

**Quarterly Emergency Management Commission Meeting**

**Call to Order**

The meeting of the Story County Emergency Management Commission was called to order at 7:00 PM by Chair Rick Sanders

**Attendance:**

John Haila - Ames	Steven Kovarik - Cambridge
Earl Otto- Colo	Craig Henry - Huxley
Kenneth Kling - Kelley	Chris Erickson- McCallsburg
Steven Gast - Maxwell	Brett Barker - Nevada
Mike Jensen - Story City	Paul Fitzgerald - SCSO
Rick Sanders - BOS	Keith Morgan - Coordinator
Melissa Spencer - Deputy Coordinator	Rich Higgins - Ames Fire

**Consent Agenda**

- Consider approval of October 2018 Meeting Minutes
  - Consider approval of January 2019 Agenda
- Motion by Barker, 2<sup>nd</sup> by Kovarik to approve the Consent Agenda, MCU

**Budget**

**Salary Increases**

Morgan briefed that the proposed salary increases for staff are 2% for cost of living, 3% merit, and a standard longevity pay increase. These salary increases will keep the Coordinator and Deputy Coordinator on track to reach the midpoint of their salary band by the 2021 budget per Commission guidance. Sanders reviewed highlights from the past year. Morgan has become a resource for counterparts across the state. His ability to challenge discussions with a different viewpoint improves the outcome of projects he is involved in. Spencer effectively managed the 70 car pileup on the interstate and has continued to promote the usage of the Story County Iowa Alerts system across the county. Spencer has a full understanding of operations and would effectively continue operations should the Coordinator be unavailable. Chair Sanders noted that both Morgan and Spencer deserve the maximum salary increase.

**2019 Budget**

Morgan briefed that the FY 18 ended with a surplus of \$4563.82 and the re-estimation for the FY19 is a surplus of \$5648.82. The surplus funds from FY18 will be used to cover unanticipated expenses for the Command trailer, additional truck maintenance that was not budgeted for, and to cover the increased expense of the Coordinator's computer. Traditionally, surplus funds identified during the re-estimation of the current FY are used to reduce the asking from the Commission for the next year's budget. This budget cycle, surplus funds from the FY19 budget re-estimation will be used to cover potential additional expenses for the radio and phone systems replacement.

## **2020 Budget**

Increases to the FY20 budget resulted from the creation of the Command Trailer line item with \$8700 of expenses and increases for radio maintenance and service with the anticipation that the EMA will be responsible for 25 – 50 emergency radios. The Communication Services line item reflects the expenditure of the \$49,800 of previously accrued funds in anticipation of the purchase of new radios compatible with the County's new communications system.

At the time the budget was developed there was a possibility the current phone system would not be supported and \$5,100 was budgeted for anticipated cost associated with switching to a new vendor. Information Technology, advised that the current phone system should continue to be supported and there may not be a need to replace the office and EOC phones. Morgan would like to keep the funding in the budget due to the unknown potential costs of switching to the radio system. If the funds are not used, the FY21 Commission funding request will be reduced.

The FY20 budget reflects savings for equipment insurance, a decrease in office equipment line due to a one-time expense in FY 19 for the Coordinator's computer, and the final payment of the Hazard Mitigation Plan contract.

## **FY20 Budget Risk**

At the end of the FY18 only 1.8% of the operations budget was remaining, indicating the budget does not have much capacity to absorb unanticipated expenses. Furthermore, a review of the September 2018 fund balance indicates that once the reserves for the radios, disaster fund and vehicle fund were removed there was only \$5000 of operations funds were available until taxes arrived in October. Major factors affecting the operations fund balance at the beginning of the fiscal year are the cost of the HazMat contract and department insurance that come due prior to revenues payments to Emergency Management. The Coordinator expressed a concern that the 40% funding level for operations during the first half of the year may be insufficient. This will be re-evaluated during the FY19 budget cycle and may need to be raised to ensure operational costs can be met.

During FY 19, should there be unanticipated expenses or a greater cost to purchase radios, the contingency plan is to use the vehicle fund of \$21,400 to cover these expenses and a request in the FY21 budget for funds to build the vehicle fund back to its designated level. Additionally, some purchases associated with the new radio system may be deferred to the FY21 budget if the cost of radios and the bi-directional antenna are higher than what is in the FY 20 budget.

Discussion: With the development of the new radio system, agencies are looking at ways to streamline the numbers of radios on the system. Agencies like Secondary Roads are looking at cell phone capabilities to replace radios. The reduced number of radios on the system creates the potential need for a cache of emergency radios to ensure communications between all agencies in the event of a disaster or emergency. Ames and Story County are considering purchasing a bank of 100 radios with 50 that would be maintained by the SCEMA on behalf of StoryComm. The current concept is for StoryComm to purchase the emergency radios and the SCEMA to pay tower fees and maintenance cost. There will be more information coming as the buildout of the system continues to develop.

No other questions on the budget.

