

MEETING MINUTES

April 26th, 2017

The Johnson County Emergency Management Commission met on Wednesday, the 26th of April 2017 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 and on the Johnson County Website at: 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. Swisher Mayor Taylor dialed into the meeting.

April 26th, 2017, 7:00 PM - Johnson County EMA Commission Meeting

1. **Open meeting and determine quorum of at least 7 Commissioners: 8 were present.**
 - Brian Wayson, Commission Chair, called the meeting to order at 7:00 PM and present onsite were the following members: Commission member Mark Prentice Councilman from Solon, Commission member Steve Berner, Mayor from Tiffin, Commission member Tim Kemp, Mayor from Hills, Commission member Chris Taylor, Mayor from Swisher dialed in, Commission member Brian Wayson, Councilman from North Liberty, Commission member Louise From, Mayor from University Heights, Commission member Sandy Flake, Mayor from Lone Tree, and Emergency Management staff Dave Wilson and Travis Beckman.
2. **Roll call by sign in sheet and introductions. Introductions were done since Travis is new on the job.**
3. **Introduction of the new Deputy Director Travis Beckman:** Travis provided an introduction of himself to the commission and his work history in the preparedness field.
4. **Action on consensus items:**
 - **Motion to amend or accept the present agenda:** Motion to by Berner, Second by Sullivan. All ayes, the motion was accepted as written.
 - **Motion to amend or accept the meeting minutes from the last meeting:** Motion to by Kemp, Second by From. All ayes, the motion was accepted as written.
 - **Monthly financial report:** Motion to by Kemp, Second by Sullivan. All ayes, the motion was accepted as written.
5. **Open hearing on FY17 EMA Commission Budget Amendment at 7:07 PM:**
 - **Motion to open:** Motion by Sullivan, Second by Kemp all ayes.
6. **Close public hearing on FY17 EMA Commission Budget Amendment:**
 - **Motion to close at 7:08 PM:** Motion by Sullivan, Second by Kemp all ayes.
7. **Action on FY17 Budget Amendment at 7:09 PM:** Adopted.
8. **Comments or topics from the public.** No public present and no written comments of any kind received.
9. **Topics from the Commission:** None.
10. **Legislative Updates:** as provided in Directors report.
11. **Haz Mat Team report:** Attached in the Directors report.
12. **Local Emergency Planning Committee (LEPC) report:** LEPC meeting to be held on May 3, 2017. Airport FTX May 17, 2017. Meeting minutes from LEPC meeting attached.

