

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 Linda Murken.

Attendance:

John Haila- Ames	Rich Higgins-Ames
Steve Kovarik-Cambridge	Del Amsden-Collins
Jon Popp- Gilbert	Kevin Deaton-Huxley
Jameson Hudson-Maxwell	Leann Hazen-McCallsburg
Brett Barker-Nevada	Jeff Larson-Roland
John Kahler-Slater	Mike Jensen- Story City
Paul Fitzgerald-SCSO	Lisa Obrecht- Zearing
Linda Murken- BOS	Stephen Simpson- ISU EH&S
Keith Morgan-Coordinator	Melissa Spencer- Deputy Coordinator

Consent Agenda

- Consider approval of October 2019 Meeting Minutes as presented with change of: Morgan reminded Commission members that the next meeting is budget approval and that only elected officials can vote on budget issues. Motion by Kovarik, 2nd by Jensen to approve October meeting minutes with addition as presented. MCU

- Consider approval of January 2020 Agenda
Motion by Haila, 2nd by Kahler to approve the January 2020 Agenda, MCU

Election of Officers

Commission Chair- Motion by Haila, 2nd by Kahler nominating Linda Murken for Chair. No other motions. Motion by Barker, 2nd by Haila for nominations to cease. MCU

Commission Vice Chair- Motion by Kahler, 2nd by Popp, nominating Sheriff Fitzgerald as Vice Chair. No other nominations. Motion by Haila, 2nd by Barker for nominations to cease. MCU

Old Business

Approval of Ames County Shed for EMA Trailer Storage

The Ames Secondary Roads shed in Ames on Florida Ave is now vacant and the SCEMA has been storing the Mass Care and Command trailers in the building for some time. Storing the trailers in a climate-controlled building and out of the weather will prolong the life of the trailers and equipment. A lease agreement has been developed between the Commission and Story County to lease the space \$2,600 a which includes utilities and maintenance. The life expectancy of the building is 5 years. Story County will be including Emergency Management in a future

space needs study and hope to have a new building to meet the storage needs by the time the current building needs to be replaced. Motion by Barker, 2nd by Haila to approve and sign the lease with Story County for use of the storage shed. MCU

Update on Radio Purchases

It was presented to the Commission previously that the anticipated costs of new radios for the agency would be approximately \$33,000. The cost has increased to \$40,347 due to upgrading the bridging unit radios, a radio for the Deputy Coordinator truck, and replacement of base station antenna and coax due to age. The Commission took advantage of the 3 year, 0% interest payment plan and there is no penalty if paid off early. The remaining funds for the next 2 years of payments will roll over with the budget. Replacement of the bi-directional antenna won't be known until the full radio system is completed and the penetration of the radio signal into the EOC tested. It will be an approximate cost of \$20,000 for replacement if needed.

New Business

Approval of Merit Raise Forms

The recommended merit raise for Morgan and Spencer is 2.5%. The 2.5% increase balances the work being done with future room for growth. Murken appreciated the feedback for Morgan's evaluation from the 360 survey that was sent out. The Chair and Vice Chair have reviewed the full evaluations for both staff. Motion by Fitzgerald, 2nd by Ames to approve the 2.5% merit raise for Morgan and Spencer. MCU

Approval of Amended FY 2019 Budget

The Department of Management requires a budget amendment if there is an increase to operational expenses or capital outlays after the initial budget was published. The cost of the Deputy's truck and the first payment for the radios had not been reflected in the original published FY19 budget as capital outlays. The budget amendment was published and now reflects the costs as capital outlays. Motion by Deaton, 2nd by Barker to approve the FY19 budget amendment. No further discussion. MCU

Approval of FY21 Budget

In order to ensure the budget is appropriately funded the budget is published at the estimated maximum funding required. As the budget had to be published before there was clarity on several items there was potential for decreases in the published budget. Due to decreased costs in salaries, and the potential for the E911 Board to cover 50% of radio user fees there is potential for savings from the published FY21 budget.

