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Johnson County EMA Commission Meeting Minutes of January 27th 2022 at 5:30 PM

1. **Opened the meeting and determined a quorum of elected officials:** 10 elected commission members, and 3 alternates were in attendance. Called to order at 5:30 PM by the EMA Commission Chairperson.
2. **Roll call and introductions of Commission Members:**
Present via Zoom were: Louise From – EMA Commission Vice Chairperson and Mayor for the City of University Heights, Heather Johnson – Mayor for the City of Oxford, Royceann Porter - Chairperson for the County Board of Supervisors, Meghann Foster – Mayor for the City of Coralville, Brad Kunkel – Sheriff of Johnson County, Brian Wayson – Councilperson for the City of North Liberty, Chris Taylor – Mayor for the City of Swisher, John Thomas – Councilperson for the City of Iowa City, Tim Kemp - EMA Commission Chairperson and Mayor for the City of Hills, Matt Zadow – Councilperson for the City of Lone Tree, Orey Schwitzer – Fire Chief/Alternate for the City of Coralville (present in person), Diane Venenga – Police Chief/Alternate for the City of North Liberty, Jim Hennes – Fire Chief/Alternate for the City of Oxford, and EMA staff - Dave Wilson, Agency Director (hosting from the office).
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. Motion to accept the monthly financial report

✓ Motion to approve all three-consensus items by John Thomas, second by Chris Taylor, all ayes – approved.
4. **Comments or topics from the public:**
 - No public present or via zoom and no comments received on agenda items.
5. **Topics from the Commission:**
 - None
6. **Director, Deputy Director & Special Teams / Projects Reports:**
 - As attached
7. **Old Business:**
 - No recent updates on the potential joint warehouse facility with the City of Tiffin/Fire and JCAS
 - HMGP buyout of 3 properties continues and is managed by ECICOG & JC PDS
 - After Actions for Derecho and Covid response are in the format process at Two Rivers Consulting and due in anytime now
 - Derecho claims and Covid claims are submitted and working through the process of reimbursement
 - Conversion of R52 to D52 is complete and the truck is operational
 - Lake regulation plan update with USACE is in its final stage of adoption



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8. **New Business:**

- The FY23 draft budget was circulated in December to Commission members and has the JECSA budget within it as part of the overall EMA Commission/Agency budget. I presented the budget to the Board of Supervisors on 1/19/2022 with no concerns voiced.

In early December I was asked to push the EMA Commissions storage building back one year on the capital projects list to FY24 by the County Budget Director and did so prior to formulating this draft budget at his request. That item is not included in the FY23 budget as drafted. The microwave item for JECSA was included in the JECSA budget as a capitol item and is included in our EMA budget within the JECSA line.

The Commission will need to act to approve the draft FY23 budget amount of \$4,596,663.00 for publication, to run in the Iowa City Press Citizen paper on 2/7/2022 with a public hearing on 2/24/2022 at 5:30 PM. That is the date of our next meeting.

- ✓ Motion to publish the EMA Commission budget as proposed and drafted by: John Thomas and second by Brian Wayson. Motion carried with all ayes and none opposed.

9. **Other Business:**

Grant policies - Iowa HSEMD, stated FEMA has new EMPG grant requirement changes and asked each EMA Commission throughout the State to adopt three new policies this year to stay in compliance with the grant. Those drafts are included in the packet for consideration tonight.

Those policies are: a fraud reporting policy, a safeguarding of personal information policy and a property and inventory management policy, and are needed to comply with the grant guidance.

The Commission will need to act on these draft policies.

- ✓ Motion by Chris Taylor and second by Brad Kunkel to adopt as drafted and proposed. Motion carried with all ayes and none opposed.
- New Commission members being introduced for the upcoming year are as follows: Meghann Foster – the new Mayor for Coralville, replacing John Lundell who has retired. Brian Wayson – Councilperson for the City of North Liberty, who is replacing Mayor Terry Donahue who has retired. Heather Johnson - the new Mayor for the City of Oxford who won the recent election over outgoing Mayor Penny Jenn. Matt Zadow - Councilperson for the City of Lone Tree, who replaces Mitch Swinton who has retired. Welcome ALL! All other members have been re-appointed by their cities or the board of Supervisors. I should also mention Royceann Porter is now the Chairperson for the County Board of Supervisors this year.

10. **Next Meeting Date:** Will be on February 24th of 2022 at 5:30 PM and is also the FY23 Public Hearing on the proposed budget.

