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**December 8, 2022 at 5:30 PM - Johnson County EMA Commission Meeting Minutes**

1. Opened the meeting and determined the quorum was met of 7 elected Commissioner members, Elected Commission Members: Chairperson, Tim Kemp - City of Hills Mayor, Vice Chairperson, Louise From – City of University Heights Mayor, Brad Kunkel - Johnson County Sheriff, Coralville Alternate - Orey Schwitzer, Fire Chief, Iowa City Alternate - Scott Lyons, Fire Chief
2. Roll call via Conference Call of Commission members  
Present via Conference Call were: Commissioners; Chris Taylor - Swisher Mayor, John Thomas - Iowa City Councilperson, Brian Wayson - North Liberty Councilperson, Heather Johnson – City of Oxford Mayor
3. 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, second by Brian Wayson, all ayes and motion carried.
4. Comments or topics from the public: None
5. Topics from the Commission: None
6. Director and Deputy Directors Reports attached/highlights: We provided (see below) and highlights reviewed.

**Directors Report for December 2022**

- Financial report is in your packet this month.
- EMPG FFY23 (\$39K) is still owed.
- We have some COVID storage and maintenance claims that are in with FEMA awaiting payments.
- The last week of November we had the 26 ft. box truck returned from the repair that has been pending since early 2022. It is 100% operational and back at fleet.
- Travis and I assisted with election day logistics and event monitor at polling sites with light towers.
- I was asked to come down to the Henry County EMA office again in Mt. Pleasant and help explain the benefits of a Search drone program like we have operated. A week later after going down attending a Q&A and doing a presentation with two of our sUAS (Drones) Henry County Coordinator Walt Jackson called to thank me and stated that several of his Commission members said having Johnson County come down, answer questions and show the equipment swung it for them. They have ordered an DJI M30T and another Mavic unit for HCSO. The 2 drones will be house at HCSO & EMA and they have contracted with our instructor to come down (actually this week) to teach the 16-hour FAA Part 107 & Drone operations Course. Some additional U of I DPS officers are down taking that class as they purchased an M30T just before football season and EMA did all their special event FAA waivers this season.
- The developer we are working with on a site for an EMA Commission storage building did not want to hold the site until 7/1/22 and still has it on the market. It has not sold yet. We will see if that pans out or not.
- I have had additional planning discussions on the storage building and am providing template design handouts tonight. For those not present, these will be emailed out Friday. The file size is quite large and I will need to scan it down smaller.
- I wrapped up 30 of 49 School assessments last week. Travis wrapped up an additional 17 and shadowed 2 more that were done by the Tetra Tech vendor. That last contracted one is tomorrow (Friday 12/9/22 at Willow Wind Private school and Ashten Hayes from ICPD is also attending that last one. This completes all 48-grant eligible school's safety assessments a month ahead of the Governors new deadline.

**Johnson County Homeland Security & Emergency Management Agency**

**Dave C. Wilson, IA-CEM**

**Coordinator/Director**



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- Travis, along with JCSO, also assessed Pathways school recently, which is not a grant eligible facility.
- In all, the 49 schools took right around 245 hours of our agencies staff time since August to complete. Law Enforcement agencies from JCSO, NLPD, ICPD, CPD & UHPD, all partnered and provided staff hours as well during the 1.5 to 3 hr. per site “assessment visits” that took place. The remaining time was spent writing up the assessments, which was done here at EMA by our myself & Travis. It was a large lift in a short amount of time and one we had not planned, for but was well worth the effort. Schools took it very seriously and have been provided feedback for each building for enhancements to safety.
- The dive team had 2 monthly trainings since the last meeting and 1 recent call out which was a search for a weapon in a Johnson County waterway.
- The old dive trailer is back from CFD off of loan to them.
- The new Dive Team Commander was confirmed by the Dive Team leadership board today and will be Russ Dunn. Russ is a civilian team member but is also a master diver and charter member of the team since 2012. He is well certified to lead the team and will officially assume the duties held by Tom Hartshorns on 1/1/2023. Tom is staying on the team but as only a diver. This is due to his increased duties at ICFD as the Training Officer & Safety Officer. Tom does not have the time to dedicate to managing it going forward. Tom was also a charter member since 2012 and was the first Team Coordinator since it was reestablished in 2012. I submitted both Tom & Russ for Presidential Volunteer awards to recognize their contributions. Those arrived this week. They have both contributed well over 500 hours of uncompensated time towards the team since it was reestablished and I will be presenting each of them those awards.
- CRFD interviewed 2 potential CRFD firefighter who want to join the team and they will send those applicants onto the dive team as well for consideration. We have Jesse D. back from Military duty, a new member coming on from CFD, one of the two JCAS members completed open water and with the one or two members applying from CRFD we hope to be at 12 full divers again soon. The NLPD diver Andy Jensen is done on 12/31/22 with his tour on the team and NLPD is not replacing that position due to them having so many other obligations presently.
- The Bomb Team went on its trip for equipment to Tennessee recently and is back with materials they needed that had not been replaced in several years.
- We continue having to reshuffle grant projects due to supply chain cancellations and alterations in the EMPG grant timelines. HSEMD is trying to realign the performance periods and payouts and get them to match back up with the State/Local FYs which is good but has made for a challenge with realignment of claims to match the new timelines. Travis has been working on those reimbursement and the EMPG grant on that.
- The Homeland Security grant for over \$112K will need amended into the present budget but I would like to do this in the last quarter of the present FY. Travis is ordering the White Powder replacement monitor which had a price increase for the Hazmat Team, I ordered the Crowd Control Barrier trailer and those two items will take the whole grant as costs have gone up since the application went in and was awarded to us by HSEMD. We will rework those projects to reflect that all with HSEMD. Bids are from GSA contracts and trailer was from low bids from at least 2 vendors who responded so far.
- No work from vendors on the replacement Tahoe or the 1-ton truck. Worst case scenario we will have to decline a vehicle and postpone that procurement until the 7/1/23 budget if they arrive at the same time.
- Only the dive team boats did not get to Tailwater marine for fall service. Those will likely be postponed until Spring 2023 now due to weather. Swisher, North Liberty & Solon were to get their boats in for service but I have not seen the claim for those yet. Solon & Swisher boats still need prop guards installed in the spring as does the larger of the 2 dive boats.
- Trailer maintenance has been ongoing all summer and fleet is done the last 3 trailers maintenance.
- Supply chain issues continue to be a challenge. The EOC refresh parts still are not in so they have not been able to finish the last steps in the AV refresh of the EOC. With classes starting again in January for MATs it is not known when we will get this done as we are at the mercy of the vendor Hawkeye Audio for parts.

