

**JOHNSON COUNTY IOWA EMA COMMISSION MEETING MINUTES**  
**January 24<sup>th</sup>, 2018**

The Johnson County Emergency Management Commission met on Thursday, the 24<sup>th</sup> of January at 7:00 PM in the Policy board room at the Joint Emergency Communications Center & Emergency Management Agency Offices, located at 4529 Melrose Avenue, Iowa City, IA. This meeting was subject to Iowa open meeting laws and rules, and was not moved into closed, or executive session. All agendas were posted at least 24 hrs. in advance of all meetings on the following websites: [www.JECC-EMA.org](http://www.JECC-EMA.org) and on the Johnson County Website at: [www.Johnson-County.com](http://www.Johnson-County.com) as well as at the Public Entrance to the JECC-EMA building at 4529 Melrose Avenue in Iowa City, Iowa. Any of the items on this agenda may or may not have included formal action being taken at the time of the meeting.

**January 24<sup>th</sup>, 2018 7:00 PM - Johnson County EMA Commission Meeting**

1. **Open meeting and determine quorum of at least 7 Commissioners:**
  - Tim Kemp, Commission Chair, called the meeting to order at 7:04 PM and present onsite were the following members: Commission member and Chairperson Tim Kemp, Mayor from Hills, Commission member Terry Donahue, Mayor from North Liberty, Commission member and Vice Chairperson Louise From, Mayor from University Heights, Commission Member John Thomas, Councilman from Iowa City, Commission Member Johnson County Sheriff Lonny Pulkrabek, Commission Member Steve Stange by phone, Mayor from Solon, Commission member Greg Tinnes ICFD Hazmat & alternate for Iowa City, Rod Sullivan, Commission Member for the Board of Supervisors, Commission Member Chris Taylor, Mayor from Swisher, Commission Member Mickey Coonfare by phone, Mayor from Shueyville, Commission Member Mitch Gross Mayor Pro Tem from Coralville and Emergency Management Director Dave Wilson and Deputy Director Travis Beckman.
2. **Roll call by sign in sheet and introductions.** Introductions were done.
3. **Consensus Items:** Motion to approve the consensus agenda items by Louise From; second by John Thomas, All ayes. Motion carried.
  - **Agenda Approval for January**
  - **Approval of December Meeting Minutes**
  - **Approval of monthly financial report/budget status**
4. **Comments from the Public:** None present, on the phone or mailed in
5. **Public Hearing on FY19 Budget:** Opened at 7:06 PM.
6. **Comments from the Public on the FY19 Budget:** No written or verbal comments from the public. Notice had been published and ran in the Press Citizen on January 11<sup>th</sup>, 2018 and certified copy is in hand
7. **Closed the Public Hearing on FY19 budget:** Closed at 7:07 PM with no comments.
8. **Action on the FY19 Budget.** Rod Sullivan introduced a motion to accept the budget as published. Motion seconded by Louise From. All ayes. Motion Carried and the FY19 EMA Commission Budget is adopted in the amount of \$3,839,313.00
9. **Topics form the Commission: None**
10. **HAZMAT Team Report:** 2 ICFD members reassigned off of HazMat, gaining 2 new ICFD members. This will bring us to 23 total members with a goal of 25. E-board elections took place with Martin Lacina taking the at large position and Troy Roth retaining the Training Officer position.

**11. Local Emergency Planning Committee:** Next meeting in April, large scale exercise in May or June.

**12. Deputy Coordinator/Director Report:** As provided, follows:

- Evaluated a Duane Arnold Medical Services exercise at UIHC on 12/20. Exercise prepares hospital staff to care for radiologically contaminated and injured persons. FEMA evaluated. Exercise went well, no negatives.
- Kicked off our ESF 1 and ESF 10 updates.
- Also have initiated our HMP update. Community and Private stakeholder meetings are being schedule for Feb 20<sup>th</sup>/21<sup>st</sup>.
- Hazmat Team
  - No Calls since our last Commission Meeting
  - Next LEPC meeting April 2018
  - Skills Testing Completed in December
  - Chlorine Response Training
  - Stipends mailed to Volunteer Members in December
- Dive Team
  - 0 Calls
  - Training cancelled on January 20<sup>th</sup>
  - Next Training is an Ice Dive with Story County Dive Team in February
  - Working on equipment updates to replace worn items
  - Considering joining in some fashion formally with the State UR&R taskforce out of Cedar Rapids if it makes financial sense for the team and not just for US&R
  - Purchased a new BCD and rebuilt all regulators in house with trained technician to save money
  - Still needing members from Coralville PD, Iowa City PD and U of I PD as we are three short
- Bomb Squad
  - 2 Calls since last meeting and monthly trainings continue
- HMEP Grant
  - 2017 Payment received for our CAMEO courses that we held at Johnson County EOC
  - New projected spending requirement for this current year's grant were covered
- Training –
  - Alice Course was completed on 12/19
  - I will also be conducting De-Escalation Training for County employees. Program is still being reviewed by HR.
  - **Completed**
    - Basic CAMEO (As a Refresher) – Hosted
    - Advanced CAMEO – Hosted
    - Jan 8- 12 REP Courses Core Concept and Plan Review- Ames
  - **Upcoming**
    - Jan 28 – Feb 3 Rep Course – Anniston (Pending Government Shutdown ends)