11. **Adjourn:**

- ✓ Motion by Brad Kunkel, second by Chris Taylor, all ayes and motion carried with none opposed and adjournment at 5:56 PM.



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

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Director Report for January

- **Financials:** Cash on hand per the financial report in your packet as of 1/26/2022 for EMA is **\$292,916.41**
- The EMPG ARPA: **\$38,096.67** and EMPG FFY 22: **\$39,000.00** grants are still owed.
- We are still awaiting an additional FEMA and Iowa HSEMD covid reimbursements on close out claims as well as the State of Iowa closeout payout for their share of the Derecho. Total anticipated grant revenues awaiting payment equal an additional **\$100,294.12**
- New revenue totals fiscal year to date are **\$3,051,889.73**
- We passed through an additional JECC installment this month of **\$258,640.00** and JECC now has been paid **54%** of the tax pass through for this FY.
- The last EMA block grant installment totaling another **\$104,320.25** is due in April.
- The final JECC/JECSA installments are yet to be passed through as well on the revenue side for this FY.
- **Expenses since our last meeting inclusive of the JECSA payment were: \$350,868.46**
- **Year to date ledgers are in your packet.**
- We continue to support the local covid response with PPE, testing materials, and vaccine clinic supplies, as requested with grant funded materials for the eligible entities.
- Both home test kits and free N95 masks are now available to citizens via the federal government.
- We are still awaiting repair parts on the HVAC unit for the 53 ft semi-trailer shared with the medical examiners' office.
- The large M210 drone is assigned to Coralville Fire was used in an Ice training with JMFD (Swisher Fire) over the weekend.
- We had a limited EOC activation in December for another Derecho and luckily sustained very little damage in our County from that event. Highest windspeed was 71 MPH at the local airport that evening. All went well.
- The 2006 Chevy with 150,000 miles used by the dive team on it is now listed for online auction on purple wave and the newly refurbished 2011 F550 went in service as the Dive truck on 1/15/2022.
- The dive team trailer is being loaned short term to CFD from now through June and then will be sold on purple wave auction.
- Continue to work on plan updates for ESF 2 and ESF 8/Pandemic plans, and in April the ESF 10 and 6 plan updates will start. Annual plan updates are completed by 7/1/2022 normally.
- The After-Action Reviews (AAR's) for Derecho and Pandemic are being written and the reports are slightly overdue from Two Rivers consulting but should be in anytime now.
- Sheriff Kunkel and myself were re-appointed as the vice chairperson and chairperson, respectively for the 911 service board.
- I chaired the 911 board meeting this month for discussion on the draft budget the 911 service board. Jessica, who works at the Sheriff's office is the 911 Coordinator and put together the draft FY23 budget and an amendment for FY22 which we advanced for publication at a meeting to be held at 1 PM February 15th here.
- No Dive responses since the last meeting, but had ice dive training the 18th and another scheduled for the 8th.
- We are hosting several upcoming classes this spring.
- I presented the draft budget you see here tonight to the board of supervisors on 1/19/2022
- Next month there will be a change of command with the bomb team due to promotions at ICPD and Officer/Bomb Tech Joel Miller of NLPD will assume the role of bomb team commander.
- 1 member is at the Tech course in Huntsville Alabama presently, Deputy Michael Lumpkin, and he is due back in February as a certified explosives ordinance devices technician.
- The team is doing assessments for 1 additional replacement member to the team to stay at a 4 person strength.

Dave C Wilson – EMA Coordinator/Agency Director



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Deputy Director Report for January

- HAZMAT -
 - December testing completed.
 - January training completed for HAZMAT Command Operations.
 - No calls for service since last meeting. Large outstanding FedEx spill invoice was sent to collections.
 - TTX completed for City of Hills, Stutsman's and partners on Saturday January 15, 2022.
 - LEPC meeting was held 12/15/2021.
 - Exercise planning group to be set for 2022 exercise.
 - Annual ESF 10 review will be needed.
 - Several new members including Engie and Stutsman's.
- ARES –
 - No meeting since last commission meeting.
 - New headphones for comm room are in.
- CERT –
 - Teen CERT team training was held at Regina today, conducted by Team Leader Andy Cutter.
 - CERT attendance struggles with ongoing COVID concerns.
- Healthcare Coalition (Service Area 5)
 - Attempting to get HHS to approve rollover money to be used on PPE for COVID response/restock.
- COVID19
 - Our last claim was submitted on 12-7-2021.
 - Weekly deliveries out to LTCs on state supplied Binax Now test kits due to current shortages/difficulties in acquiring.
- HMEP FFY22 –Application was submitted but performance period does not begin until 9/1/2022
- EMPG FFY22 – Application was submitted. This performance period would be retroactive back to 9/1/2021.
- Storm Spotter Training returns in person on Wednesday March 23, 2022 at Coralville Public Library.
- Managing the Lost Person Incident Course set for April to be held at EMA.
- Sheltering class set for April to be held at EMA
- I will be off for work related shoulder surgery beginning yesterday on 1/26/22



