

July 17, 2024 Minutes

**Call to Order**

The meeting of the Story County Emergency Management Commission was called to order at 7:03PM 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	Tim Gartin/Rich Higgins
Cambridge	Bobby Chubbic	Collins	
Colo	Jeff Brinkman	Gilbert	Jon Popp
Huxley	Dave Kuhn	Kelley	Rick Terrones
Maxwell		McCallsburg	
Nevada	Brett Barker	Roland	
Sheldahl		Slater	Taylor Christensen
Story City		Zearing	Sandy Perisho
Sheriff	Paul Fitzgerald	ISU	Anthony Romero
SCEMA	Melissa Spencer	SCEMA	Josh Harding
Guest		Guest	

**Consent Agenda**

Approval of April 2024 Minutes

Approval of July 2024 Tentative Agenda

Motion by the Sheriff, 2<sup>nd</sup> by Slater to approve April minutes and July agenda as presented.

MCU

**Old Business**

**Annex Project Update**

Staff and Facilities Management have reviewed initial design plans. There are small changes needed. Will look to start more defined drawings which will hopefully lead to a solid per square foot cost. After that is known, then will move into negotiations on shared costs. The Commission will still be responsible for the staff office spaces.

**Truck Replacement Update**

Took delivery of the truck on June 27<sup>th</sup>. Karl Ford in Story City held to their trade of \$14,000 for the 2015 truck. The final truck expense was \$35,711.00 The truck will go to KelTec for upfit of lights and sirens in August at a cost of \$7,568.31. Chase Graphics in Ames was chosen for striping of the truck at a cost of \$713.00. Total cost of the truck with upfit and graphics will be \$43,992.31 with \$45,000 budgeted.

## **New Business**

### **Disaster Briefing**

On May 21<sup>st</sup> the unincorporated areas of Story County experienced a high-end EF-2 tornado with a path from Cambridge to south of Zearing. Commission Chair Murken signed a disaster declaration on behalf of the entire county for flash flooding and the tornado. Estimated there were over 70 homes with some type of damages from the tornado. Thanks to the Sheriff's Office drone team for flying the damage path. They provided great imagery of the damage. Thanks to Story County Planning and Development for providing staff for damage assessment.

On May 24<sup>th</sup>, Story County received a FEMA Individual Assistance Disaster Declaration. This has not happened this quickly with any past disasters impacting Story County. As of this meeting, 86 households are registered with FEMA. FEMA established a mobile Disaster Recovery Center (DRC) next to the parking lot at the Administration Building that allowed survivors to sit down face to face with FEMA representatives.

Story County was also granted a FEMA Public Assistance Disaster Declaration for damages to public infrastructure. Iowa HSEMD reports that Story County has \$799,000.00 of damages. Iowa HSEMD conducted a briefing on July 12<sup>th</sup> with instructions for how jurisdictions can apply for assistance. The deadline for the preliminary application is due August 30<sup>th</sup>. Jurisdictions are encouraged to start the process even if they are not confident in the costs. They can be amended as they move through the process.

### **Recognition of Spencer Iowa Advanced CEM Certification**

At the annual Iowa Emergency Management Association (IEMA) Conference in May, Spencer was awarded her Advanced Certified Emergency Management Certificate. Spencer thanked Harding for pushing her to finish the process. It is believed that Story County is the only program with multiple personnel who have all completed the Advanced CEM program.

The focus of the advanced program is demonstrated knowledge of emergency management through leadership, planning, policy development and community outreach.

### **FY 2024 Budget Closeout**

The end of FY24 brought an additional \$28,342.25 in savings. Most of the savings comes from the Deputy position being open and starting the position at a lower step than anticipated at the budget re-estimation. Harding also took a higher deductible on his benefits that decreased the insurance costs. The intern also did not work as many hours anticipated due to her school schedule.

Part of the savings will be used to realign the wages and benefits at budget re-estimation. Cost of Living has not been budgeted for the last two years. This will get the agency back in line with the County pay grades and will cost approximately \$2,317.14. There are some small purchases that

need to be made from the savings for radio batteries and truck portable chargers. Spencer recommends the remainder of the savings be placed in the EOC project fund as final costs are still not known.

There was discussion about the Commission electing to follow the County compensation schedules and if this was voted on by the Commission. The Commission agreed to follow the policies and procedures of the County unless the Commission determines there is a need for something different. The agency position descriptions and compensation are part of the studies that the County conducts periodically. However, if the Commission can choose to develop their own compensation schedule if desired. Sheriff Fitzgerald added that the 9-1-1 Board follows the County compensation plan for the 9-1-1 Coordinator.