Morgan briefed that additional potential savings subsequent to publishing the budget. He went on to tell the Commission that the ask from FY20 to FY21 has gone down but this is an anomaly. The operational expenses in FY21 increased but due to re-estimated savings from FY20 and a reduction in first half of the FY21 operating expenses, it allowed the FY21 Commission ask to

be reduced. This will not happen every year. As the expenses for the radios and truck are made, the budget should level out. Previously there has been very small increases in the funding request from the Commission from year to year.

Mayor Haila asked if the levy for Emergency Management should remain basically level with last year since a reduced Commission ask this year is an anomaly and could be potentially be followed by large increase in FY 22. Keeping the funding request relatively the same will help reduce variations in the County budget and allow for funds to be used on unfunded requirements like employing an intern. Budget discussions followed, examined where the savings in the FY 21 came from and potential uses for additional funding. Mayor Haila made a motion to keep the Commission levy the same from year to year. After further discussion on how the Commission budget is funded through the County general supplemental, Mayor Haila rescinded the motion.

Motion by Deaton, 2nd by Hudson to approve the FY 21 budget as published, and to use predicted savings identified after budget publishing to pay for one year of an intern. No further discussion, MCU Morgan will work with Story County Human Resources to develop the intern position.

Approval of Memorandum of Understanding for School Buses During Emergencies

A draft MOU was sent out to all school districts in Story County asking for voluntary participation for the use of transportation assets for sheltering or evacuation. Development of one MOU that would be applicable to all the signatories is the most efficient way to develop the agreement. Liability remains with the independent parties and drivers will be provided by the school providing the buses. Motion by Jensen, 2nd by Barker to approve the MOU as presented. No further discussion. MCU

2nd Quarter Story County Emergency Management Agency Report, Oct-Dec, 2019

Responses were down significantly with two of the three responses were focuses on searches for missing individuals. Law Enforcement agencies are recognizing the skills of the STAR1 team and asking for them earlier in an incident.

The I-35 plan was tested at the end of October and updated again.

EMA staff are working with Ames FD to conduct and Incident Commander Center (ICC) and Emergency Operations Center (EOC) exercise in the Spring of 2022. The focus of the exercise will focus on communications and interactions between the local and county level and if available, the state level. Staff are attempting to secure grant funding to cover the cost.

The SCEMA facilitated ICS 300 & 400 training for top level officials. These two classes offered 1000 student hours for approximately 60 students in this quarter.

The Deputy Coordinator developed and presented EOC staff training for coordinating resource requests with the State Emergency Operations Center. The three sessions provided feed back to

better define operational needs for staff such as additional computer screens and the need for additional staff in certain positions. The only downside was that only 50% of EOC staff participated. The SCEMA will continue to recruit needed staff.

The Department of Homeland Security provided two cyber training sessions in December. The training was free provided information on how small and large business and industry can reduce the chances of a cyber attack. Out of 120 slots only 25 attended.

Staff is still working with Story County Facilities management on a hazard mitigation grant to increase the generator capabilities of the Administration Building for expanded emergency operations.

Morgan is working with the Ames Airport to enhance emergency operations should an aircraft incident occur.

Staff are continuing to review and improve the required Emergency Support Functions (ESF) for this year. Higgins asked if the EMA could send a review guide with instructions so partners understand what voice they have in the plans. SCEMA will look to host ESF specific planning meetings in the future.

Jurisdictional Executive Workshop

Morgan sent an email to Mayors, City Councils and first responder agencies in reference to scheduling a jurisdictional workshop to educate communities about the role of the EMA and jurisdiction during a disaster or emergency. The goal of the workshop beyond education is to encourage dialog about community planning. Feedback from the Commission is to move the meeting into March. Morgan will send another email to determine the best dates

Next Meeting: April 15, 2020 7:00 PM

Adjournment: Motion by Barker, 2nd by Fitzgerald to adjourn. MCU Meeting adjourned at 8:34 PM.