

01/20/2016 Minutes

Call to Order

The meeting of the Story County Emergency Management Commission was called to order at 7:00p.m. by Chairperson Rick Sanders.

Attendance:

Don Max- Sheldahl City Council	Mike Jensen- Story City Mayor
Kenneth Kling- Kelley Mayor	Kevin Deaton-Huxley City Council
Lynn Lathrop-Nevada Mayor	Rick Sanders-Board of Supervisors
Scott DeYoung-Cambridge Mayor	Steve Ransom-Slater City Council
Sarah Clark-Zearing Mayor	John Wilson- Colo Mayor
Ann Campbell- Ames Mayor	Jon Popp- Gilbert Mayor
Paul Fitzgerald-Sheriff	Shawn Bayouth-Ames Fire Chief
Jeff Harestad- Roland	Keith Morgan-EMA Coordinator
Melissa Spencer-Deputy Coordinator	

Consent Agenda

Motion to approve October minutes, January Agenda- Motion by Colo, 2nd by Cambridge, MCU

Approval of FY 2017 Budget

The Coordinator was asked as part of the FY2017 budget planning process to determine the impact if the Emergency Management Performance Grant (EMPG) did not become available after the start of the fiscal year. Using FY 2015 budget numbers, the level of available operating funds was evaluated without EMPG grant dollars to determine if there would be a negative fund balance. At the end of September, the operational fund balance in 2015 would have been \$13,000 with expenses for October of \$12,000, indicating the Commission could continue to function without EMPG funds as long as funding from the Supplemental Levy was realized by the end of October. There has not been a case where this revenue was not realized by the end of Oct. This indicates the EMA could continue operations if EMPG funds were significantly reduced or eliminated, but significant adjustment would be necessary for subsequent fiscal years.

General Budget Items: There was a \$10,000 change to the predicted fund ending balance due to the replacement of the radio tower. There are 27 pay periods during the FY17 budget; this extra pay period gives the appearance of a 9% increase to salaries when the purposed budget only has a 2.5% increase plus 0.25 per hour. Additionally, a merit increase of \$1,500 for the Coordinator and \$1,000 for the Deputy Coordinator were purposed. Both positions are under the midpoint of salary with the budgeted increase. The merit increases were purposed as the County is still working on a merit raise process for employees that are not part of a bargaining unit and EMA staff is not included in bargaining units. The budget asking for FY17 is 13% less due to the reduced contribution to the disaster fund which was agreed upon during the Oct 2015 Commission meeting. Overall revenues have gone up due to additional grants applied for on behalf of the Commission.

Citizen Corps Grant: This grant funds the Story County Coalition for Disaster Recovery (CDR) Coordinator and organizational activities. A majority of the funds each grant year cover the contracted costs of the CDR Coordinator who supervises the day to day operations of the organization. The request for the FY2016 CCP Grant will be \$30,000 which is divided into two projects. The first project is \$10,000 which includes contracting for a CDR Coordinator and a project to purchase and disseminate weather radios, in coordination with Mid Iowa Community Action (MICA), for low income and high risk families in Story County. The second project will be a \$20,000 asking to build and outfit a communications trailer to be used by the Story County Amateur Radio Emergency Services (ARES) group to support and enhance communications capabilities in Story County. The trailer will facilitate ARES communication operations and provide some seating for an Incident Command Post if needed.

Homeland Security Grant Program (HSGP): The Commission received \$31,400 from Homeland Security for communications improvements to the EOC during FY 16. The project is to install data projection and video conferencing capabilities which will enhance situational awareness during a disaster or emergency. The RFP has been posted and for review and the project will be completed by June 2016.

Medical Reserve Corps (MRC): For several years there has been a struggle to get the MRC program off the ground. The MRC is designed to provide medical and non-medical staff to support medical related activities during a disaster or health emergency. For volunteers accomplishing medical tasks, there is a requirement for medical oversight from a Medical Director. The MRC Coordinator approached thirty local doctors with a request for one of them to become the MRC medical director, but no doctors showed interest in filling this position. EMA staff is in discussions with Story County Public Health for them to possibly taking on the program. Unless Public Health agrees to assume responsibility for the MRC, the funds will go back to the National Association for City and County Health Organization (NACCHO) which provided the funds. The Sheriff recommended talking with the company who provides health care to the jail to see if there would be an interest in providing medical direction for the program.

