

Johnson County Homeland Security & Emergency Management Agency

Dave C. Wilson, IA-CEM

Coordinator/Director



4529 Melrose Avenue

Iowa City, IA. 52246

PH: (319) 356-6761

Fax: 319-338-0028

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

**May 6, 2020 at 4:30 PM - Johnson County EMA Commission Meeting Minutes**

1. Opened the meeting and determined the quorum exceeded 7 Elected Commissioner Members, (8) participated.
2. Roll call by sign in sheet and introductions of any new Commission members
3. Present in the room were, Chairperson Tim Kemp – Mayor of Hills, Vice Chair Louise From – Mayor of University Heights John Thomas – City Council and Iowa City Alternate, EMA Director Dave Wilson, Deputy EMA Director Travis Beckman,. Members present via Conference Call – Terry Donahue – Mayor of North Liberty, Janelle Rettig– Board of Supervisors, Eric Schnedler - Tiffin Councilman and Alternate, Chris Taylor – Swisher Mayor, John Lundell – Mayor of Coralville, Orey Schwitzer– Fire Chief - Alternate from Coralville
4. Action on consensus items:
  - A. Motion to amend or accept the present agenda
    - Procurement policy updates as requested by HSEMD shown on the policy as items “J” on down within out policy as it relates to sealed bids and large contracts using FEMA grants is added. Required to have Chair recertify and verify mitigation plan and recovery plan due to the present pandemic FEMA declaration by State code is required and has action completed by the Chair and the Director signing off the verification as it was just updated within the last 9 months with a new FEMA hazard mitigation plan adopted and no change required to the recovery plan (ESF-14).
  - B. Motion to amend or accept the meeting minutes from the last meeting
    - Need for detail clarification on the finance report provided by Finance Dept.
  - C. Monthly financial report
    - Motion to approve all consensus items by Janelle Retting, Second by Terry Donahue, All Ayes
5. Comments or topics from the public not related to the proposed FY21 budget: None present
6. Open the public hearing for the FY20 EMA budget amendment: (Time 1639 & Motion by John Thomas, Second by Louise From, All Ayes)
  - Amendment present budget from \$4,081,441.00 by increasing it to \$4,545,441.00 for pandemic response costs and County emergency funds transfers of an additional \$350,000 to the EMA budget for the County’s COVID-19 response over what the Commission already had on hand. JECC allowed us to adjust 3<sup>rd</sup> payment to allow for flex in our spending authority. Director will work with Finance Dept. on Monday to ensure we are where we need to be for spend authority to last throughout the remainder of the fiscal year but it is possible we might need to add another \$60K of spend authority and will know for sure by 5/12/2020. Also of note, the money transferred to EMA will be returned when EMA receives our FEMA 75% share and State 10% share with the balance of the 15% local match absorbed evenly between the commission and county shares of reimbursement for the COVID-19 declaration.
  - No public present nor any public comments were reported.
7. Comments from public on the proposed FY20 EMA budget amendment: None present
8. Close the FY20 EMA budget amendments public hearing: (Time 1647 & Motion by Terry Donahue, Second by Janelle Rettig, All Ayes)

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9. Action on the FY20 budget amendment: Motion to approve: Janelle Rettig, Second by Chris Taylor, All Ayes
10. Open the regular meeting at: 1649
11. Topics from the Commission: Discussion of portable restrooms at 1105 S. Gilbert. After multiple issues with portable restrooms, overnight on Tuesday 2 of them were torched and burned down. EMA to remove all and not continue service. EMA Commission will be responsible for the insurance deductible and claim for these which cost \$600 each, awaiting word from the vendor and insurance on that amount. We will replace with hand washing stations only that are owned by EMA as soon as they are back from repair. To reevaluate if need arises for restroom facilities. Asked to research purchasing our own units (4) to be owned by the county with contracted service of them to avoid issues in the future in situations like this.
12. Haz Mat Team report: 2 Spills, 1 training. LEPC cancelled due to COVID.
13. Deputy Director Report: CERT obtained a trailer as they have been active in COVID response and were awarded a non-tax dollar based grant for disaster response. COVID Response.
14. Director Report: Added the 26 ft. Logistics truck to our fleet and we are getting rid of 2-3 trailers. Zach Walls leading the torch for us and others to allow the EMPG supplemental to support the counties such as COVID Response.
15. Old Business:  
The Coralville Lake regulation plan.
  - Awaiting the final plan but was told they utilized a hybrid of our suggestions as well as Iowa County's and the HECRES SIM models, final product has not been seen yet but due any day.
  - Document was provided for review. Final adoption has not been made public.
  - USACE has done a good job this spring to keep levels down.Rural mitigation buyouts have been submitted to HSEMD
  - Buyouts are in a holding pattern as state shifted buyout dollars to the Mississippi and Missouri River zones.
16. New Business: COVID 19 update,
  - HSEMD required additional verbiage in our bylaws to include public health emergency or disaster waiving the 24 hr. public notice requirement to the bylaws and updated the procurement and conflict of interest policies as requested by HSEMD. Motion to accept by law changes by Erin Schnedler, Second by Janelle Rettig, All Ayes, and motion carried to update documents as requested/proposed and have the Chairperson and Director sign them.
  - Annual performance review group this year is the Chairperson, Vice Chairperson and Mayor of North Liberty - Terry Donahue as the committee for Director annual evaluation on Monday 5/11/2020.
17. Adjourn:
  - Motion by John Lundell, Second by Chris Taylor, All Ayes.