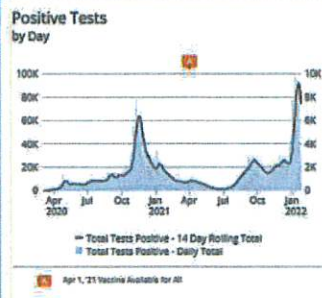
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COVID-19 in IOWA

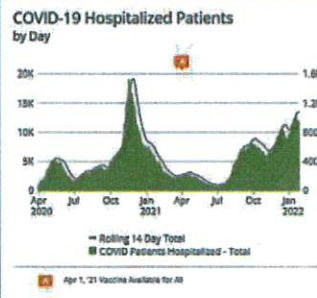
Data as of 1/25/2022

Iowa COVID-19 Summary

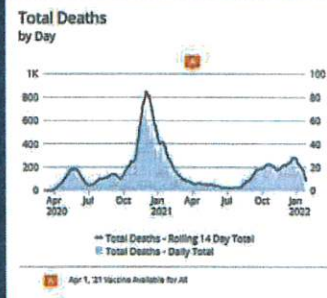
Testing Data



Hospitalization Data



Death Data



31,301

Positive Tests last 7 days*

929

Covid-19 Patients in Hospitals

184

Deaths confirmed in the last 7 days and reported on 01/25/2022. Deaths occurred between 10/29/2021 - 01/19/2022*

771,360

Total Positive Tests

165

Covid-19 Patients in ICU

8,501

Total Deaths

25.2%

Positive Tests (Past 14 Days)

