - Oxford Mayor (Commission Chair)
Brad Kunkel - Solon Councilman (By Phone)
Steve Berner - Tiffin Mayor (By Phone)
Louise From - University Heights Mayor
Dave Wilson - EMA Coordinator

Guests were: Roger Jensen – ICFD
Brain Platz – ICFD/Haz Mat (late arrival due to call)

1. Open meeting and determine quorum of elected officials. A quorum of 12 elected officials is present.
2. Open public hearing on amending the present FY13 budget to add \$39,000 Revenue & Expense for the Emergency Management Performance Grant (EMPG) (no comments from public) Don Saxton opened the public hearing at 7:00 pm
3. Close public hearing on amending the present FY13 budget. Don Saxton closed the public hearing at 7:01 pm
4. Action on budget amendment for FY13
 - Motion to amend the present FY 13 budget to add \$39,000 Revenue & Expense for EMPG grant. Motion by Michelle Second by Tim Mason, All Ayes-Approved.
5. Close budget amendment meeting at 7:04 pm
6. Open regular meeting 7:04 pm by Don Saxton
7. Consensus items: A. Motion to amend or accept the present agenda
 - Motion to accept the present agenda as drafted, by Tim Kemp Second by Michelle, All Ayes-Approved.
 - B. Motion to amend or accept the meeting minutes from the November meeting, Tim Kemp and Michelle. All Ayes – Approved.
 - Motion to accept the meeting minutes from the November meeting as drafted, by Rod Second and second by Tim Kemp, All Ayes-Approved.
8. Consensus item: monthly financial report
 - Year to date revenue is \$1,341,068.55
 - Past 30 days expenses is \$13,780.93
 - Auditor reports a cash balance on hand \$117,544.52 as of 12/5/12

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Coordinator/Director



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- Linn County REC bill is new and will be monthly electricity for siren at Hwy. 965 and Trail Ridge Drive.
- Motion to accept financial report. Motion by Rod Second by Michelle, All Ayes-Approved.

9. Comments or topics from the public
 - No comments or topics from the public in attendance.
10. Comments or topics from the commission
 - Janelle Rettig will be the new Board of Supervisors representative on the EMA Commission starting January 1st, 2013. Any of the other Board members can serve as alternates; all councils are reminded to send a letter stating their primary and alternates for their municipality to EMA before the next meeting.
11. Haz Mat & Local Emergency Planning Committee (LEPC) report(s)
 - November training was reviewing for the annual testing in December.
 - December training will be the recertification exam and fit testing.
 - 2 new Eboard members will be voted on in December.
 - We received a drive radiation background report from the 71st Civil Support Team. They came into town and drove a specified route. One of the higher areas detected was the old cobblestone streets in downtown Iowa City by the University of Iowa. There report is on file with EMA and it will be available to use for future planning events.
12. Planer report
 - We will be hosting a grant funded Computer Aided Management of Emergency Operations Class (CAMEO) on March 13th-15th. The class will run 8:00 AM to 5:00 PM.
 - Have been working on our Emergency Management Accreditation Program (EMAP) project.
 - Will be meeting with partners on December 18th to revise our Emergency Support Function (ESF) 6 Mass Care Plan.
13. JECC report
 - Kathy Hoskins has been hired as the JECC part-time clerk.
 - The budget is being worked on and was presented to the Board of Supervisors on the 3rd.
 - The JECC public hearing will be on Monday, December 17th at 5:30 PM.
14. Coordinator report
 - The new bomb truck is in and has been plated. It will be carried under EMA's insurance.
 - Working with U of I on their All-Hazard Emergency Management Team.
 - Working with Safeguard Iowa on some different plans.
 - We have been attending meetings with the local Community Organizations Active in Disaster (COAD) group.
 - We have acquired a replacement 16 line phone system in a box kit that we got through a homeland security grant. 7 were acquired for the State of Iowa and all were Homeland Security Grant Funded.
 - Deputies have completed their annual Rescue 52 training.
 - All of the generators and trailers have been inventoried and serviced for the year.
 - The State has purchased 6 130 KW tow behind generators with GPS tracking. Johnson County will be housing one of them so we will not be purchasing one and that was removed from the budget for FY14.
 - The siren at the Iowa Mennonite School has been repaired from the lightening strike and is now working. There was a rotational spinner failure on one of the Tiffin sirens today and is being repaired by them. All other sirens worked today. The new Oxford siren was repaired under warranty.
 - The Dive Team has had 2 callouts already and has recovered the items that they were sent to look for.
 - We have redrafted the 28E with Cedar County and Johnson County for the Hazmat Team due to the hazmat per capita increase. Janet is currently reviewing them both.

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- The dive team Memorandum of Understanding has been signed and the policy manual is done and under review.
- We have been working with the State on a state-wide reverse 911 system. If the State takes the lead on this, Johnson County will save quite a bit in costs.

15. Discussion and presentation on draft FY14 budget

- The draft FY14 budget was presented to the Board Monday the 3rd and it also received no negative comments.
- We were notified last week that we will be getting a \$5,000.00 Medical Reserve Corps (MRC) Grant.
- The Federal EMPG Grant match will be \$39,000.00 as a dollar for dollar local / federal match.
- Johnson County is still working to have the EMPG grant cap removed for the 10 largest counties and raised to \$100,000.00
- The FY14 county tax share will be \$229,605.06 which is \$16,009.74 more than the original FY13 budget amount, the increases are costs are due to increases in various insurance costs, a cost of living increase of 2%, a merit increase of 2% (\$10,715.24) and the haz mat per capita rural share (\$5,294.50). Projected FY14 EMA revenue totals from all sources should be \$323,718.82 and an EMA budget expense of \$304,029.58 not including the JECC pass through budget. Our only capital item will be replacement of the 2006 SUV which has over 100,000 miles on it with a new state bid SUV for under \$28,000.00
- A portion of the expense cost for the Hazard Mitigation Planning Grant funding will likely need to be carried over into the next fiscal year's budget due to the person in charge of putting the plan together leaving East Central Iowa Council of Governments. Until someone is hired to replace her the project will probably not be completed as expected before June 30th 2012.
- The siren planning grant was a onetime grant that has been completed and closed out by the State.
- The Hazardous Materials Emergency Planning training grant has been applied for. We have requested \$2,289.76.
- The Duane Arnold Energy Center revenue has gone up by \$500.00 so we will be getting \$19,000.00 from them.
- We are estimating the sale of the old Sheriff's Office ambulance and Special Response Team bread truck to bring in around \$7,000.00 between the two of them.
- EMA equipment insurance will cost \$20,406.00.
- Motion to publish draft budget by Lonny Second by John, All Ayes-Approved. This will run in January for action and adoption at the January Commission Meeting with the public hearing the same night.

16. Other or new business

- No other or new business from the Commission.

17. Adjourn

- Motion to adjourn. Motion, by Lonny Second by Michelle, All Ayes-Approved.