13. Coordinator/Director Report: follows:

Director Report: March & April 2017

- HSEMD has opened the HMGP (Hazard Mitigation Grant Program) for planning and has offered for us to get \$30,000.00 for renewal of our Multi-Jurisdictional Hazard Mitigation Plan if we want to apply. I have done the initial paperwork for the NOI (notice of interest) but before I do the full application the Commission needs to take action on two things which are #1 do we want to apply? The grant no longer allows in kind match and requires a cash match which for the amount they are awarding will be \$7,500.00 #2 We will want to do an RFP (Request for Proposal) for the vendor to do the plan update. It is likely based on initial estimates that it will be about \$40-\$45,000.00 to redo the plan as FEMA has changed some requirements and formatting so vendors are saying it will be much like a brand new plan and #3 we had performance and timeline issues with the previous vendor which was very upsetting to HSEMD, JCEMA & the Commission when it was completed last time. Keep in mind we might actually need a total of up to \$20,000.00 to complete this using local funds worst case even with the grant. It is due at the end of 2019 for renewal.
- Subsequent to a walk away mentally ill person from Chatham oaks we supported a search for that person which resulted in a successful live find but also resulted in Inspiron Logistics inadvertently sending a flawed WEA (wireless emergency alert) out that got some bad press that we and the company dealt with. The system software was redone by them so this should not happen again. I can explain in detail how they managed to do this but at the end of the day they took full responsibility for what was actually a combination of human error by an employee of their company, a prematurely expired IPAWS certificate that was a FEMA and Department of Commerce issue and a software issue. The company corrected everything and took full responsibility which in my book is very rare in this day and age and had addressed everything within 36 hours of the event. Iowa City Fire Department SORT team helped manage the search and we used the Crisis Track Search application software and County GIS staff to support the operation. We also met with State Representative Mary Mascher on the topic (Sheriff Pulkrabek, Capt. Kramer & I) following the incident, as it was a relative of hers that located the missing person and addressed questions they had.
- I will assume the duties of President of the Iowa EMA Association on July 1 2017.
- The 2017 legislative session has come to a close and no negative impacts to EMA occurred and we were able to successfully move forward some 911 legislation and code changes in 34A that will result in a savings to anyone that wishes to join or access the Statewide DPS Managed Land Mobile radio system that they are purchasing from Motorola. The code changes also cleaned up language and defined EMA as Public Safety not Public Service to be consistent with 29C and added to 34A that EMA Agencies/Commission have a voting membership of E911 service boards for those that did not already have a service arm like hazmat that would give them a vote on it already like we presently do.
- I took an inquiry from the media on the FCC notification to HSEMD about them being placed on the list of States that diverted E911 funds for purposes other than E911 last year. In this case it was for the ISICSB radio system for use in the land mobile radio platform. I explained what I knew and directed them to the ISICSB You Tube Video of the meeting and to HSEMD for comment.
- HSEMD advised the legislators that rolling back the 911 wireless pass through would be the wrong thing to do now just one year after increasing the local pass through of wireless 911 funds, therefore the legislature left that alone at least for now. HSEMD also helped lobby for restoring funding to the Iowa Flood Center which was threatened this session. HSEMD will likely use funds leftover in the 911 carry over fund to convert the landline 911 system to a system similar to the wireless system managed by HSEMD. This would allow for the ability to have 6 CPE or Call Processing Equipment centers regionally in Iowa and eventually replace the need for local 911 centers to have them. Be mindful that likely down the road HSEMD might well say that the local 911 boards no longer need 100% of the wireline (landline) E911 revenue as HSEMD will have taken over the CPE costs. That fund is already diminishing at the local level so this could be an issue in the future we want to be watching for.
- HSEMD and the U of I are doing a Disaster Recovery Symposium at the Iowa Memorial Union this May was abruptly announced late last week that it has been cancelled.

- We supported JCSO with the response to the airplane crash west of the building a few weeks back and the boats were used in the recovery of the missing person from Iowa City that had been missing over a month and was located in the river. Some replacement equipment that was unable to be decontaminated had to be replaced.
- Total unexpected revenues and expenses that are going into the budget amendment total \$ \$102,230.86 and are detailed in the handout tonight. The replacement flood supplies provided to Cedar Rapids, Linn County and Butler County plus the City of Greene are all in and paid for as is the reimbursements from them. The same for the FBI replacement inflatable boat costs.
- The Dive Team had all boats out over the weekend for training.
- All 6 rural sirens had to have new batteries installed in them one year earlier than originally planned and budgeted for which was a cost of just over \$3,000.00 and has been done.
- Following that on March 13th we had a catastrophic lightning strike to the outdoor siren at Sutliff. It took just shy of one month to get all the replacement parts and the install completed. It is now operational per the vendor and will have a live test in May to confirm audible operation. The invoice for repairs is not in yet but will be submitted to the insurance agent and he is aware of the lightning strike already.
- We hosted two landfill fire training sessions and table top exercises for the City of Iowa City. They hired a contract company to develop a plan and install some fire risk mitigation tools at the landfill and Chris O'Brien arranged all that so we hosted the plan overviews, table tops and discussions on that. It was very well done.
- The mitigation projects on Park & Dubuque street are well underway and despite the river and lake levels not fully cooperating the projects are moving along and some obstructions and coffer dams either have come out of the river or are very soon. As a reminder May 1st the max release rate changes to 6K out and we have already had several times this spring where they (USACE) have had to go over 6K out to keep the lake in the 679 MSL range which is the target until May 20th then the target is 683 MSL over the summer and constrained to 6K out until December 15th when they can return to the 10K out release rates.
- We hosted a plan review and update with the USACE and several counties and the usual topics came up and USACE had no definite answer on when they would proceed with the Regulation Plan update that is over 20 years old. They acknowledged that it needs updated but gave the standard excuse of not having the \$778,000.00 they estimate it will cost to do it and as normal blamed Congress on not providing them the funding.
- I also participated in a meeting with the locals Public Works staffs and others on the DNR/FEMA & IFC meeting on the updated FEMA Flood Maps which sadly when published will be using data from 2008 and 2009. We have worked with Rick Havel and Ron Knoche as well as others local public works departments to provide them the most current Lidar data and ortho – pictometry data and pictures we have locally for them to incorporate and hope they will use that data in the map outputs.
- The Debris management plan is on track to be completed by July 1st for submission to HSEMD and FEMA Region 7 for review. We have about 3 meetings left to complete prior to submission.
- We are still moving forward with the May 17th Iowa City Airport Exercise which will be the first time they have ever had a full scale exercise of their plan.
- The next LEPC meeting is coming up on May 3rd at 10:30 am and I will attach the meeting minutes to the Commission minutes when we send them out.
- Travis Beckman started Monday April 24th as the new Deputy EMA Director replacing Shawn Sharp who resigned on March 3rd to pursue his own business. I would like to thank the EMA Chairperson and Vice Chairperson as well as DJ from Johnson County Human Resources for assisting in the selection and interview process. We had a large volume of applicants once again.