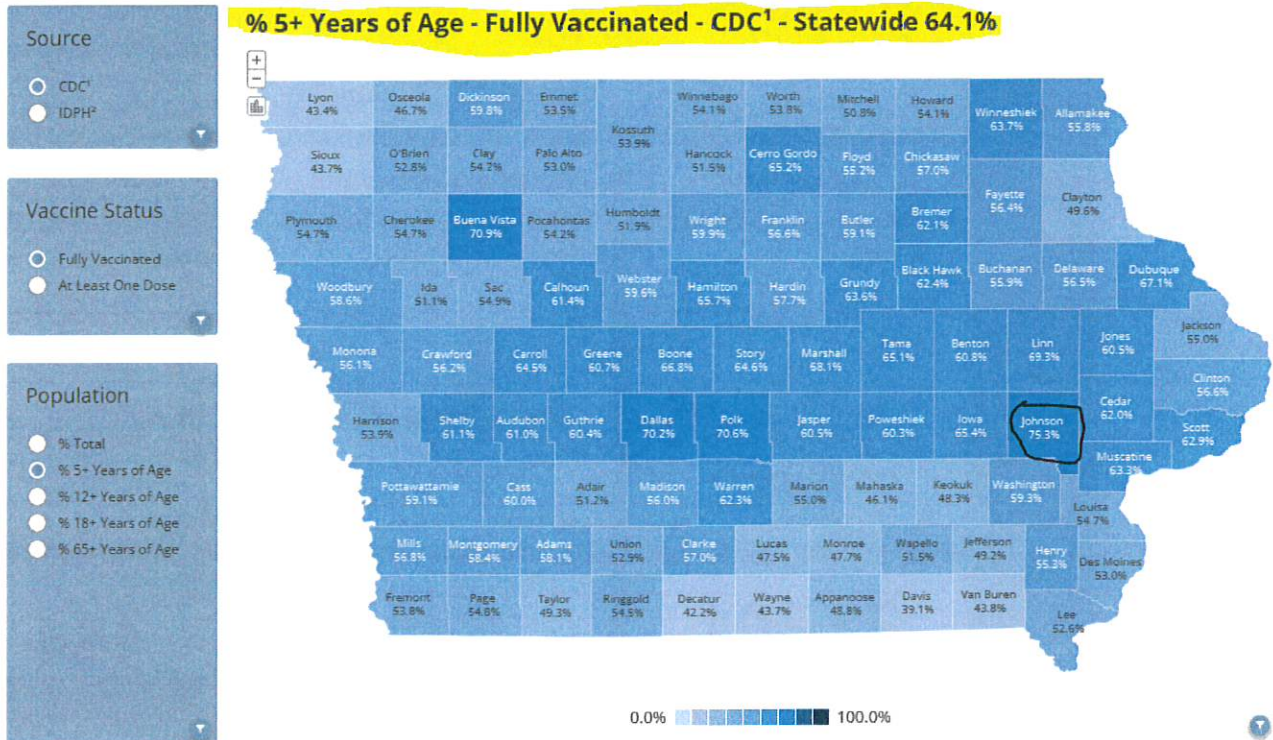
172

Covid-19 Patients admitted last 24H



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COVID-19 in IOWA



1. CDC COVID Data Tracker Data: CDC data includes vaccine administration data from all sources, including IRIS², other state immunization registries, and federal entities (Bureau of Prisons, Veterans Health Administration, Department of Defense, and Federal Long-Term Care program). These doses may not have been reported to IRIS.

2. Recipient County of Residence



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COVID-19 in IOWA

4,808,223
Total Doses Administered¹

71.1%
18+ Fully Vaccinated¹

75.7%
12+ with at least one dose¹

Those not fully vaccinated account for...

68.5%
Covid-19 Patients in ICU⁴

63.6%
Patients Hospitalized because of Covid-19⁴

Long Term Care Data

86

Long Term Care Outbreaks



¹ CDC COVID Data Tracker Data: CDC data includes vaccine administration data from all sources, including IRIS*, other state immunization registries, and federal entities (Bureau of Prisons, Veterans Health Administration, Department of Defense, and Federal Long-Term Care program). These doses may not have been reported to IRIS.

* IRIS, Iowa's Immunization Registry Information System, is a secure, confidential, population-based computerized system that contains immunization information for individuals of all ages residing in the State of Iowa.

² "Last 7 days" represent data as of the end of the day prior to the last update date on this website.

³ "Excludes patients hospitalized for another reason but are also positive for Covid-19"

⁴ Numbers reported on Monday are as of the previous Friday.

⁵ Total number of deaths confirmed and reported to IDPH is updated weekly on Wednesdays. Please refer to the specific dates listed in the graphic above for the time period in which the deaths occurred.
For information on deaths occurring by date, view the charts on Outcome Analysis Deaths.

COVID-19 in IOWA

% Positive Tests 14 Day and 7 Day Average

% Positive Test average is calculated by the sum total of Positive Tests divided by the sum total of Total Tests for the past period of days (14 or 7)

Past 14 Day Average

25.2%

Past 7 Day Average

24.1%

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**Johnson County Iowa Emergency
Management Commission
Fraud Reporting Policy**

Johnson County Emergency Management Agency (EMA)

Fraud Reporting Policy

2 CFR Part 200

200.113 Mandatory Disclosures

Approved: January 27, 2022

1.0 INTRODUCTION

It is the policy of Johnson County EMA to report all violations of federal criminal law involving fraud, bribery, or gratuity violations that affect all federal and non-federal grant awards.

2.0 EFFECTIVE DATE

This policy is approved and effective beginning January 27, 2022.

3.0 POLICY STATEMENT

Johnson County EMA must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.

4.0 PROCEDURES

If an employee or emergency management commission member learns of a violation of federal criminal law involving fraud, bribery, or gratuity potentially affecting a federal grant, the department or employee must report the violation to the Johnson County Attorney's Office or the Johnson County Sheriff's Office.

The above named is/are responsible for reporting the violation to the relevant federal agency or pass-through agency in writing and in a timely manner.

Approved by the Commission on the 27th day of January 2022.

Authorized:

Attest:

Tim Kemp
EM Commission Chair

Dave Wilson
EMA Director

**Johnson County Iowa Emergency
Management Commission
Personal Identifiable Information Policy
Johnson County Emergency Management Agency (EMA)**

Personal Identifiable Information (PII) Policy

Approved: January 27, 2022

1.0 INTRODUCTION

It is the policy of Johnson County EMA to protect Protected Personal Identifiable Information (PPII) of employees, volunteers and first responders of Johnson County.

2.0 EFFECTIVE DATE

This policy is approved and effective beginning January 27, 2022.

3.0 POLICY STATEMENT

Johnson County EMA shall not maintain permanent records of Sensitive Protected Personal Identifiable Information as described in the definitions described in Section 4.0. except where required by law and Johnson County EMA will not sell information containing PPII.

