

April 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:

<u>Jurisdiction</u>	<u>Name</u>	<u>Jurisdiction</u>	<u>Name</u>
BOS	Linda Murken	Ames	Rich Higgins
Cambridge		Collins	Stephanie Smith
Colo	Jeff Brinkman	Gilbert	Macy Wing
Huxley	Dave Kuhn	Kelley	Rick Terrones
Maxwell		McCallsburg	
Nevada		Roland	Kurtis Bower
Sheldahl		Slater	Taylor Christensen
Story City	Mike Jensen	Zearing	Martin Herr
Sheriff	Paul Fitzgerald	ISU	Anthony Romero
SCEMA	Melissa Spencer	SCEMA	Josh Harding
SCEMA	Samantha Scharper	Guest	

Recognition of Intern Samantha Scharper

Samantha has been with the agency for 22 months and will be leaving once she graduates. Samantha has been a great addition to the office and took on significant projects while she was here with the development of the Family Assistance Center/Reunification plan. We would not be able to complete this project without her. We want to recognize her commitment to the agency and the work she has completed with a presentation plaque.

Consent Agenda

Approval of January 2024 Minutes
Approval of April 2024 Tentative Agenda
Motion by the Sheriff, 2nd by Story City to approve January minutes and April agenda as presented. MCU

Old Business

EOC Project Update

Spencer presented the estimated construction costs based upon a \$120 per foot cost which is based upon an average for the entire square footage of the building. The cost to build out 3-200 square foot offices would be \$72,000. Using the current savings of \$90,000 with \$37,500 required for the generator grant match, that will leave \$62,366.54 which would leave a gap in paying for the construction costs of the offices. Spencer recommends the Commission utilize \$100,000 of the disaster fund to cover the shortfall for the construction of the offices. If the

Commission provides \$100,000 toward the project, after the construction of the offices and the grant match, there will be \$74,126.58 remaining to determine contribution to the shared training/EOC space and for upfitting of office spaces.

Spencer has applied for a \$100,000 Homeland Security Grant to purchase the AV system for the space. An AV vendor provided a cost estimate for grant purposes based upon the space as it is now. The cost to outfit the EOC/Training space is \$115,000 and the offices will be \$16,300. There may be \$5,500 in savings for the offices by bringing some current technology to the new space. Spencer has concerns about receiving the funding from the grant. The last Federal continuing resolution brought a 9% cut across the board to all FEMA grants.

Once the RMH completes the engineering and design proposal, Spencer will be able to finish the grant application for the generator. They have agreed to provide specs to size the generator. This grant could also take time to receive and may be subject to the federal budget cuts. The grant request will be \$250,000 which covers purchase and install for a 200KW generator.

Spencer needs to know what the Commission is willing to commit to the project before the next steps take place. Once the Commission approves the funding, Spencer will work with Brogden and Murken to look at shared costs for the EOC/Training space and develop a timeline. Spencer anticipates once the engineering report comes back from RMH the costs will tighten up.

Discussion: There concern about who and how the costs would be covered if the grant money was not received. There is concern that the Commission would be asked for additional funding and the costs would become too high. Spencer advised there would be additional discussion with the Commission if that became the situation. No funds would be spent until the project and timeline are finalized. Spencer will also come back to the Commission for approval before the project continues. Murken explained that until the engineering report is received we don't have clarity on per square foot cost, project timeline or shared costs plan. Kuhn would like to assist with the review of the engineering report when it comes back. He is very familiar with building codes and can be an additional set of eyes

Motion by Slater to move \$100,000.00 from the Disaster fund for the development of the Annex building project. 2nd by Zearing MCU

New Business

Quarterly Report

No questions or concerns. Spencer reported that the Hazard Mitigation plan is complete and going through the review process with the State and FEMA. There are some minor corrections the contractor is working on. We now have until January to approve the plan and pass resolutions. Thanks from the Sheriff for the incident command training Harding provided for the Sheriff's Office staff in April. The presentation was well received.

Approval of Emergency Vehicle Operations Policy

Emergency Management vehicles have been included in Iowa Code as an emergency response vehicle. When the 2021 truck was purchased it was upfitted to meet the requirements as an emergency response vehicle. Now that the 2015 truck is being replaced and upfitted to meet Code we did not develop an emergency driving policy. This is a separate policy from the day to day driving policy that takes information from emergency driving policies from Ames Fire Department and the Story County Sheriff's Office. Crystal Rink from the County Attorney's office reviewed the policy and provided a few small changes. Motion by Brinkman, 2nd by Jensen to approve the policy as presented. MCU

Approval of Emergency Support Functions

No significant changes as the plans are fairly well refined at this point. We updated the emergency radio system information in ESF 2. Motion by the Fitzgerald, 2nd by Christensen to accept all ESF's as presented. MCU

Approval of FAC/Reunification Plan

Intern Samantha Scharper provided an overview of the plan and how it will be utilized when the need arises from a mass casualty event or other event requiring the reunification of families. The plan will reside with our recovery plans as we continue to develop them. The development of this plan took over a year and half of effort by Scharper. She led the planning efforts and met with all of the partners that will be needed to make this work. Motion by Terrones, second by Smith to approve the plan as presented. MCU

PTE Questionnaire

Harding provided an overview of the Planning, Training and Exercise questionnaire that was sent out to all Commission members. The information on needs is very important as we work to identify community level needs and schedule events. It is recommended executives work with their first responders and other city departments to identify and prioritize planning, training and exercise needs. Please fill out and return information as soon as possible.

Community Stop the Bleed Kits

Harding worked with Story County Public Health to secure 51 Stop the Bleed wall kits for each community in Story County. Schools and public buildings will be the focus for this round. The funding of this project was courtesy of the Public Health Emergency Preparedness grant dollars provided to Story County Public Health. Harding will be coordinating training efforts with available trainers over the next few months.

With the next round of grant funding SCPH and SCEMA will look to focus on kits for public places and on every school bus in the county.

Truck Bid

The truck bid has been awarded to Karl Ford in Story City. Total cost with trade in will be \$35,711. The bids for the upfit will be going out for bid the first of May. Derry of Ames and Stivers Ford also provided bids.

Other

Next Meeting:

Adjournment: Motion by Fitzgerald, 2nd by Christensen MCU