



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

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**December 5, 2024 at 5:30 PM - Johnson County EMA Commission Meeting Minutes**

1. Open the meeting, and determine a quorum of at least 7 commissioner members or alternates:

Opened the meeting and determined the quorum was met of at least 7 of 13 elected Commissioner members, **Chairperson**, Tim Kemp – Hills Mayor, Louise From (**Vice Chair**) – University Heights Mayor, Dave Wilson – EMA Director/Coordinator, Travis Beckman – EMA Deputy Director/Deputy Coordinator,

2. Roll call via Conference Call of Commission members:

Present via Conference Call were: Royceann Porter – Johnson Supervisor, Bruce Teague – Iowa City Mayor, Meghann Foster – Coralville Mayor, Matt Zadow – Lone Tree Councilperson, Eric Schnedler – Tiffin Councilperson, Orey Schwitzer – Coralville Alternate (Fire Chief), Jim Hennes – Oxford Alternate (Fire Chief), Randy Lamm – Johnson County Sheriff Alternate (Chief Deputy), Brian Wayson – North Liberty Councilperson, Scott Lyon – Iowa City Alternate (Fire Chief), Tim Kasperek – Tiffin Mayor. Absent: Solon Elected Official, Shueyville Elected Official, Swisher Elected Official,

Guests: Julie Persons – Johnson County Auditor, Doug Boldt – Tiffin City Administrator

1. 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. Action on the current financial report

Motion by Louise From, Brian Wayson - Motion Carried, all.

2. Comments or topics from the public: None

3. Comments or topics from the commission: None

4. Deputy Director report: Written update provided.

- HAZMAT –

- River boom training has yet to happen. Will occur in Spring. Awaiting time for ICFD to pull the old to the dump so we can load the new. Still awaiting ICFD to provide date/time. Looking for a ppt course in the meantime.
- HM1 Will be stored at Fleet Building during ICFD Construction. Thanks to Dawn for making this happen.

- ARES –

- I was out on medical for last meeting so I don't have an updated report but Dave advised a couple team members attended training.

- CERT –

- No movement since last meeting except one new member from NL and an interest in Stutzman's to form a team and have a class.

- LEPC –

- Have requested 4K grant through HMEP for training and props. NOI submitted 12-2-2024.
- Will need a second meeting yet this month for the calendar year 2024 to edible for funds here in December.

- COAD –

- I was out but Dave attend the November meeting and will provide a briefing.

- Healthcare Coalition (Service Area 5)

- Continue to assist with the executive team duties and attend monthly meeting for that and sub-committees/workgroups.
- Medical Surge Exercise planning began this week.

- Project Lifesaver

- Serving 4 Clients at this time.
- New eLearning is being rolled out to get this next group certified for PLI ESS.

