



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

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October 1st, 2010

The Johnson County Emergency Management Commission met in regular session on **Wednesday, the 29<sup>th</sup> of September, 2010 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 Website and at the Public Entrance to the JECC Building.

In attendance were: Terrence Neuzil- Board of Supervisors  
Orey Switzer- Assistant Fire Chief and Coralville Alternate  
Mike Wright- Iowa City Councilman  
Donald Saxton- Commission Chair & Oxford Mayor  
Steve Dolezal- Sheriff's Alternate  
Scott Grabe- Swisher Mayor  
Louise From- University Heights Mayor  
Dave Wilson- EMA Coordinator  
B.J. Dvorak- EMA Plans Officer

Guests were: Ken Brown- Johnson County Hazmat Team Leader & ICFD Battalion Chief

**September 29<sup>th</sup> 2010 Johnson County EMA Commission Meeting Minutes**

1. Call to order by chairperson at 7.00 p.m.
2. Amend or approve previous meeting minutes or this agenda.
  - Move to approve minutes as provided. Motion, by Mike Second by Scott, All Ayes- Approved.
3. Comments from the Public.
  - No Comments from the Public in Attendance.
4. Public hearing on the proposed FY11 budget amendment to allow for the processing of equipment bond revenue and bill for JECC as a carryover from FY10 budget.
  - No public comments.
5. Close Public Hearing and Comments on FY11 budget amendment.
  - The EMA budget will be amended from \$2,693,272.00 to \$4,205,495.00 due to the JECC equipment bond carry over from FY10.
6. Action to adopt FY11 budget amendment.
  - Move to approve. Motion, by Mike, Second by Louise, All Ayes-Approved.
7. Recognize new Hills EMA Commission representative.
  - Jim Malmberg, Hills Fire Chief, is the new Hills representative.
8. Recognize outgoing Hills EMA Commission representative.
  - George Murphy is now the Hills alternate representative. George will receive a plaque from EMA for his years of service on the EMA Commission, the plaque is done and Dave will see Jim Malmberg gets it to him.
9. Topics from the Commission. (EMA Coordinator review - closeout comments from Grabe, Hruby and Wright, Dave's Review continues to be favorable as in years past and the commission scored his performance better than he did with his self evaluation. His annual raise is approved).

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- Terrence mentioned that the County Human Resource Department now has a new version since July 2010 that the County is using and wonders if the EMA Commission wants to use that new form in the future instead of the 2010 version? Motion by Scott to use new County evaluation form for future reviews. Second by Terrence, Ally Ayes- Approved.
10. Communications Center Updates.
- System loading with new radios have begun. About 110 portable radios are in use now for testing by end users.
  - Interviews for the new JECC Executive Director will begin next week. They had over 30 applicants. They are doing initial interviews on 2 of the final 9 and can pull more in for interviews if needed.
  - CAD software is improving even though challenges with TacTen/Smart continue.
  - Radio network coverage seems to be outstanding. Dave did a test call on his portable behind the Riverside Fire Station while seated in his truck to a Racom Tech on his portable while that Tech was in his house in Hiawatha. We are identifying any dead spots within the County and there are a few and Racom is working on but so far the system appears to exceed expectations. Testing using portables from boats on the Reservoir will occur this Friday.
11. Haz Mat Team Report or Updates.
- August training was on Decontamination.
  - September training was on Chlorine.
  - October training will be on Ethanol.
  - 2 people will be attending the Hazmat Symposium in Ames this month.
  - Ken Brown asked all communities to consider raising the haz mat levy from .25 to .50 per person or at a minimum to .35 per person in the next few years. The haz mat levy has not changed since it was created over 15 yrs ago.
12. Planner Report.
- University Heights PD had a Hazmat Ops Class on September 19<sup>th</sup>. 15 officers trained from the grant funds.
  - The JC Special Needs Registry is now electronic for people to register on. They can go to the EMA website for this link.
  - The 2010 Emergency Operations Plan ESF version is now on CD and has been sent out to everyone. 15 hard copies have been printed and will be at the EOC.
  - Switched Hazmat cell phone and air card from US Cellular to Verizon. We will save \$6.80 per month and have a better data plan and improved coverage at a lower cost.
  - EMA will be launching a County Wide Code Red call to everyone who is registered on October 13<sup>th</sup> at 2:00 pm. This is to evaluate the local telephone infrastructure. Code Red will reimburse the used minutes back to us after the call is complete. A press release will go out ahead of time to let everyone know of this call.
  - EMA attended a table top exercise with the Biological Safety Level 3 lab staff at the U of I.
13. Coordinator Report: MRC and MRC grant, R52 RFP, USACE Mtg, USACE Reg. Plan request status.
- EMA/JCPH will be receiving a \$5,000.00 grant award in January for our new Medical Reserve Corps. Dave attending training for this in Colorado on how to manage the grant. The Medical Reserve Corps would be activate if we need to open a medical special needs shelter and can be used to help with annual influenza clinics. The unit is a partnership between JCPH, JCEMA, UIHC, VA and Mercy Hospitals.
  - The R-52 RFP was sent out. We have had 4 phone calls already from vendors that are interested.
  - Dave, Terrence, and Pat attended an Army Corps of Engineers meeting in August in Des Moines to discuss the regulation plan status.
  - Congressman Loeb sack was here Monday to get a tour of the JECC and to meet with local public safety officials to discuss Public Safety grants, the Corps regulation plan, eligibility for outdoor warning sirens, generators being included in HMGP grants and cellular as well as voice over internet phone surcharge monies coming to the local PSAPs to support local 911 centers.

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- Solon FD's new boat that was previously approved in the past years budget was purchased and put in service. Holding off until after July saved us nearly \$1,000.00 in discounts. The Sheriff's Office oldest boat will go to Sharpless Auction in two weeks to be sold. The only thing next year for capital improvements for the boat program is to replace the 3 boat motors for the Sheriff's Office boats. Once that occurs the program is closed and all boats will have been modernized.
  - EMA will receive an additional \$332.85 from the EMPG FFY09 grant due to a State match issue.
14. Action to formally adopt cellular and data plan reimbursement policy for EMA.
- Move to approve. Motion, by Scott Second by Steve, All Ayes- Approved.
15. Financial Report.
- There are some JECC bills that were processed and those were noted in the report.
  - Dave Long Protective Products is the tarp for Hazmat boom trailer.
  - De lage landen is our monthly copier service. JECC reimburses us half of the bill every month.
  - Fulton Technology is a JECC bill from the upgrade of the tornado warning system radios to narrow band compliant.
  - Motion to accept report. Motion, by Terrence Second by Mike, All Ayes- Approved.
  - Terrence requests we consider possibly constructing a garage on the JECC property in the next few years and that the EMA budget preview be presented in the Nov timeframe to the Board of Supervisors so they can plan. Dave explained he can do that but that the State does not release the E911 Budget or EMA Commission forms commonly until January, hence the reason we are always behind the County in the process.
  - Terrence inquired if the Sheriff's Office is looking to have EMA purchase a Patrol Boat for their use. Steve and Dave both advised that was not part of the discussion and that the Sheriff's office is looking to partner with either the USACE or DNR for use of a Patrol Boat staffed by JCSO Reserve's or Deputies and neither EMA nor the Sheriff's office is looking to buy a Patrol Boat at this time.
16. Adjourn.
- Motion to Adjourn. Motion, by Louise Second by Terrence, All Ayes-Approved.