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MEETING MINUTES
December 7, 2016

The Johnson County Emergency Management Commission met on Wednesday, the 7th of December 2016 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 Web 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 include formal action being taken at the time of the meeting. For commission members needing to dial in call: **1-302-202-1090 Access Code 648-2495** and follow prompts. If no Commission members have dialed in by 7:10 or if there is a quorum onsite, then the conference call line will be terminated for the remainder of the meeting. This line is for Commission members only.

December 7th 2016, 7:00 PM - Johnson County EMA Commission Meeting Agenda

1. **Open meeting and determine quorum of at least 7 Commissioners. A quorum was present**
 - a. Brian Wayson, the Commission Chair, called the meeting to order at 7:05 PM and present onsite were the following elected officials: Commission member Pat Harney from Johnson County Board of Supervisors, Commission member John Thomas from Iowa City, Commission member Tim Kemp from Hills, Commission member Chris Taylor from Swisher called in, Commission member Brian Wayson from North Liberty, Alternate Greg Morris from Solon, Commission member Wally Heitman from University Heights, Commission member Sandy Flake from Lone Tree arrived at approximately 7:20 PM, and Emergency Management staff Dave Wilson and Shawn Sharp were present.
2. **Roll call by sign in sheet and introductions as needed**
3. **Action on consensus items:**
 - a. **Motion to amend or accept the present agenda:** Motion to accept by Morris, second by Harney. All ayes, the motion carried.
 - b. **Motion to amend or accept the meeting minutes from the last meeting.** Motion to accept by Heitman, second by Morris. All ayes, the motion carried.
 - c. **Monthly financial report.** Motion to accept by Kemp, second by Morris. All ayes, the motion carried.
4. **Comments or topics from the public.** No public present.
5. **Topics from Commission members: (Recognition of Pat Harney years of service).** Director Wilson present Commission member Harney with a plaque memorializing his years of service to EMA and the commission.
6. **Haz Mat Team report.** Sharp presented a summary of HAZMAT activities since the last Commission meeting and a summary of the HMEP grant; present and future FFY. This information was also attached to Commission members packets.
7. **Local Emergency Planning Committee (LEPC) report Deputy Coordinator report:** Sharp presented a summary of the LEPC meeting which occurred on December 6, 2016. Minutes from that meeting were attached to Commission members packets.



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8. **Deputy Coordinator Report:** Sharp summarized the specialty teams activity to include regular training and no calls for service since the last meeting. HMEP grant items were already covered in the LEPC update. All material was in the Commission members packet.
9. **Coordinator report:** Wilson gave a summary of the printed information in the Commission members packets.
10. **New Business: Responses from SCBA & Debris Plan RFP and recommendations/possible action:**
 - a. **SCBA:** Wilson gave a summary of results of the RFP for replacement of HAZMAT air bottles (the full information was printed and attached to the Commission members packets). Approximately eight (8) air bottles will be replaced in the present FFY and eight (8) more in the next FFY. The RFP also allows for local entities to purchase bottles at the negotiated price (\$1049.00 per bottle). The final price was below GSA pricing.
 - i. Harney motioned to accept the RFP at the price level, second by Kemp. All ayes and the motion carried. Morris abstained from voting citing a conflict of interest.
 - b. **Debris Plan:** Two bids were returned. They were scored by Clinton County personnel (part of the RFP), Wilson, Sharp and Wayson; all scores were similar. Tetra Tech came in close to \$90,000 and AMEC came in around \$16,000. All scoring sheets favored AMEC.
 - i. Wilson recommended the Commission accept the bid from AMEC, exercising all options except #4, with a cost not to exceed \$16,925.00.
 - ii. Morris motioned to accept the recommendation of Wilson, second by Heitman. All ayes and the motion carried.
11. **Work session on draft FY18 EMA Commission budget for agency (not inclusive of the JECSA budget amount):** Wilson went over the proposed budget in detail; all members had hard copies in their packets. The only items in flux are the health care costs increases. Wilson is waiting on firm numbers from Johnson County HR department and will put those numbers in and re-distribute to the Commission members. Advertising, according to Iowa Code will occur and the proposed meeting date for the Commission to vote is January 25 at 7:00 PM weather permitting.
12. **Adjourn:** Motion by Morris, second by Kemp. All ayes and the motion carried. Adjourned at 7:55 PM.



