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December 7, 2023 at 5:30 PM - Johnson County EMA Commission Meeting Minutes

1. Opened the meeting and determined the quorum was met of at least 10 of 13 Commissioner members, **10 Elected Commission Members participated as did another 4 alternates**. Onsite were: Dave Wilson - EMA Director, **Tim Kemp** – Hills Mayor & Commission Chairperson, **Louise From** – University Heights Mayor & Commission Vice Chairperson, **Chris Taylor** – Swisher Mayor & Commission Member, Travis Beckman, Deputy EMA Director, *Greg Tinnes*, Iowa City Fire Battalion Chief and Commission Alternate, *Orey Schwitzer* - Coralville Fire Chief and Commission Alternate
2. Roll call via Conference Call of Commission members:
Present via Conference Call were **Brian Wayson** - North Liberty Councilperson & Commission member, **John Thomas** – Iowa City Councilperson and commission member, **Royceann Porter** – BOS and commission member, **Brad Kunkel** – Sheriff and commission member, **Eric Schnedler** – Tiffin Councilperson and Commission member, **Royceann Porter** – Johnson County BOS and Commission Member, **Meghann Foster** – Coralville Mayor & Commission Member, *Jim Hennes* Oxford Commission Alternate, *Greg Morris* – Solon Fire Dept and Commission Alternate
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
 - ✓ Motion by Louise From second by Greg Morris, all ayes and motion carried to accept consent agenda, minutes as listed.
4. Comments or topics from the Public: Citizen call on Mitigation Plan Meeting time confusion. This was resolved.
5. Topics from the Commission: None.
6. Director Report: Attached.

Directors Report for November 2023

- November had two holidays (veteran's day and Thanksgiving Day) which made for a short but busy month. Additionally, November was the last 2 final home Hawkeye football games, as well as local elections, and sadly the death of the county human resources Director Lora Shramek.
- All of the agencies message boards (9) and 4 of the 8 light sets were deployed during home football this year. Those were relocated back to their housing agencies and all equipment appears accounted for.
- The one message board that was hit by a motorcycle in August is being repaired now in December at Premier Auto in North Liberty since it is normally housed in that City. The insured at fault party had Progressive Insurance and they are covering the cost of all repairs. It is due back prior to Christmas.
- The non-profit holiday lights at the lake, fund raiser which is held at the Coralville Reservoir, is underway. As normal EMA is supporting this via the USACE with a couple of our light towers and message boards deployed in support of that event. These provide enhanced safety for motorists, pedestrians and workers for a very dark area with a high deer and car population. This has been tradition since it started 3 years ago.
- The state communications trailer we house was taken to Davenport to Scott County EMA for winter storage as they had room to store it this year.

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- The VA is doing some maintenance work on the Decon trailer and is also doing staff refresher training on the Hazmat Decon trailer. It will be back here next week and stored outside since we have no indoor winter storage for that trailer.
- JECSA replaced the cement parking lot closest to the building and is presently working with a vendor to replace the vehicle security gate.
- The agency supported the auditor's office for local elections with message boards and light sets and a remote camera for enhanced security.
- The Iowa DHS PSA and I, performed a critical infrastructure assessment of another local water plant.
- We completed public safety radio testing this month for CCASD as well as Regina Schools and Solon Schools and identified a few issues that were technical in nature and were corrected by the vendor with reprogramming and now all radios have been tested countywide.
- Keltek now has the 2023 Tahoe (6 months after delivery) for upfit and it is expected back prior to Christmas.
- Lots of threat information related to the Israeli attack and war has been coming in and the relevant items are pushed out to the risk partners or those with a need to know.
- Election safety will continue to be a hot topic through the 2024 election cycle per DHS as well as Cyber and misinformation-appropriate intel sharing continues related to those areas.
- We kicked off the contract with Two Rivers Consulting and held a face to face meeting with the vendor as well as kickoff meetings on November 30th and December 4th for the municipal groups for the FEMA hazard mitigation plan update. Also, the public survey link and the municipal partners questionnaires are live as of today. Some were sent the link to the survey directly. Sadly, the 7 PM public participation meeting for December 4th did not go off as planned and had to be rescheduled for December 11th at 7 PM a new media release as well as social media post went out about this and I did take 1 call and a follow up email from the same person on it not going off as planned on December 4th. I was able to get onto the zoom and explain to two people on the zoom that we were having to reschedule it. They were understanding as was the caller/email contact.
- Travis and I attended an all-day training in Muscatine on Salamander updates to that software platform.
- The State advised our grant funded generator light tower (#9) for our fleet is now in and I signed the MOU. It will be housed in Solon at the streets department and I have to go to Johnston and pick that up next week.
- Iowa DAS released the online budget forms Tuesday November 28th and I will be starting to plug in the budget late this week after JECSA has its public hearing and adopts its budget which lives in the EMA Commission budget, so we will need to discuss meeting schedules for the next two meetings so we get the draft budget meeting and public hearings both done prior to 2/28/23.
- Two more boats have been into the marina for service and one more is left to go this fall either late this week or next week.
- The Dive team had training and also completed certification with Dive Rescue International for 4 members to complete additional certs. They are due for ice diver certification over the winter in Wisconsin.
- The bomb team had some training and a repair to the truck as well as a call at Burge residence hall which required an evacuation but no device was discovered.
- JECSA administration and I meet with the ICCSD on some software testing. More to come on that as it relates to school safety response.
- ICCSD had a couple of high-profile incidents this month- a shots fired nearby City High with a slight "student hold" at dismissal time and a person threatening a staff member who had a weapon at Grant Wood.
- The sUAS program has had some call outs to support search operations recently.
- We had some other vehicle repair and maintenance issue to work through this past month.
- The boat from Tiffin was remarked and relocated to Swisher Fire and we are working to auction off the old Swisher boat which had more use on it then the Tiffin boat.
- The banana boats are in for Oxford and Tiffin are both in.