### **Chapter 21 Amendments/Meeting Procedures**

Spencer was notified of the changes to Iowa Code Chapter 21 a week before the meeting. Spencer reviewed the options for meetings and recommended the Commission conduct hybrid meetings which will continue to have a designated space for in person attendance with Zoom available for others to attend virtually. Spencer asked for guidance on how the Commission would like the agendas published. During Covid, the public agendas were not published with the Zoom link but they could request the link from the agency. The Commission directed Spencer to publish the Zoom link directly to the agenda.

### **Approve Generator Grant Resolution for Matching Funds**

In order to submit the hazard mitigation grant for the annex building generator in a timely manner, Chair Murken approved submitting the resolution paperwork stating the Commission will make the required match of \$37,500 for the generator grant and then formally approve the resolution at the July meeting. Motion by Sheriff, 2<sup>nd</sup> by Slater to approve the resolution that the Commission will make the required match of \$37,500 for the hazard mitigation grant for the generator.

### **Approval of Annual Training Requirements**

By Iowa Administrative Code 605 7.4 , agency staff are required to complete 24 hours of continuing education each year. Iowa HSEMD requires 12 hours of training related to Emergency Support Functions (ESFs) or Recovery Support Functions (RSFs) and is received through the fall HSEMD conference and the IEMA conference. The remaining is at the discretion of the Commission to approve. Staff completed a variety of training relating to terrorism, debris management, and school safety and threat assessment. Motion by Kelley, 2<sup>nd</sup> by Nevada, to approve staff training. MCU

### **Approval of National Qualification System (NQS) Skillsets**

In order for the agency to continue to qualify for Emergency Management Performance Grant (EMPG) funding FEMA has placed a requirement that all agency staff complete NQS skill sets that are approved by the Commission. The focus of the skillsets are leadership, coordination,

resource management and situational awareness. Iowa HSEMD allowed staff to look back as far as the Derecho and COVID response to meet the required skillsets. Harding completed his initial skill sets prior to coming to Story County so we are only approving the completion of Spencer's skillsets. Motion by Kelley, 2<sup>nd</sup> by Cambridge to approve the NQS skillsets for Spencer. MCU

## **Approval of Plans**

**Emergency Support Function (ESF) Basic Plan-** no significant changes. This plan sets the stage for the rest of the ESF's that follow.

**Recovery Support Function Basic Plan-** This is a new plan that focuses solely on recovery related functions. This also sets the stage for the 5 additional plans we are required by FEMA to develop over the next several years. This takes the place of ESF-14 Long Term Recovery required previously. The current draft of this plan meets the State and Federal requirements for approval. The recovery process is very fluid and situationally dependent so the plans will likely not be as specific as the ESF's and will only be improved going forward. Murken pointed out a missed update that Spencer will fix before the plan is submitted.

**ESF 5- Emergency Management-** no significant changes. Cleaned up language in places.

Motion by Sheriff, 2<sup>nd</sup> by Nevada approving all plans for submittal once the type is fixed. MCU

## **Quarterly Report**

Story County has been granted a FEMA Public Assistance Disaster Declaration with \$799,00 in damages that are possibly eligible. An email went out with directions for how to apply for assistance on July 1. The deadline for reporting damages is August 30<sup>th</sup>.

Spencer continues to work with Iowa HSEMD to develop a local platform for jurisdictional use in WebEOC. We have permission to pilot the platform and are in need of volunteers to assist. So far Story County and Ames have volunteered but we would like a smaller community to participate as well. This is something we have worked towards for the last 10 years and are appreciative that we get to pilot to functionality for possible deployment across the state. Colo and Slater are interested in participating. Spencer will reach out to those communities and schedule training and a workshop style exercise.

Thank you to Gilbert Franklin Fire for hosting the National Weather Service Spotter Training in April. We have over 50 in attendance with great discussion.

In May we took delivery of Stope the Bleed Kits that will be provided to schools. Harding worked with Story County Public Health (SCPH) to utilize grant funds for the program. Harding and SCPH are working with the Sheriff's Office and City of Ames to train before the kits will be distributed.

The new Intern, Saja Ibrahim, will be coming on board in August. She is a senior at Iowa State studying information systems and data science.

## **Other**

The City of Ames is looking at the long term viability of the resource recovery plant and is discussing possible decommissioning. Since leadership from affected jurisdictions attend the Commission meeting, Murken proposes that part of the meeting be utilized to have a presentation from Ames about the status of the plant. After discussion, it was determined that a meeting will be set one hour prior to the October Commission meeting to have a presentation from the City of Ames.

## **Next Meeting:**

The next meeting is October 16<sup>th</sup> and will focus on preliminary budget direction. The agenda will also include information on the 6PM meeting to discuss the Ames Resource Recovery Plant.

December 11<sup>th</sup> will be the budget work session so please get that date on your calendars.

**Adjournment: Motion by Slater, 2<sup>nd</sup> by Colo MCU Meeting adjourned at 8:05PM**

DRAFT