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December 5, 2016

Director/Coordinator Report:

December 2016 - Directors Report

- Received and reviewed the sole RFP response for the Hazmat Team replacement Air Bottles (Feld Fire for \$1,049.00 per bottle (\$12,588.00) for 12 tanks. Scott 5500 psig safety cylinders (5.5) 60 minute bottles. Lower then GSA Advantage online pricing.
- Received and reviewed the two RFP responses from Tetra Tech and AMEC Foster Wheeler. Recommend AMEC Foster Wheeler which is the lower of two bids at a not to exceed price of \$16,925.00 the other bid was from Tetra Tech for \$89,407.00 and was much higher than we had budgeted for in the first place.
- NOAA has awarded Johnson County EMA their "Large Venue Lightning Preparedness" designation as well as the U of I, This makes Johnson County the only county in the U. S. to have achieved this designation by NOAA for large venue events. The U of I also is now recognized as NOAA Storm Ready. The first University in Iowa to obtain that designation.
- Fire Mutual Aid Meetings.
- IEMA Meetings.
- Iowa City Public Works Safety Meeting.
- LEPC Meeting and elections
- JECSA meeting
- Received reimbursement from Cedar Rapids for our disposable flood response materials provided them and awaiting Linn County check due in any day now.
- Continued to build out the Salamander System for Credentialing and Inventory tracking. Iowa City Staff and equipment now submitted to system as well as County and Coralville. Only a few small cities left to complete. Shawn is working on those.
- Participated in the FEMA evaluated Nuclear Power Plant exercise part 2 of 2 as an evaluator in Scott County.
- Hosting a Social Media Course here in the EOC on Friday.
- **Follow up on old business: RFP's covered above.**
- **LEPC Report:** The meeting was held Tuesday and was the election year for the Chair and Vice Chair positions. The LEPC's next exercise will be the May 2017 Iowa City Airport Exercise. The minutes are attached from the meeting.



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- Financials:
- EMA fund balance as of today is \$163,913.97
 - Revenue owed to EMA fund of \$21,000.00 from DAEC CY17, \$39,000.00 from EMPG FFY17, Linn Co. Flood Reimbursement of \$21,730.44 and the last two Johnson County EMA block grant payments of \$170,894.00 plus the balance of the JECC/JECSA revenues outlined below are all still due in this FY along with some additional minor HMEP grant funds.
 - All total new revenues paid FY to date are \$1,878,429.38 (including the first of four JECC pass through deposits).
 - EMA expense for the first 6 months of the budget year is \$1,891,450.80 expended with JECSA being the largest share of that amount.
 - JECC/JECSA 1st quarter payment was recently processed for \$1,753,538.00; the next two are smaller installment payouts to them with the balance always paid to them in the last two months of the FY as normal.
 - JECSA/JECC is due a total of \$3,324,525.00 so 47% of what is owed them is paid out from one installment.
 - The Ag. Association EMA storage lease agreement was paid this past month.



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○ **Deputy Director Report**

- Hazmat Team
 - No calls since the last meeting
 - Training last month was the practical skills testing of members. This month will be the written portion to remain certified as Technicians.
- Dive Team
 - No calls since the last meeting
 - Monthly training continues as normal.
- Bomb Squad
 - No calls since last meeting.
- HMEP Grant
 - FFY 2018 will be requesting training for 4 technicians and a rewrite and updated maps of ESF 10
- Tanker Car class scheduled for next April, this is from HSEMD money for HAZMAT teams. \$7,000 class we are getting for free for our team, and others as space permits



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October 24, 2016

The Johnson County Emergency Management Commission will meet on Wednesday, the 26th of October 2016 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 is subject to Iowa open meeting laws and rules, unless moved into closed, or executive session. All agendas are posted at least 24 hrs. in advance of all meetings on the following websites: www.JECC-EMA.org, and on the Johnson County Web 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 include formal action being taken at the time of the meeting. For commission members needing to dial in call: **1-302-202-1090 Access Code 648-2495** and follow prompts. If no Commission members have dialed in by 7:10 **or** if there is a quorum onsite, then the conference call line will be terminated for the remainder of the meeting unless requested to stay live by a Commission member. This line is for Commission members only and not the public.