2017 Hazardous Material Emergency Preparedness (HMEP): These grants will be asking for \$15,000 to fund a commodity flow study for Story County through a planning grant. The training grant will provide hazmat refresher classes free of charge to local first responder agencies.

Motion by Cambridge, 2nd by Story City to accept the FY17 budget as presented. MCU

Old Business

Emergency Response Committee Update

The first meeting of the Committee had a strong turnout from the agencies involved. The meeting focused on developing questions to determine what information was needed for the EMS system study. The Committee's next step is to determine what information each agency holds and how easily can it be extracted. The goal is to gather the information by the middle of 2016 for further evaluation.

New Business

Election of Commission Officers

Current Commission Officers are Chair Rick Sanders and Vice Chair Sheriff Paul Fitzgerald. Motion by Slater, 2nd by Cambridge to keep the Chair and Vice Chair the same for the next two year. MCU

Quarterly Report

The Coordinator waived specific review in the interest of time. The Commission had the report ahead of the meeting.

Approval to contract for EOC Modification

As mentioned in the budget presentation, the Commission has received a HSGP grant for EOC modifications. Due to a tight timeline, the contract for the grant will need to be signed before the April Commission meeting. As the grant for the contract is \$31,400 the Coordinator is seeking approval to contract on behalf of the Commission for the project up to this amount. Motion by Nevada, 2nd by Kelley to allow the Coordinator to contract on behalf of the Commission for the EOC Communications Project.

Approval of Emergency Management Open Records Policy

The Coordinator has developed an open record policy that is very similar to the County's open records policy. The main difference from the County's policy is any information relating to critical infrastructure or other sensitive security information will not be released. Motion by Cambridge, 2nd by Kelley to accept the open records policy as presented. MCU.

Approval of ESF 13 Public Safety and Security

EMA staff worked with the Chiefs from the local Public Safety agencies to further refine the plan with minor modifications. Motion by Sheriff Fitzgerald, 2nd by Ames to accept ESF 13 as presented. MCU.

Hazard Mitigation Plan Revision

The Hazard Mitigation plan is on a five year schedule and is due to be fully revised by May 2019. The estimate from AMEC to revise the plan is \$50,000 which is in line with what other Counties have spent. There are two federal grant programs to apply for hazard mitigation grant funding and each is capped at \$30,000. The Commission can only apply for one of the two programs available. If there are future disasters with associated FEMA response/recovery funding in Iowa, there could be an influx funding to the mitigation program which could raise or eliminate the cap. These factors drove the development of the following options for funding a revision of the Hazard Mitigation Plan:

- Option 1- Go for Hazard Mitigation Grant (HMG) which are funded specifically from disaster response funds. The availability of these funds is dwindling. This funding source which would provide \$22,500 of federal funding, there is a State match of 10% (\$3,000), and there is a local contribution to \$4,500. Additionally, there will be a \$20,000 balance remaining for the contract of which the grant will not cover due to the cap, producing a total cost to Story EMA approximately \$24,500 for this option. The

down side for this option is that August 2018 is the closeout for the grant and this would force a revision of the Hazard Mitigation Plan one year early.

- Option 2- Pre-Disaster Mitigation (PDM) 2016 Grant funding comes from Congressional funding on an annual basis. There is no State contribution with this program. There would be \$22,500 federal contribution and the local share will be \$7,500 plus the contract balance of \$20,000 which the grant will not cover due to the cap, requiring Commission to pay \$27,500. This program is not dependent on disasters in the state of Iowa for funding. If the program is funded next fiscal year and the Commission applies for the grant during this fiscal year, the grant performance period would end June 2019. Using this grant prevents the Commission from being required to revise the Hazard Mitigation Plan early.
- Option 3- Waiting until FY 18 to apply for funding. A significant disaster in the state could bring in more HMG funds, but it creates a risk that there could be no congressional funding and the Commission would be responsible for the full cost of the plan revision.

Motion by Huxley, 2nd by Nevada for the Coordinator to pursue option 2. MCU

Next Meeting: April 20th, 2016

Adjournment: Motion by Cambridge, second by Slater to adjourn. MCU meeting adjourned at 7:55PM.