PPII stored information is used for planning and responses during emergency and disaster situations only and/or as required or allowed by law.

4.0 DEFINITIONS

Protected Personal Identifiable Information (PPII) is any information pertaining to an individual that can be used to distinguish or trace a person's identity. Some information that is considered PII is available in public sources such as telephone books, public websites, etc. This type of information is considered **Public PII** and is not Protected Personal Identifiable Information (PPII) but is instead (Public PII) and includes:

1. First and Last Name
2. Addresses available in the public domain
3. Work telephone number available in the public domain
4. Work e-mail address available in the public domain
5. Home telephone number when available in the public domain
6. Social media posts in the public domain
7. Photos and videos available in the public domain

Protected PII is defined as any one or more of types of information including, but not limited to:

1. Social security number
2. Passport number
3. Credit card number
4. Banking information
5. Date of birth
6. Mother's maiden name
7. Medical and financial records
8. Photos and video including any of the above items
9. Criminal records not publicly available online

5.0 PROCEDURES

All electronic files that contain Protected PII will reside within a protected Johnson County EMA/Joint Emergency Communications Center (JECC) information system location. All physical files that contain Protected PII will reside within a locked file cabinet or room when not being actively viewed or modified. Protected PII is not to be downloaded on personal owned commission employees, volunteers or first responders' mobile devices (such as laptops, mobile phones tablets or removeable media) or to systems outside of the protection of Johnson County EMA.

6.0 INCIDENT REPORTING

The JECC Analyst must be informed of a real or suspected disclosure of Protected PII data as soon as possible after discovery. Examples include but are not limited to, misplacing a paper report, loss of a laptop/computer, mobile device or removeable media containing PII, accidental email of PII, or the possible virus or malware infection of a computer containing PII.

Approved by the Commission on the 27th day of January 2022.

Authorized:

Attest:

Tim Kemp
EM Commission Chair

Dave Wilson
EMA Director

**Johnson County Iowa Emergency
Management Commission**
Property and Inventory Management Policy 2022
Johnson County Emergency Management Agency

Property and Inventory Management Policy

Approved: January 27, 2022

1.0 INTRODUCTION

The effective maintenance, reporting, and tracking of Johnson County Emergency Management assets, equipment and apparatus is key in providing accountability for all purchased or provided goods for the agency. This policy and procedure have been prepared to assist the Commission and Director in understanding the inventory process.

2.0 EFFECTIVE DATE

Johnson County Emergency Management Agency will implement the **current Property and Inventory Management Policy on January 27, 2022.**

3.0 POLICY STATEMENT

Johnson County Emergency Management Agency staff and Commission members must follow the EMA documented procedures that conform to applicable Federal, state and local law and the procurement standards in the Uniform Guidance when making purchases with Federal funds.

It is acknowledged that failure to follow policies regarding Federal requirements can result in a wide range of sanctions for Johnson County Emergency Management Agency including disallowed costs, denied reimbursement requests, debarment of Johnson County Emergency Management Agency from all Federal funding. Violation of this policy may result in disciplinary action, including termination of the federal grant.

4.0 POLICY

The Property and Inventory Management Policy:

Establishes a process for the recording, identification, and accountability of all Commission owned furnishings, electronics, vehicles, and other equipment having a minimum cost of **\$5,000** and/or any vehicle or trailer regardless of current value each and a life expectancy of greater than two years and is not considered a consumable item.

Most EMA owned items or assets falling outside of the required criteria are still inventoried in a similar manner as those meeting the above requirements. The EMA Director or designee have the responsibility to maintain a system of equipment control and accountability to provide a safeguard against loss and to facilitate effective utilization of available resources.

The EMA Director or designee shall utilize an appropriate property and inventory control system to meet the need for detailed information as to identification of the property by unique individualized numbers, the assignment and location of the property, quantity, and original costs of property. The EMA Director or designee shall conduct an annual inventory of all equipment assigned. The policy requires:

- a) All items of equipment meeting or exceeding the minimum **\$5,000** and/or any vehicle or trailer regardless of current value threshold shall be entered into the inventory spreadsheet and if possible, be identified by an Identification Tag utilizing the Salamander Inventory System affixed to each item. The number shall be unique to the individual piece of property and display a property label of "JOHNSON CO EMA".
- b) Equipment control records shall be maintained for each item identified by serial number or similar identifiable unique number.
- c) At least annually, inventory of property will occur for each item with an affixed Identification Tag or number.
- d) Equipment and property utilization control records shall be maintained for items, whether they are in the form of daily usage records, sign in/sign out records, or simple periodic observations to provide a safeguard against loss and facilitate effective utilization.
- e) Response types of property such as the hazardous materials response equipment, portable lighting, boats, sUAS, and UTVs do not require any preauthorization prior by EMA as the housing agency has the standing approval to initiate response of those assets as needed within their jurisdictions. Beyond their jurisdiction, the EMA Director or designee must approve deployment or reassignment of equipment when possible.
- f) Housing agencies are administratively responsible for the equipment assigned to their agency for response use and shall be responsible for the routine care and maintenance of equipment assigned to them. Assigned property shall not be transferred, changed, or altered in any way without written approval of the EMA Director or designee.
- g) EMA will insure equipment owned and/or housed by the agency regardless of its physical location(s).

5.0 PROCEDURES

To be included in the inventory management system or Salamander, an item must meet the following criteria:

- a) Be Johnson County Emergency Management property, including purchases, donations, gifts, re-purposed or re-allocated items.
- b) Not be considered a consumable item.
- c) Have a value of at least **\$5,000** and/or any vehicle or trailer regardless of current value.
- d) Items will include furniture, electronics, equipment, machinery, vehicles, and apparatus which may be used repeatedly without any material impairment of physical condition, and which have a probable life expectancy of more than two years.
- e) Items the Commission is leasing or renting if the lease is applied towards the purchase of the item and is determined to be a capital lease or lease purchase agreement.

The following items do not meet the above criteria, and shall not be considered inventoried property:

- a) Items furnished or provided by a grant, contract, or other means for which Johnson County Emergency Management does not hold title to that equipment such as a State agency funded item(s) or equipment.
- b) Items personally owned.
- c) Expendable or consumable items or supplies.
- d) Items permanently attached to or considered permanently affixed to buildings, vehicles, apparatus, or equipment. Examples include light fixtures, built-in cabinets, shelving, consoles, wiring/cables, antennas, hvac units, carpeting, or accessories to the main item.

Upon receipt of new property:

- a) When received the EMA Director or designee shall verify that the item(s) description, quantity, make, and model are identical to the item described within the purchase issued to the supplier.
- b) The EMA Director or designee shall verify the item(s) are free of defect from the manufacturing or shipping process.
- c) The item(s) shall be tagged with the property identification tags. The item will be placed into the inventory spreadsheet following information entered if applicable.

- a. Organization Name (Johnson Co EMA)
- b. Item Name
- c. Description
- d. Make
- e. Model
- f. Serial Number/VIN Number
- g. Deployable Asset
- h. Original Cost
- i. Location Assigned
- j. Contact Information

- d) When possible, affix additional inventory sticker within item(s) equipment file.

Upon receipt of new consumable property:

- a) When received the EMA Director or designee shall verify that the item(s) description, quantity, make, and model are identical to the item described within the purchase issued to the supplier.
- b) The EMA Director or designee shall verify the item(s) are free of defect from the manufacturing or shipping process.
- c) The item will be placed into our inventory spreadsheet.

- a. Organization Name (Johnson Co. INVENTORY)
- b. Item Name
- c. Description
- d. Make
- e. Model
- f. Serial Number/VIN Number
- g. Quantity
- h. Location Assigned

- d) No medical or PPE supplies are to be distributed without a proper resource request(s) or mission task(s) from the appropriate agency and all items must be tracked as to the disposition of expendable supplies.

Annual Verification of Inventory:

- a) Annually, the EMA Director or designee will complete a physical inventory of the property assigned to and purchased by the Johnson County Emergency Management Commission. Inventory should be conducted in February of every year.
- b) A record of lost or missing items will be submitted by the EMA Director or designee to the Commission for approval to remove such items from the equipment records.

6.0 PROPERTY SECURITY

EMA owned assets are stored securely in governmental facilities and vehicles throughout the county including all of our local municipalities. Facilities are restricted access and many require keycard access and cameras on site for security purposes.

7.0 PROPERTY INSURANCE

The Johnson County Emergency Management Agency maintains property and equipment insurance with the Iowa Communities Assurance Pool (ICAP), member number 769. All property and equipment are covered under the policy unless otherwise covered by other agencies.

8.0 PROPERTY DISPOSAL

Refer to Johnson County EMA Procurement Policy for disposition of equipment.

Approved by the Commission on the 27th day of January, 2022.

Authorized:

Attest:

Tim Kemp
EM Commission Chair

Dave Wilson
EMA Director