- ICFD week long DAEC training is completed for the year. Thanks to DAEC and HSEMD staff for coming down to help with that annual week of training.
- Attended the Region 6 meeting in Dubuque and several Des Moines meetings on various topics also a couple trips to the Capitol for ISAC, IEMA and other legislative business in the past two months.
- Attended the Healthcare Coalition and some UIHC and U of I meetings in the past two months on various preparedness topics and exercises.
- The NDMS Federal Coordinating Center Patient Movement exercise is being moved from May until September due to a conflict in Des Moines regarding scheduling.
- Travis is working on our NOAA Storm Ready Renewal application.
- Attended the annual NWS training in Davenport.
- Attended three days of training at the Linn County EOC for a Radiological Course and an Exercise Controller program that FEMA was conducting there.
- Presently the EMA cash on hand is \$250,059.62 (including the hazmat truck replacement funds) and is at 58% of our budget authority expended. There is a JECSA claim coming out this week for \$1,320,270.00 and we will have left to pass through to them at the end of the FY another \$232,717.00 on the remaining installment for the FY. Our year to date revenue is \$2,304,420.30 with an expense to date of \$2,147,419.20 which is a net + of \$157,001.10 to date of new revenue for FY17.

Deputy Director Report – by Dave

- Hazmat Team
 - One call since the last meeting
 - Team is replacing half the SCBA air bottles now and the other half in July that are at end of life. They also replaced two level “A” suits and two of the four gas monitors.
 - Training is DAEC this month with the exercise being this Thursday at the fairgrounds as the last part of the training.
- Dive Team
 - 0 Calls in the past month
 - April training was boat operations
- Bomb Squad
 - One call since last meeting for a Semi on I-80.
- HMEP Grant – 1 ICFD member HAZMAT Tech school and we are submitting for reimbursement.
- Tanker Car class scheduled for April, had good attendance and reviews and was completed two weeks ago.
- Storm spotter course had over 100 in attendance and we have officially out grown the meeting space available at the Coralville Library and will be looking for another place to seat the larger crowds next year.
- The DAEC exercise is scheduled for April 27th we ordered food 75.
- The Airport exercise meetings continue and the exercise is on May 17th.
- The Amateur Radio unit that failed was repaired for under \$200.00 and is back in service.

