

July 15, 2025 Minutes
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:

<u>Jurisdiction</u>	<u>Name</u>	<u>Jurisdiction</u>	<u>Name</u>
BOS	Linda Murken	Ames	Rich Higgins
Cambridge	Bobby Chubbic	Collins	
Colo	Jeff Brinkman	Gilbert	Jon Popp
Huxley	Dave Kuhn	Kelley	Tim Salasek
Maxwell	Joel Westendorf	McCallsburg	
Nevada	Ryan Condon	Roland	
Sheldahl		Slater	Taylor Christensen
Story City		Zearing	Sandy Perisho
Sheriff	Paul Fitzgerald	ISU	Anthony Romero
SCEMA	Melissa Spencer	SCEMA	
Guest		Guest	

Consent Agenda

Approval of April Minutes
Approval of July Tentative Agenda
Motion by Chubbic, 2nd by Condon, MCU

Old Business

EOC Project Update

Spencer and Facilities Management Director Joby Brogden met with the Board of Supervisors on 07/08/25 to present and discuss four options for keeping the Emergency Operations Center (EOC) in the Administrative Building. After input from the Assessor’s Office and the Auditor’s Office, the remaining option is to bring the west wall of the EOC to the office wall and close off the hallway. This would enlarge the EOC from 616 Sq Feet to 957 Sq Feet and the office space would remain the same. Initial construction cost estimate is \$216,000. We will meet with the Engineer to tighten up the costs. The soft costs will be the update to the AV system; 2 additional tables and we will reuse the cabinets.

A concern was raised by Mayor Kuhn about the security of the EOC with the access point on the north end of the EOC to the stair tower. Spencer explained the access would be no different from the Recorder or Board of Supervisors Office with fab access for selected individuals. There are three remaining egress points on the floor in case of evacuation that should meet fire code. The main door that will be installed will have fob access and a camera that will allow staff to see who

is at the door before allowing access to the offices. She is also looking at creating a reception desk that could also function as workspace for an intern or future staff at the entry door.

Mayor Popp asked why there was a need to cut the concrete and run electrical and data through the floor. Spencer explained that the room in its current configuration is locked into the current set up. The room cannot be changed to allow for different configurations for emergency response or for training needs. Currently, computers cannot be moved off the tables and the power poles and computer screens create visibility issues that hamper the functionality of the room. Moving the runs to the floor would also eliminate the chance equipment would be pulled off the table.

Spencer should have close to final numbers from the Engineer soon and hope to get the figures before the Board of Supervisors in August. If the Board approves the updated costs, then there will be a discussion about shared costs moving forward. Spencer will have an update at the October meeting.

FEMA Grants Update

FEMA grants are unknown beyond the FY27 budget. Today the Federal Government announced that the Emergency Management Performance Grant (EMPG) will be funded for the current budget. Traditionally, during budget planning, the EMPG funding, \$39,000, has been subtracted from the Commission funding request. Due to the uncertainty of funding, I would recommend the grant funding not be excluded during the development of the FY27 budget. We will discuss it more during the budget direction meeting in October.

New Business

FY25 Budget Closeout

At the close of FY25 there were additional savings of \$26,515.00. Savings from expenses totaled \$13,601.96 which mostly came from the Intern not working as many hours as budgeted for, vehicle fuel and maintenance savings and radio fee savings with contributions from the 9-1-1 Board and Story County Public Health. An additional \$3,039.36 of miscellaneous revenue came in after budget re-estimation. Due to the uncertainty of grant funding, Spencer recommended keeping the savings in reserve going into the FY27 budget. There will be more discussion at the October meeting with budget direction.

Planning, Training, & Exercise (PTE) Survey

Spencer will be sending out a PTE survey to the Commission, Fire, EMS and Law Enforcement to identify needs. This survey will allow us to meet the needs of communities and first responders by finding the training and ensuring exercises are meeting the local needs. This also allows us to develop a strategic plan for the agency. Please encourage your first responders to fill out the survey as well as they may have different needs from City Administration.

Approval of Updated Policies

All of the policies were sent out ahead of the meeting so there would be enough time for review. Most policies were updates of language or Iowa code.

The Performance Management policy was brought into line to reflect the new County performance management software and processes for evaluations. Prior to the update, performance evaluations were completed before the January budget meeting which caused difficulty for Human Resources. County HR conducts performance evaluations on the employee's anniversary date. This makes more sense with how step increases happen during a budget year.

The Hiring & Recruitment was updated from lessons learned by using the Executive Committee (ExComm) for the Coordinator hiring process. Due to the ExComm conducting the hiring process, all interviews were required to be open meetings per Iowa Code. The update calls for the Commission to create a Hiring Committee.

Motion by Condon, 2nd by Brinkman to approve as presented. MCU

Contract Position for EOC Project

We have a need to develop a virtual EOC system for disaster response. Rather than having the traditional Intern position, we would like to use that funding to create a contract position to create the database. There is an established Microsoft product that meets the operational needs but is no longer supported. We will reach out to Iowa State University Computer Science program to determine if there are undergrad or graduate students that would be interested in the project. This is an operational need that a general intern position can't fill. There is no budget amendment needed as we are moving the cost from one line item to another. No questions or concerns. Spencer will move forward with the project.

County Printing Contract

It has become to expensive to continue to purchase our own ink for the printer. It costs on average \$700 each time color and black ink is purchased. Story County IT allowed us to go onto the current county contract with our current printer at no additional cost. All we are paying for is the cost of printing which is .01 for black and .09 per page for color. The contract next opens in FY27 and we will look at joining the contract at that time. Looking at costs of the last contract, the machine would be \$660 a year with printing costs of .003 black and .03 color. This is cheaper than what we are currently spending on our own printer. This also included service calls and automatic printer refills at no additional cost.

Quarterly Report

Harding continues to work on completing the Stop The Bleed project. He has distributed additional wall kits and is conducting training of school bus drivers for the deployment of the bus kits. The current goal is to have all of the wall and bus kits distributed and people trained before

the start of the school year. Thank you to the Board of Supervisors for recognizing Stop the Bleed Day on May 22nd. There was considerable social media coverage with posts from other program partners.

Spencer is working on an \$80,000 grant from the Iowa Economic Development Authority (IEDA) to address alternative energy sources for disaster response and recovery. She is working with Powerfilm in Ames to develop a community charging station that is compact and can be rapidly deployed. This will allow the public to have a place to charge phones, computers and medical devices during power outages. Each community will receive one unit with SCEMA retaining two for additional needs.

Spencer attended the annual Iowa Emergency Management Association University of Okoboji Conference in May. Two highlights of the conference were the need for a local Multi-Agency Recovery Center (MARC) and information on scams from the Iowa Insurance Bureau.

Our Intern Saja Ibrahim moved on from her internship on May 23rd. We thank her for her hard work while she was with us. She completed a much needed interactive map of local resources and infrastructure.

Staff are monitoring the FEMA Review Council meetings. Not much information on changes yet.

Other

Spencer will be on medical leave from August 25 through October 6th. Harding will be acting Coordinator during this time. Spencer will not be responding to emails or phone calls as she won't be allowed to come off medical leave for 6 weeks.

Chair Murken and Coordinator Spencer are working with the City of Ames and other local partners to address extreme temperature sheltering.

Murken has been talking with Assistant City Manager, Brian Phillips about the changes to the Ames Resource Recovery Plant. There should be more information coming soon on the Ames plan for the transfer station and recycling.

Next Meeting:

October 15th- Budget Direction
December 10th Budget Workshop
January 21,2026 Budget Public Hearing