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- Updates on Grants
    - Quarterly reports were submitted.
    - EMPG 23 – Project complete and in closeout. EMPG 24 – Will be vehicle replacement
    - HSGP 23 – River Boom purchased, obtained, billed and submitted for reimbursement. Attempting to line up county wide training. The new foam trailer remains on this grant as our next purchase.
    - HMGP – Phase 1 of Part 2 is complete and being billed. If you receive additional emails from Michael Morlan with TREM, please ensure someone from your municipality is responding in a timely manner, and completing all necessary tasks so that we can include you all in the plan without issues or concern of non-involvement. Please participate as requested. The State has a large amount of buyout funding available from a couple different grants.
    - HMEP 2025 – NOPI submitted 12-2-2024.
  - TREM is completed an After-Action Report for the August 2<sup>nd</sup> Exercise. Dave is doing final review and sending out.
  - Continuing EMR class (Currently in the last week)
  - Participated in ALICE monthly webinar Series
  - Participated in National Briefing on Baxter Medical Supplies post hurricane.
  - We hosted and both attended LSU Integrated Responses Training at our office/Hills Elementary School.
  - Helped to move equipment and staffed the EOC on Election Day.
5. **Director report:** Written update provided.
- Since meeting on October 24<sup>th</sup>, the new siren which the Commission had installed near the String Town Grocery has been tested and is operational. Sadly, the City of Hills had a siren failure on the November test day that they are working with the contractor on at their own cost. All other sirens are operational as far as we can tell.
  - On November 19<sup>th</sup> Commission member Zadow from Lone Tree City Council and I both attended and spoke at the Lone Tree Community School District on the shelter generator install. The agreement to cover 50% of the install up to \$7,450.00 was agreed upon with the District covering the other half so we can get the 30KW Natural Gas unit installed and operational before the end of the year. This is our only shelter site south of Hills. Others exist throughout the metro and in Solon and Oxford as well as Hills. None presently exist with generators in Swisher or Shueyville except for the Swisher Fire Station and that unit needs replaced.
  - On the 26<sup>th</sup> of November I lead a tabletop exercise at North Liberty PD with them, NLFD, JCAS, CPD, CFD and EMA to discuss active killer response to a school situation. It went well and ran for a couple of hours.
  - The EOC was open and staffed election day and I came in to cover protests for a post-election speaker that was controversial at the IMU on Campus. Both events went fine and we had no major issues either on election night nor during the speaker at the IMU.
  - The LSU Active Shooter response class was also held in November for 3 days and had over 24 participants. It was conducted at the Hills Elementary School. I have been engaged with the District on some safety planning there.
  - I recertified my ALERRT CRASE (Civilian Response to Active Shooter Events) Instructor Course and we will be moving from A.L.I.C.E. to CRASE/RUN-HIDE-FIGHT courses in CY 2025 due to the ongoing cost of ALICE from Response Options and it better aligns with ALERRT & the I Love You Guys standard response protocols that the ICCSD has adopted. As we are moving towards using the I Love You Guys Standard Reunification Model it just made sense to get this cert back and start teaching that.
  - I attended a couple Johnson County Safety Committee meetings and the Board meeting on 12/4/24 related to their roll out of an Alert Iowa (RAVE Mobile) software add on called RAVE PANIC BUTTON.
  - I am leading two more active killer response table top exercises for Johnson County, one in December on the 19<sup>th</sup> and one in January at a date yet to be determined.
  - The agency hosted the Johnson County COAD meeting which is led by United Way on the 21<sup>st</sup> and we have a follow up work group meeting this Friday.

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- Additional items of interest since we last met have had me doing critical infrastructure assessments for 501c3 groups looking to get their applications in by the end of December. This is required for Homeland Security Grants for non-profits. I have one left to do next week and a potential for two more before months end.
- I covered 3 of the 5 home football games this fall we support for the U of I and we have recovered all our logistics gear the agency loans out. We have items out supporting events in Oxford, Swisher and at the Holiday Lights at the lakes and I am doing a PR event on Wednesday evening for that.
- On Tuesday at 09:44 am the State DAS finally released the EMA Commission online budgets to start work on so I do not have a rough draft yet to provide you all. I have listed changes to the proposed meeting schedule for January and February to address this.
- I attended the JECSA budget proposal meeting on 11/22/24 and that will be included in our EMA budget.
- I have continued to have a flurry of meetings with MMS, Greiner Construction, the City of Tiffin and County Attorney as well as Kennedy Law and Dave Curtis & Melissa Robert at the County on the detail work on the proposed building.
- The Homecoming events for U of I were covered by me and we used the archer system. The event went well and I provided Kevin B at ICPD by AAR thoughts on it.
- We had some meetings related to hazmat that Travis is covering in more detail in his report.
- We moved the STR trailer and the Box Truck into winter rental storage in Tiffin and have moved other items to the Fairgrounds.
- Midway through November I was advised of yet another staff turnover at the Fairgrounds and that the Board out there had not seen our proposal for extending our lease by one month on each end. I have had a few discussions with the new staff person and re-sent our proposal I gave them in August that they never opened in their email due to staff turnover.
- 1 Archer kit loaned to us from the State is now in Black Hawk County. The Iowa City one we have is back with the City of Iowa City and the third kit is at Coralville (the unit from Washington County) unit after the inauguration. It will return to Washington County after the inauguration.
- The Isuzu box truck from 2019 that was a partnership with the Auditors office will soon go to auction and Fleet will reimburse us our \$16K from the federal grant if they are unable to find a refer unit to replace it with.
- My continuing education for EM for the federal FY is complete and submitted as is our compliance with exercise requirements.
- HMGP is wrapping up with the vendor yet this month.
- I am still working to find time to do the final edits to the AAR from the Tiffin drill and hope to complete them next week. Then that will be published.
- I hosted the U of I College of Public Health Strike Team for a meeting here in November as well.
- All EMA Weather units are operational except the new one at Hillcrest Academy and Nick hopes to have that live early next week. They are on our website under the weather tab and there are several throughout the County.
- The Bomb team had a couple of recent call outs and none were legit devices.
- The Dive team is doing in house ice diver certification training in January on 3 days. Tom is teaching it.
- The ARES meeting was lightly attended this month and we should entertain discussions on bringing some new members from the County Club into it.
- Stutsman's in Hills is in discussion on doing a CERT course for that facility and has staff coming on the hazmat team.
- The drone program has been busy with routine stuff and training.
- The warranty repair for the Lone Tree inflatable boat did not appear to take and it is still leaking slow. We are working to get it replaced under warranty.
- We are starting the 2025 updates and Bonnie Ruben and Two Rivers will be helping with those edits.