Motion by Sheriff, 2<sup>nd</sup> by Ames, to approve the budget as presented. MCU

### **Old Business**

#### **Hazard Mitigation Plan Revision**

The public input period for the plan has ended and consultant will be making final corrections. The Commission will not see the plan again until FEMA and the State have approved the plan. As a reminder, the Board of Supervisors will approve the plan with the rest of jurisdictions following.

### **New Business**

#### **Quarterly Report**

#### **Planning**

The Story County Coalition for Disaster Recovery (CDR) is working hard to develop a strategic plan to ensure the organization stays focused on how to best to assist during disasters. The CDR is losing the current CDR Coordinator, Lori Williams, to Iowa Homeland Security. RSVP will be replacing the current coordinator and should be able to fulfill the current contract.

School planning continues to be a focus for the SCEMA. On December 3, the Coordinator led a planning session with school leaders to discuss the content of the template and how to modify the plan to match local capabilities. There was discussion about the need to involve local first responders in the planning and the value of training and exercising the plan once complete.

The pet sheltering planning is continuing. There are now members from the committee who participated in Linn County pet sheltering response during the 2008 flooding. Their lessons learned will be valuable to the planning group.

The Business Resilience Committee sent out a survey to business and industry across Story County. There has been a lot of interest in the survey with 84 responses and some businesses requesting assistance improving their business resiliency plans and training. One surprise from the survey was that many businesses rely on social media for disaster information. In the future, the Committee plans to integrate first responders with the business community for improve response and recovery capabilities.

#### **Training & Exercise**

The annual I-35 closure drill was conducted in October. This exercise integrated the CDR Rapid Action Teams for Sheltering (RATS) for the first time. The exercise helped verify point of contact information for the RATS Teams.

SCEM staff assisted Story County with their third COOP/COG exercise. Sanders said there has been great buy-in from department heads and with each exercise they identified area for improvement. Story County is well ahead of most counties in Iowa with the development and testing of a COOP/COG plan. A COOP/COG planning template, developed by Story County, is

available through the ISAC website (link below) to assist jurisdictions with this type of planning:  
<https://www.iowacounties.org/member-resources/coopcog-toolkit-and-resources/>

The Command & Communications (C2) trailer now has SCEMA logos on it and was squeezed into the Secondary Roads garage in Ames. Standard Operating Procedures are being developed and SCEMA equipment is being repurposed to make the trailer operational. The trailer has a gasoline/LP generator or can use electrical power from the grid if available. The trailer should have wireless connectivity through the use of a SCEMA hotspot that can connect up to 15 devices. The SCEMA encourages communities to request use of the trailer for exercises so capabilities can be tested and improved. It was also suggested the trailer be brought out for community events to showcase the capabilities.

### **Way Ahead**

In February, EOC training will be conducted to keep staff skills sharp and to introduce more complex situations. Jurisdictional executives are encouraged to attend so they can understand and evaluate their jurisdiction's capability to plug into SCEOC operations.

SCEMA staff will be focusing on volunteer management and the integration of the HSEMD disaster assessment web application tool into local processes. They will be collecting lessons learned from this summer's disasters and integrating them into local response and recovery plans. The SCEMA anticipates a roll out of the updated procedures and training by April for use during the 2019 severe weather season.

The SCEMA asks that jurisdictions help with spreading the word that Individual Assistance for homeowners from FEMA is not a guarantee. It is important citizens have appropriate insurance to assist with individual recovery.

On January 24, SCEMA is hosting an emergency management awareness briefing for jurisdictional executives. The workshop is for Mayors, City Council members and is designed to build an understanding of the community's role in emergency management and to encourage an exchange of ideas between participants.

### **Adoption of ESF 5 Emergency Management**

SCEMA staff reviewed Emergency Support Function (ESF) 5 with an eye to streamlining command and control processes within the Emergency Operations Plan. Language was added to clarify the priorities within the plan. These priorities will be used for resource management. Motion by Kovarik, 2<sup>nd</sup> by Kling to approve the plan as presented. MCU

### **Approval of the Revised Purchasing & Procurement Policy**

The Commission's purchasing policy was updated to include procurement processes necessary to comply with Federal Guidance 2CFR Part 200, a requirement to receive federal grant dollars. The need for revision was generated by the Homeland Security grant audit last fall. The revision also includes improved fraud reporting processes. Motion by Henry, 2<sup>nd</sup> by Kling to approve the revised policy as presented. MCU.

**Other:**

Follow up requested by Gast on previous discussions about GIS training for local officials. Morgan reported Story County GIS tested procedures to support mapping of infrastructure in Gilbert and Sheldahl. If there is a desire for GIS assistance or training, Morgan will coordinate support with Matt Boeck and jurisdictions.

Mayor Gast requested the EMA resend information on local emergency powers during a disaster. Morgan will send the information and reminded the Commission the document is only suggested powers and that he would like to hear from jurisdictions if they have new ideas or possible additions to the list.

Mayor Henry had a question about costs associated with the new radio system. Sanders advised these cost would not be clear until there is a selection of a radio vendor.

**Next Meeting: April 17, 2019**

**Adjournment: Motion by Kling, 2<sup>nd</sup> by Henry to adjourn. MCU Meeting adjourned at 7:45 PM.**

DRAFT