**Dave C Wilson – Coordinator / Agency Director**



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- We are working to build out the school reunification kit that will be for use countywide during a school reunification event. We participated in two ICCSD reunification exercises this past month. One at the Johnson County Fairgrounds and a phone accountability exercise.
- We have continued to integrate various capabilities into the 911 center related to school safety.
- I attended a couple of continuing education trainings since we last met.
- I taught a series of Stop the Bleed Courses for North Liberty since our last meeting with 30 attending that training. They have kits in various buildings now and with city staff and we also provided training kits for use by CCASD for in house Stop the Bleed trainings they did in November.
- We are hosting the “I Love U Guys” spring workshop virtual watch party in our EOC on 2/16/23 all day. Several law agencies and ICCSD, Lone Tree & CCASD have all RSVP’d to attend it.
- Began budget prep which is starting slightly later than normal as JECC just completed union negotiations for a new multi-year contract with staff, therefore that put them behind slightly on a firm number for them.

#### Deputy Director Report for June - October

- HAZMAT –
  - 1 call for service since last meeting.
  - Skills recert for team members this month.
  - Priced out a low bid GSA contract Gemini monitor using the Homeland Security Grant funds we were awarded, formal vote to follow on final price including shipping.
- ARES –
  - Bi-monthly meetings continue.
  - Conducted a Project Lifesaver overview presentation for both ARES and CERT. Much interest for participation and will likely hold an ESS course this winter or spring to train up additional folks.
- CERT –
  - Added two new members.
  - Teen CERT training at Regina got delayed to due schedules and conflicts. Hopefully will resume after the holiday break.
  - Several Public Health students expressed interest internships and preceptorships with our agency post Task Force meeting at our location.
  - Along with state CERT committee, will be attempting to plan a CERT “Rodeo”, conference of sorts to be held next summer to broaden awareness to county coordinators on CERT teams.
- Healthcare Coalition (Service Area 5)
  - Helping to plan a radiation based TTX for the group.
  - Participated in Peds surge TTX.
  - Coalition grant covered Stop the Bleed kit resupply items totaling approximately 500 dollars.
- COVID19
  - Claim being submitted for temporary storage of PPE items we are housing in Tiffin as well as some storage containers.
- Long Term Care facilities Quality Committee continues to meet monthly.
- Project Lifesaver
  - Currently have three clients enrolled in county program.
  - Additional interest from ARES/CERT teams on adding additional search specialists.
  - Info and push made with schools as a resource for parents.
  - Attended preplanning meetings and building tours
- Vintage Coop Safety Assessments X2
  - Completed both locations and offered improvements/ideas and will review as needed.

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- ALICE Training
    - Obtained an additional recert for training their new content they rolled out globally.
    - Instructed at Pathways Christian School
    - Instructed at AME for county employees this Tuesday
    - Will instruct at Conservation on 12/15/22
  - School Safety Assessment
    - Dave and I completed the Iowa City School District schools 49 total assessments completed.
    - Completed Pathways assessment even though they are not grant eligible.
    - Attended virtual assessment portion for Willowwind (conducted by contractor, on-site assessment to occur this Friday)
    - Attended and assisted with first ICCSD school reunification test setup/run through at the fairgrounds.
  - Updates on Grants and UEI numbers to be provided during the meeting.
  - Unfortunately, due to low enrollment, two separate TEEEX disaster management courses we had scheduled to host were cancelled. These were two of a four-part series so I will try to get back on the calendar for spring.
  - Participated in a TTX UIHC shooter exercise on 12/5.
7. Old Business:
- EMA storage building planning for FY24: Developer declined to take any holding money to hold property. Ask did go into the budget for \$270K. This is a capital project so board can approve or deny as this is a bonded funded project. County has 3 large projects underway. Building would follow in FY 25 if we are able to acquire.
8. New Business:
- Review Draft FY24 Budget: Dave presented the draft budget to those in the room and packets made available for those on the phone. Increase 10.88% increase in total budget. This reflects insurance costs increases, merit, etc. HAZMAT funds and truck set aside were discussed. EMA expenditures total \$788,346.36 Which includes pay, insurance, benefits as well as operational agency budget. Bomb and Dive budgets increase \$1k each as supply chain costs have went up.
  - Adopt Updated Driving Policy: Senate File 333 went into effect July 1, 2022. Added article on training. Included this in our policy which we currently do. Motion to approve: Brad Kunkel, Second Brain Wayson, all ayes.
9. Next Meeting Date: Thursday January 26, 2023 at 5:30, Will require 7 elected for quorum as Budget will be set this meeting.
10. Adjourn – Motion by Louise From , second by John Thomas at 6:07 PM to adjourn and motion carried.