October 26, 2016, 7:00 PM - Johnson County EMA Commission Meeting Agenda

1. Open meeting and determine quorum of at least **7 Commissioners**
2. Roll call by sign in sheet and introductions as needed
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. Monthly financial report
4. Comments or topics from the public
5. Topics from Commission members:
6. Haz Mat Team report
7. Local Emergency Planning Committee (LEPC) report
8. Deputy Coordinator report
9. Coordinator report
10. New Business: including USACE Regulation plan meetings and the Cedar River Flood support/response
11. Resources review for Commission.
12. Adjourn

Dave C Wilson – Coordinator



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October 25, 2016

Director/Coordinator Report:

October 2016 - Directors Report

1. Summer events included EMA hosting the FEMA Typed All Hazards Situation Unit Leader training in the EOC using Grant funds which provided training to 14 participants.
2. The DNR was in to conduct Sonar Training for the side scan sonar units on the boats (17 people trained).
3. Coral Ridge Safety Day at the Mall was conducted.
4. Worked with Iowa City Animal Services on projects.
5. Worked with Healthcare Coalition on projects.
6. Attended TIMS meetings / DOT.
7. Attended Fire Mutual Aid Meetings.
8. Attended IEMA Meetings.
9. Attended Public Works Meetings.
10. Attended EOC Training in Sioux City.
11. Hawk Games Planning for Heat Emergencies/Water Monsters use.
12. Missing & Lost Persons Course.
13. EMPG Grant Audit by HSEMD (Passed with no demerits)
14. USACE Meetings on Regulation Plan.
15. Joint Entities meeting and letters sent
16. Bomb Team storage issues and truck issues as well as robot repairs.
17. Dive Team soliciting donations for equipment; incidental donations are fine, but no campaigns
18. Hazmat replacement equipment.
19. EMA provided a tour to a delegation from Galena IL. For a group looking to build a new EOC.
20. Iowa Contingency Planners Meeting met at the Hygienic Lab.
21. Had wrap up meetings with IDTDNA on the exercise, Met with the Commander of the 71st CST, had feedback meeting on ESF-10 revisions.
22. Obtained endorsement from NOAA as a "Weather Ready Ambassador" agency.
23. Obtained endorsement from NOAA as a "Lightening Ready Large Venue County"
24. Partnered and installed the Weather Stem unit and equipment atop the Kinnick Stadium Press Box using 50% grant funding from EMA's EMPG grant to add to our network for with the Weather Sensor we have here at JECC.
25. Rolled out two new FEMA programs using grant funds to pay for 50% of the cost of them (ER Assist which manages the backend FEMA claims processing & Crisis Track with Collects the Front end Damage Reporting and also has Search & Child Abduction Modules for use by any agencies within the county.
26. Continued to build out the Salamander System for Credentialing and Inventory tracking.
27. These systems were all used during the September 2016 floods.
28. Assisted Butler & Linn County as well as worked with Co. Roads & Conservation on the Cedar River Flood Response at the Sutliff area.
29. Flew drone video and installed a temporary deck sensor to collect data. However we were unable to fly Lidar due to Weather the day of the crest.
30. Completed IMAC & Donated Resource tracking using the new ER Assist system and staff for the September Floods.
31. Partnered with Conservation to acquire a 5 Ton 6x6 dump truck from GSA Excess Property Program. (\$750.00 per agency) The truck is housed, maintained and already in use by them.
32. Purchased 4 new 4" trash pumps for emergency flood fighting purposes. Now have pumps at North Liberty & Coralville Public Works. EMPG funds covered half the cost of the new pumps.



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33. Conducted Post Active Shooter Training & Exercises at two area schools and worked with Fire, EMS & LE on the response to those events.
34. Utilized the new Special events plans templates on 3 local summer events.
35. Awaiting responses on RFP's for Air Bottles for Hazmat 1 replacement bottles and from vendors for Debris Planning.
36. The Lone Tree boat and two Sheriff's office boats now have new 50HP 4 stroke motors on two boats and 40 HP motor on the Lone Tree Boat. These were the last 3 needing upgrades and were budgeted for.
37. Participated in the Scott County Nuclear Power Plant exercise part 1 of 2 as an evaluator.
38. Hosted the TEEX Community Search and Rescue Course.
39. Participated in Legislative Retreats for both IEMA & ISAC.
40. Began my year long position as 1st VP for the Iowa EMA Association.
41. Working on several legislative issues this year, continued protection of local 911 funds (wired & wireless) from the onslaught of DPS raiding for their mobile radio system.
42. Clean up language in code sections for definitions of public safety and Utility Shut Off of mandatory evac areas.
43. Took STR East to use at the Floods in Cedar Rapids for National Guard interface
44. Continue to work with CST JHAT Team on Com Resources for their participation at the 4 local games and the concert.
45. Shawn took the CERT train the trainer for new instructors as we look to resurrect the cadre of remaining CERT members in the county.