**13. Coordinator/Director Report:** As provided, follows:

- Completed the EMA Commission Budget for FY19 and presented that to the Commission and to the Board of Supervisors. That budget had formal action tonight
- Working with the U of I and others on planning and logistics for the upcoming wrestling world cup event being held this spring at Carver Hawkeye Arena
- Working on SOP/SOG for Countywide Drone operations and on a draft COA / FAA waiver for use countywide with any agency that has a drone such as Coralville Fire or others
- Had a transition meeting with old outgoing EMA Chairperson and incoming Chair and Vice
- Attended various IEMA, ISAC and other meeting including the County Fire, JECC and 911 meetings
- Met with Washington County delegation on Q&A on radio system and funding options reference bonding and 29C/34A
- Re-appointed as the 911 Vice Chairperson for CY 2018 and working with Jessica on updates to bylaws required by code
- Did public education events to include opening night of the 2018 Citizens Police Academy
- Working with HSEMD on a Homeland Security Advisory Council projects and HSEMD projects
- Working with Dive Team to bring flood response training to the County for spring 2018
- Had a technical assistance meeting with HSEMD grant staff regarding two grants
- Received our EMPG grant award that will need to be amended into the current year's budget in May 2018
- Attended the Traffic Incident Management Meeting and after action
- Working on an MOU with the COAD and Go Fund Me
- Worked with the contractor to complete the data import and updates to the Cameo software for \$1,000.00 which will be cloned onto Hazmat 1 and other laptops
- Replaced a LCD Projector in the EOC (one of three) this one failed unexpectedly and could not be repaired

- Confirmed ALERT training series for active shooter response for this spring here at EMA for Law Enforcement and other public safety agencies
- Working with the IEMA lobbyist on meetings and the legislative session on various bills of local interest and association goals
- Completed work on both the Joint Information Center and the Policy Board Rooms for the Audio Visual Refresh. Moving onto the EOC next
- Budget is at 57% expended at the seven month mark, EMA cash balance on hand balance is at \$229,458.47 and JECSA has had 55% of its funds transferred to it for operating budget Revenues & Expense are on track for the year, and we are still awaiting \$21,000 for the month from DAEC
- We have begun working on plans updates specifically with some contractors on the Mitigation, Hazmat Plan (ESF 10) and Transportation (ESF-1) updates
- The COAD or Community Organizations Active in Disaster meet in February
- We provided another 20 cots to the temporary emergency shelter at the request of the Board of Supervisors Chairperson

**14. Old Business:** Work on Drone COA Waivers with FAA and SOPs continues

**15. New Business:** Fair Board president is requesting EMA to fund upgrades/replacements of the generators at the fairgrounds. Per initial agreement, EMA Commission will not fund this. A formal letter will be sent to the fair board. Dave will send a letter stating the terms of the initial agreement and that we have no replacement plans and that they need to maintain it in an operational state. The ATV that was grant funded is being reassigned from Oxford FD to Conservation and the Rangers. The all seasons Toboggan will go to JCSO and the trailer to EMA. OFD has not used it much and has space needs so they wanted to give it back to EMA since our grants originally purchased it.

**16. Other:** The Dive team will be working to bring a flood response course to Johnson County in June 2018 we get 5 free seats as the host. The training will be from Dive Rescue International of Colorado and focus on flood response operations and is similar to swift water tech 1 which many on the team have. We will have 25 total seats to fill and fire as well as local law enforcement is encouraged to attend. More to come on that.

**17. Adjourn:** Motion by Lonny Pulkrabek, seconded by Chris Taylor, All ayes. Adjourned at 7:35 PM.