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- Doug Boldt, the Tiffin City Administrator, provided me the signed agreement that the City signed in November and it is up for action tonight. The County wants to add an appendix A at a later time and maybe make it a 28E but this is yet to be determined if needed or not. They want to better spell out the exact property siting and what happens at the end of the agreement. They had no objection to the Commission signing what is proposed and signed by the City tonight, in order to keep things moving forward. I spoke with Nathan Peters and Ryan Maas on it just before Thanksgiving.
  - All special teams are doing monthly training and had calls since we last met.
  - The UTV for Lone Tree had graphics done recently and the med bed arrived Tuesday for it and fleet will install it before it goes to Lone Tree. The snow blade needs put back on it as well. The tracks for the Polaris UTV in Swisher are in as is the set for Solon. Solon is working to get to the dealer for install of that set.
  - The loaner med bed from Swisher is off the Lone Tree UTV and JCAS is arranging to get it back to Swisher FD.
  - One of the two FirstNet BDAs at Lone Tree is functional and FirstNet is following up on what the issue is with the second unit. All others at Hillcrest and here are working fine and West Branch School is working to get 2 installed also. They would be free from FirstNet.
  - Still looking for a shelter agreement for the Swisher/Shueyville area.
  - There was a lot crammed into the past 30 days and I likely have forgotten something but that is the highlight reel.
6. **Old Business:** A) Update on HMGP grant status for upcoming FY. B) Hazmat Teams Truck storage location, training and membership. C) LSU Active Shooter Response Training. D) North Liberty tabletop exercise. E) River boom training and trailer swap of boom. F) Lone Tree Wellness Center Shelter Generator install project/recent meeting with District.
  7. **New Business:** A) Action on proposed land use agreement with City of Tiffin for EMA warm storage building. Motion to accept agreement drawn up by County Attorney's Office by Brian Wayson, second by Louise From, Motion carried B) Action on proposal from MMS consultants to perform civil design work at the Tiffin storage site. \$9,800 to complete civil phase, Motion by Brian Wayson, second by Bruce Teague, Motion carried. C) Action on architect's proposal for EMA storage building. Motion by Louise From, second by Brian Wayson, Motion Carried. D) Action from Commission on change of date of merit raises to move from employee anniversary dates to January of each year starting this January of 2025. Motion by Brian Wayson to accept new county policy, second by Bruce Teague, Motion carried.
  8. **Other Business:** A) Rental space for the communications trailer, ESF-13 trailer and the 26' box truck winter months. B) New weather station coming online at Hillcrest Academy by Monday. C) Fairgrounds discussions with that board on storage.
  9. **Next Meeting Date:** Proposed out of sequence dates for two upcoming meetings: Move the January meeting to Thursday January 9<sup>th</sup> 2025 at 5:30 for FY26 Budget workshop, and hold the public hearing and adoption on Thursday February 6<sup>th</sup> 2025 at 5:30. Motion by Brian Wayson, second by Louise From, Motion carried.
  10. **Meeting adjourned by Chairperson at:** 6:11 PM.

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