Follow up on old business: All old claims are paid except the out of state claim on the dive recovery claim for the airboat recovery.

46. **LEPC Report:** The next meeting is being scheduled for November here at the EOC it is election year for the Chair and Vice Chair positions.
47. The LEPC's next exercise will be the May 2017 Iowa City Airport Exercise
48. Financials:
49. EMA fund balance as of today is \$234,909.90
50. Total of new revenues year to date are \$285,656.73 (not including JECC pass through funds).
51. EMA expense for the first 4 months of the budget year is \$143,815.62 expended (4% of the total budget).
52. JECC 1st quarter payment was recently processed and will show on the next meetings ledger.



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Deputy Director Report

- Hazmat Team
 - Participating with Joint Hazard Assessment Teams (JHAT) at four Hawkeye games this year & the Concert at Kinnick
 - One call since the last meeting
 - Buckeye Oil Terminal
 - 10,000 gallons diesel all contained in their overflow area
 - All bills have been paid, including the State DOT from Dec/Jan
 - Training last month was monitors for JHATS
- Dive Team
 - Assisted FBI divers in an investigation of a federal case
 - Inflatable boat damaged beyond repair during that operation, out of service until replaced by FBI
 - One page, but cancelled before they arrived on scene.
- Bomb Squad
 - Moved to new building
 - New bunker placed to house explosives
 - One call out, empty briefcase
 - Working with JHAT at four UI football games & Concert
- HMEP Grant
 - Grant money is all spent from FFY16 grant for training & planning
 - Commodity Flow Study for the County completed covering rail, roads and pipelines
 - Two trained as HAZMAT Tech I
 - Two trained as HAZMAT Tech II
- Tanker Car class scheduled for next April, this is from HSEMD money for HAZMAT teams. \$7,000 class we are getting for free for our team, and others as space permits
- Training
 - Since the last meeting EMA hosted or helped with
 - Dive Team Trainings
 - ER Assist Trainings (software for disaster assessments we bought for the county)
 - Davenport Exercise (We credentialed all participants)
 - NL Blues and BBQ IAP & Tent/HVAC/Generator
 - Public Private Partnership exercise in Des Moines
 - County ALICE Class x 2
 - Water Purification Training for multi county water engineers on equipment we own
 - Kinnick Concert with the MRC
 - UI Football
 - TIMS MTG's
 - Crisis Track Trainings (software we own to help departments submit claims to FEMA)
 - JC Fair
 - KXIC Severe Weather Radio Interview
 - Assisted with West Des Moines Officers Funeral
 - Post Active Shooter Training & exercise
 - Solon Flash Flood
 - JCENS/Alert Iowa Message
 - EMS Association lost one of the association's MCI Trailers



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- Local Day care training x 2
- Provided technical assistance reviews to several day cares throughout the county as well as offering suggestions and advice on new laws
- Multi State New Madrid earthquake exercise
- North Side October Fest Downtown IC (Water Monsters)
- Salute To Summer (Generator)
- IC Summer of the Arts (Generator)
- Cycle Cross-Logistics & Weather & Plans
- WeatherStem, with UI Athletics & U of I EM
- Flooding support in:
 - Butler County (6-Pumps & Filled Bags)
 - Linn County/ Palo (Hesco, Poly, JC Staff, Jail Bus by JCSO, Sandbags Filled & Empty)
 - City of Cedar Rapids (Poly, Co Roads Trucks & Staff, Hesco, Pumps from U of I, Bags full & empty, Rapid Tag System, TA, Quick Levee Builder & Sandbag Machines X-3)
 - Johnson Co. NE Sutliff area, Drone Flight, Plank Removal from Bridge, Empty & Filled bags. Road Closed Signs.