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- On 12/6/23 I have a Board of Supervisors meeting to get the revised dive team 28E signed. Cedar Rapids and Iowa City have signed it already and I need a motion tonight to have the Chairperson and any other participant members sign it.
- We are working with the City of Solon to house one of the ema Tahoe's over the winter so it doesn't sit out.
- The media release on the USNG signs funded by the 911 Service board and Conservation went out and 6 signs on Hoover trail are installed. More come on that as more signs roll out. Only the West Branch newspaper ran with the story. Maybe due to timing.
- I had an additional meeting with Johnson County I.T. and the ISU extension center about continuity of operations sites and possible use of their building to house some infrastructure for continuity of operations.
- Still working with the attorney's office and a realtor to try and identify some lease or rental spaces for EMA storage and gather prices/lease examples.
- Met with the City of Tiffin on 12/5/23 reference property to build a storage facility on where they plan to build a future fire station.
- Hosted the Countywide Fire Mutual Aid Association meeting in the EOC and refreshed them on topics of interest such as ERPlan.
- Worked with the State, FEMA, the County, U of I and Cities on the Severe Repetitive loss program and scrubbing the 69 properties in their database to come up with a list of current eligible properties to approach for buyouts. 19 of 68 identified as valid opportunities for buyouts under SRL if participants rejoin the FEMA NFIP program (3 otherwise).

7. Deputy Director Report: Attached.

Deputy Director Report for November 2023

- HAZMAT –
 - Monthly trainings continue
 - 0 Call outs since last meeting
 - The hazmat per capita for HAZMAT was increased to .75 cents beginning July 1, 2024 and notices we sent out to the municipalities that are served by the team.
 - Dave ordered 2 new AccuRad monitors that the hazmat team wanted to pursue and those were purchased and are in at Hazmat. These were tested at an earlier training and came highly recommended.
 - Some other minor equipment was purchased at the request of the team to get some of their items in service refreshed on the truck and a couple of computers and some additional gear was retired and will be auctioned off soon.
- ARES –
 - Monthly meetings continue under, worked on CERT trailer inventory and clean up this month.
 - Will be hosting a DMR workshop early 2024 to determine DMR needs and what exactly works and what does not.
ARES EC provided general Salamander Training. He also attended training with Dave and me in Muscatine earlier this week.
- CERT –
 - Recruitment efforts ongoing
 - Trailer inventory/training occurred in October but it was primarily all ARES folks.
 - I presented a memorial plaque to Principal Plummer and the team in remembrance of member Aidan O'Neill who we died this past July. We retired his cert call number & badge ID.
 - Regina CERT – we have 16 new students along with three returning seniors/team leaders. We have held two sessions thus far. Most recently the fire extinguisher training (Thanks to Bruce at UI Fire for the instructional assist)

