

January 17, 2024 Minutes

**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:**

<b><u>Jurisdiction</u></b>	<b><u>Name</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Name</u></b>
BOS	Linda Murken	Ames	John Haila
Cambridge	Bobby Chubbic	Collins	Stacey Howell
Colo	Jeff Brinkman	Gilbert	Tera Sitzman
Huxley	Dave Kuhn	Kelley	Rick Terrones
Maxwell	Dale Higgins	McCallsburg	
Nevada	Brett Barker	Roland	
Sheldahl		Slater	Taylor Christensen
Story City	Mike Jensen	Zearing	Sandy Perisho
Sheriff	Paul Fitzgerald	ISU	
SCEMA	Melissa Spencer	SCEMA	Josh Harding
Guest	Joel Westendorf	Guest	Jackie Sapp

**Consent Agenda**

Approval of December 2023 Budget Workshop Minutes Motion by Sheriff, 2<sup>nd</sup> by Nevada, MCU

Approval of January 2024 Tentative Agenda Motion by Maxwell, 2<sup>nd</sup> by Ames, MCU

**Old Business**

**Disaster Fund**

Spencer presented the disaster fund requirements from Article IX, Section 6 of the Commission By-Laws for use of the fund. There is nothing in the by-laws that does not allow for the Commission to change the amount of funding as the language says “should” for the use and replacement of funding.

Spencer presented usage amounts of the fund which were \$1,189.87 in 2020 by the Sheriff’s Office and \$4,875.00 for Des Moines HazMat response to that Ames train derailment in 2021.

Black Hawk County conducted an informal survey in December asking the amount of disaster funds Commission’s were setting aside. Amounts ranged from \$50-\$100,000.

Spencer presented the question, that did not need to be answered during the meeting, that if the Commission utilized part of the disaster fund for the new offices and EOC, would they want to replenish the funding to the original \$200,000.

## **EOC Project Update from Facilities Management Meeting**

Murken and Spencer met with Joby Brogden, Facilities Management Director to discuss the plans going forward for the S 11<sup>th</sup> Street building. Brogden will make a request to the Board of Supervisors to sent out an RFP for engineering and design. He believes he could have information on construction costs by April of 2024. This should provide an idea of construction costs for the office and EOC space and would answer costs questions which would allow the Commission to determine their contribution. If everything would go according to schedule, the offices and EOC could possibly move in the fall of 2025.

Mayor Kuhn brought up the point that there may be insurance requirements for the building to be hardened and have a tornado safe room since it is a public safety building. The Commission requested that Brogden attend the April meeting with the findings from the RFP. They also would like to tour the space before the meeting. Spencer will coordinate that with Brogden.

### **ICAP Insurance Increase**

After the budget was published Spencer received notification from ICAP that agencies should anticipate a 30% increase for FY25. This will create a budget shortfall in the line item of approximately \$1,642.50 from the FY24 costs. This should be covered by accrued savings at the end of the FY24.

### **FY25 Budget Public Hearing & Budget Approval**

Spencer reviewed the budget as published with the increase in the Commission ask to \$314,744.64. There are \$41,364 in increased expenses with \$27,000 of that being an additional family insurance policy should the Deputy Coordinator not have military insurance they wish to keep. The published budget shows \$90,000 of the accrued savings going to a designated fund for the EOC project with approximately \$9,866.54 in undesignated funds left at the end of FY24 if there are no significant expenses before the end of the year.

Spencer advised the funding request from the Commission has not increased since the FY21 budget. She also advised that employees who take County insurance policies do have their own out of pocket expenses of approximately \$300 a month for a family plan.

A concern was raised that the Commission budget request should only go up 3%. For transparency, Spencer prepared a budget reflecting only a 3% increase to the Commission ask. This would reduce the accrued savings by \$49,683.32, leaving \$40,000 for the EOC project and \$9,683.32 in unaccrued savings at the end of FY25. This would all but erase the project funding as the Commission had provided direction to use the project funds to match the FEMA generator grant if it is awarded. The match for that grant could be \$37,500 based on an estimated cost of \$250,000 for the purchase and installation of the generator.

Murken opened the public hearing at 7:59PM. No public comments. Public Hearing closed at 7:59PM. Motion by Howell, 2<sup>nd</sup> by Brinkman to approve the budget as published. MCU

### **29C Legislation Update**

The information provided to the Commission is draft language that has been sent to the LAS from the Iowa Emergency Management Association (IEMA). The Association has not seen the final bill as of this meeting. The changes from last legislative period are that the school boards are removed as members, the Sheriff remains a voting member and is not the permanent Chair. The bill will still allow for all Board of Supervisors to be individual members, with the levy rate remaining the same. The option A funding also removes the funding from the County general supplemental fund.

Senator Klimesh is bringing the bill forward once again this session. Allowing Commissions to levy on their own will assist at least 50% of Emergency Management Commissions resolve funding disagreements between Commissions and Supervisors. The changes would not have a significant impact to how this Commission conducts business due to the strong relationships on this Commission.

## **New Business**

### **Election of Officers**

Chairperson- Nomination by Barker, 2<sup>nd</sup> by Haila for Linda Murken to continue as Chair. Sheriff called for motions to cease. MCU

2<sup>nd</sup> Vice Chairperson- Nomination by Higgins, 2<sup>nd</sup> by Story City for John Haila to continue as 2<sup>nd</sup> Vice Chair. Sheriff called for nominations to cease. MCU

### **Quarterly Report**

Spencer highlighted the importance of social media during the two recent snow storms. One post about the road conditions leading up to the ISU men's basketball game was shared 472 time, reaching 62,975 people with 10,628 people engaging with the post. By the end of the second storm system, there was an increase of 454 new followers to the agency Facebook page. From this event the agency will be reviewing the I-35 closure plan as there were some concerns brought up about the utilization of the center lots at ISU during the Cy-Town construction for semi-truck parking.

Spencer also thanked the Sheriff for allowing his staff to provide Stop the Bleed and Hostile intruder training to the Local Emergency Planning Committee (LEPC). It was well received and we hope to offer sessions for the LEPC in the future.

### **Approval of Purchasing Policy Credit Card Addition**

At the request of the Story County Auditor, Spencer added language to the agency purchasing policy in relation to credit card purchases. Motion b Haila, 2<sup>nd</sup> by Barker to approve the policy additions as presented. MCU

## **Other**

Discussion about services and assistance the Sheriff's Office could provide for active shooter/threat incidents. They have staff that will provide Stop the Bleed Training as well as hostile intruder training. Reach out to Captain Nic Lennie or Connie Toresdahl if you would like to request training.

**Next Meeting:**

**Adjournment:** Motion for adjournment by Fitzgerald 2<sup>nd</sup> by Haila; MCU. Meeting adjourned at 8:45 p.m.