- 14. Old Business:** Debris plan update provided and still on course for completion by July 1, Hazard Mitigation Plan due in 2019 discussed and action taken as outlined tonight, EMPG grant update discussed: Debris plan is in 3rd draft. Grant funding available for Hazard Mitigation Plan was submitted and HSEMD can provide \$30K. Discussion on pro's and con's and limitations of the grant funds and future project priorities that HSEMD has for mitigation projects. After discussion a motion to seek funding for the \$30,000.00 from the HSEMD mitigation grant and appoint Dave to be the signatory on the required documents needed for the application and management of the grant on behalf of the Commission was made. EMA will publish an RFP and solicit a vendor. It will not be sole sourced as done in the past by the COG but they are welcome to submit and RFP response to be evaluated, which is consistent with our procurement policy. Motion by Kemp, second by Flake, all ayes. No changes for EMPG status since past meeting.
- 15. New Business:** Action taken as listed in old business regarding the HMGP Mitigation grant and RFP for Planning from HSEMD. The present plan expires in 2019 and we will need to budget in FY19 any amount not covered by the grant over the \$30,000.00 plus the local cash match for the \$30,000.00 in the grant which is \$7,500.00 as a local in kind match is no longer allowed. There was no other new Business.
- 16. Adjourn:** Motion by From, Second by Berner. All ayes, motion carried meeting adjourned at 7:45pm.



4529 Melrose Avenue
Iowa City, IA. 52246
PH: (319) 356-6700
Fax: 319-338-0028

E-mail: dave.wilson@jecc-ema.org

Minutes from the May 3rd, 2017 Johnson County LEPC Meeting

- Introductions-all: 14 Members of the LEPC were in attendance. Sign in sheet scan is attached.
- Old Business – Approve minutes of past meeting: Motion by Ed R. and Second by BJ D., all ayes, approved as written.
- ESF 10 Plan has been submitted to HSEMD with no comments from the State and it is approved as submitted.
- HMEP grants updates/status reports (Training & Planning) both FY grants: One Tech certification submitted to the grant for reimbursement. Still awaiting other Techs to attend classes to expend remaining funds. Commodity flow studies complete and on file. Next FY submitted to request a contractor to do a complete rewrite and update of the entire plan.
- Upcoming and completed Training Hazmat Team: JC HAZMAT recently completed tanker training at the secondary roads department using grant funding. JC HAZMAT also completed the annual DAEC walkthrough and trainings with local partner agencies. Proctor and Gamble certified 6 HAZMAT Techs, Enterprise Pipeline is currently conducting refreshers for their staff and Mercy Iowa City created a spill response team including 25 hazmat Techs.
- Commodity flow study Report completed using HMEP Planning funds for Rail, Pipeline & Highway: Updates were published after the addition of a missing pipeline was added in.
- County Haz Mat Team Report: No calls for service. Currently replacing monitors and ½ of the SCBA cylinders. SCBA harnesses are nearing their end of life and will need to be budgeted for replacement between two budget years. Long term needs – SCBA harnesses updates in FY19.
- Updates from the local Public Health Preparedness Healthcare Coalition: UV disinfecting unit s purchased for UIHC, HPP & PHEP funds for “W.A.L.K.” kits for supervisor units for LE agencies, JCAS, and UIHC “stop the bleed kits” basically. One each to JCAS Supervisor Vehicle, ICPD, CPD, NLPD, UI DPS Supervisor cars and UIHC Security. EMA bought one for ICFD Battalion Chief Vehicle. Mercy SCBA’s purchased with HPP funds.
- Guest Speaker/Presentation: Dave Henderson from Stutzman’s presented on Anhydrous Ammonia awareness and safety.
- New Business: PHSMA June 6th. Pipeline Emergency Responder class coming to Central Iowa, please consider attending. Region 7 LEPC meeting in July in Kansas.
- Scheduling of Fall 2017 meeting: November 1st, 2017 @ 1100.
- Nominations & Elections of Chair and Vice Chair: Travis Beckman was nominated as Vice Chair. Motion by Rick B, second by Dave W., all ayes. Nomination form has been sent to Lisa Sexton.
- Updates from members present from their entities: Members provided updates on their facilities and construction projects etc.
- Adjourn: Motion by Rich and Second by Dave, all ayes. Adjourned at 1145



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

4529 Melrose Avenue
Iowa City, IA. 52246
PH: (319) 356-6700
Fax: 319-338-0028
E-mail: dave.wilson@jecc-ema.org

Submitted,

Dave C Wilson – Johnson County LEPC Chair

Johnson County Emergency Management Agency

Travis Beckman – Johnson County LEPC Vice Chair
Johnson County Emergency Management Agency

Dave C Wilson – Coordinator