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- LEPC –
 - Need to get next meeting set and work with Chief Lyon the new Chairperson on that. Completed an online state survey. ERPlan still in use and shared by Dave with Hazmat leadership and fire association. Three new requests for access were approved.
- Healthcare Coalition (Service Area 5)
 - I attended an empower/special needs workshop in Washington County.
 - Working on an update to communication platforms.
 - Public Health submitted a HVAC unit pre-approval request after working with Dave on it and that is being procured by them and will be housed at EMA in a connex box. Exec committee approved, on to the state for final approval.
 - Our COVID PPE Storage reimbursement was approved through the healthcare coalition.
- COVID19
 - Final close out of the CAT-Z (admin costs) claim is for \$36K. waiting on FED review to be completed for our payment.
- Project Lifesaver
 - Serving 5 Clients at this time.
 - Great interest and coverage by KCRG during the attendance of their Weather Lab Workshop at Clear Creek Amana High School.
 - Search Training will be in January.
- Updates on Grants
 - HMEP 22 – CFS (Commodity Flow Study) cost submitted. Waiting on Approval. ESF 10 work by Two Rivers Emergency Management will be submitted as soon as the other is approved.
 - HSGP 22 –All HSGP 22 dollars have been received.
 - EMPG 23 –. Upfit (portion of the upfit) claim is being prepared and will be submitted when the proof of purchase is back from the auditor and vendor for reimbursement from the State.
 - HMEP 23 –Tech training. Award amount for Johnson County LEPC lowered, adjusted to \$2,917.97 needs amended into budget for rev & expense. Must spend by 9/30/2024.
 - HMEP 24 – NOI was submitted noting ongoing Tech training.
 - HSGP 23 – Awarded for \$113,000, Foam Trailer and River Boom. Quotes have been obtained. Dave and I will make visits to departments who own the equipment to spec items.
 - HMGP – Stakeholder and Public Input Kick Off Meetings X2 have been held. Public one and survey rolled out and online meeting rescheduled for the public to 12/11/23.
 - HSGP \$200K project in partnership with HSEMD for archer barriers and light tower generator sets. Light tower generator set Dave worked on is done and the unit is being picked up next week.
 - Attended FEMA R7 meeting for Disaster Emotional & Spiritual Care: Current Ideas, Principles, Guidance & Best Practices online.
 - Presented Disaster Preparedness 101 for Hills Bank Older Adults group at their North Liberty location.
 - Participated in Monthly ALICE training webinar.
 - Participated in the KCRG First Alert Weather Academy Extra Credit Event that was held at Clear Creek Amana High School in Tiffin. Thanks to Bryan Davis with North Liberty Police who is one of our Project Lifesaver Search Specialist for attending with me as well as Chris Lenocho of Tiffin FD. We had information on Project LifeSaver, CERT and Alert Iowa at the event and KCRG did a nice follow up story on it.
 - Worked the last of the final two home football game versus Illinois.
 - Attended Salamander Training in Muscatine with Dave and our ARES lead.
 - Attended two-day MGT 393 Course (Mitigation for Emergency Managers), which came along at a great time as we are in that process now and this course is also required for the FEMA Advance Professional Series of which I am trying to complete.

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8. Old Business: Meeting with City of Tiffin Council on 12/5/23 at 6:00 PM to explore a long-term property agreement for storage building. Received comments back from an assistant county attorney on the template draft lease from builder with a facility being constructed this winter near Menards should we go with a lease facility. Had a discussion with Jim Hennes on a build to suit for the Commission as well. Fall boat maintenance and updates, EOC upgrade AV project completion, grant updates, equipment updates. Letter of notice on hazmat rate change to .75 cents per capita that was sent out. Revised dive team 28E signature status.
9. New Business: Action to allow Chairperson and member entities to sign the revised 28E update for dive team. Motion by Louise From, Second by Brad Kunkel, all ayes.
10. Other Business: Discussion on budget timelines: JECSA budget action will be formal adoption on this Friday 12/8/23 at 0830. Budget planning-Draft to Commission on or before the 1/25/24 meeting. Formal action on the proposed FY25 budget and public hearing on 2/22/24 prior to the 2/28/24 State deadline. Motion to allow Chair to sign existing cell phone reimbursement policy by Chris Taylor, Second by Royceann Porter, all ayes.
11. Next Meeting Date: January 18th 2024 at 5:30 Motion by Royceann Porter, Second by Brian Wayson.
12. Motion to Adjourn by: Brain Wayson, Second by Chris Taylor: All ayes. Meeting adjourned at: 6 PM.