

**Call to Order**

The meeting of the Story County Emergency Management Commission was called to order at 7:02p.m. by Chair Rick Sanders.

**Attendance:**

Ann Campbell-Ames	Shawn Bayouth-Ames Fire
Scott DeYoung-Cambridge	Freddie DuPont-Collins
Rod Geisinger- Colo	Jon Popp- Gilbert
Craig Henry- Huxley	Ken Kling- Kelley
Alex Rainey-McCallsburg	Lynn Lathrop- Nevada
Paul Fitzgerald- Sheriff	Mike Jensen- Story City
Edwina Amundson- Zearing	Rick Sanders- BOS
Stephen Simpson- Iowa State University	Keith Morgan-EMA Coordinator
Melissa Spencer-Deputy Coordinator	

**Consent Agenda**

Motion by Cambridge 2<sup>nd</sup> by Huxley to approve Oct 2016 meeting minutes and to move approval of merit increase forms and approval of policies before the budget approval under new business in the January agenda. MCU

**Old Business**

**Strategic Plan**

At the October meeting, the Commission was satisfied with the adjusted mission and vision statements developed for the Emergency Management strategic plan. The Coordinator has now developed six objectives based upon the vision and mission statements.

- 1) Facilitate development of equipment standards/capabilities and operational procedures that enhance cross-discipline and cross-jurisdictional interoperability asset sharing.
  - o Set and/or recommend standards and capabilities for people and equipment to be interchangeable across jurisdictions.
- 2) Reduce risk due from emergencies and disasters within Story County to levels deemed acceptable by the Commission through the development and maintenance of operational level plans.
  - o Reflect the risk management through the Story County Emergency Management operational plans. Target capabilities and authorities in the plans, will be based upon the risk provided by the Commission and jurisdictions.
- 3) Enhances the interoperability of emergency/disaster response agencies or improve emergency/disaster response for multiple Story County jurisdictions through the facilitation of training.
  - o For when training is necessary for interoperability or when agency facilitation will be more efficient.
- 4) Improve emergency/disaster response capabilities through an exercise program that facilitates cross-discipline and cross-jurisdictional interaction and assessment of system-wide capabilities.

- Identify and improve system wide capabilities through and exercise program that will ensure operations plans and training needs are met.
- 5) Enhance communications command links between jurisdictions and the emergency management agency to facilitate optimization of resource acquisition and allocation during emergency/disaster operations and recovery.
  - Ensure jurisdictions have the capability to adequately complete the damage assessment and forward the information to the EMA in a timely manner in order to prioritize resources. EMA will assist in the development of redundant channels to receive information.
- 6) Reduce the aggregate cost of emergency/disaster response through the acquisition and maintenance of shared emergency/disaster response resources.
  - If it is not feasible for each jurisdiction to acquire a resource, there may be certain resources that it best for the Commission to acquire and maintain.
  - Identify resource needs and develop agreements to share resources across the county.

Discussion: Objective 6; add enhance so the objective will read: reduce or enhance the cost... Morgan will make the change for the next meeting. Make sure to add dates to help the completion of projects associated with the plan.

This strategic plan will not be based upon the National EMAP standards, which is used by most emergency management agencies. This plan will developed to be actionable by the Commission and staff. Morgan will develop action steps for the first three objectives and present them at the April meeting.

## **New Business**

### **Approval of Performance Management Policy, Compensations Policy, & Alcohol & Substance Abuse Policy**

While the Commission generally follows the policies and procedures provided by the Story County Administration, modifications to these policies are required due to differences in the mission and organizational structure of the Emergency Management Agency. Three policies for the Story County Emergency Management Agency (SCEMA) were presented to the Commission for approval. General information on the policies and Commission discussions are below.

- Performance Management Policy
  - The policy mandates regularly evaluation of employee performance and providing them relevant feedback. The feedback should assist employees with identifying professional development needs and improving their job performance. These steps should enhance employees' ability to assist the SCEMA in achieving its goals and objectives.
  - Performance evaluations will be due by December 31<sup>st</sup> to facilitate budget planning for the next fiscal year.
  - Discussion: None

- Compensation Policy
  - The Compensation Policy provide the SCEMA with a system for classifying and compensating its employees to support the recruitment, motivation, success and retention of qualified and productive employees based on the principles of fairness and equity.
  - Both EMA positions are classified as Professional & Management and compensation increases will be through merit and cost of living increases. Compensation changes will go into effect at the beginning of each FY as approved by the Commission in the January Commission meeting.
  - Processes were discussed for starting new employees, who have higher or unique qualifications, above the minimum salary for their compensation grade.
  
- Drug & Alcohol Policy
  - The SCEMA strives to provide a safe, quality-oriented and productive work environment while respecting the privacy of full, part time and temporary employees.
  - For Federal grant purposes, the Commission has to comply with Drug-free Workplace Act 1998.
  - The EMA Coordinator will attend reasonable suspicion training.
  - Actions to comply with DOT testing procedures for truck operators were removed and duty to report requirements were strengthened.
  - Commission discussions centered on the types of medication that would need to be reported to a departmental supervisor and the process for disciplining employee for a positive test.

Motion by Cambridge, 2<sup>nd</sup> by Huxley to accept the policies as presented. MCU.

### **Approval of Merit Increase Forms**

- The Merit Increase Form, which parallels the county form, will be used to provide Commission members documentation of an employee's above average work performance in order to justify merit based salary increases while balancing the privacy of employees.
- The office has been performing well and above average over the last year.
- The merit increase forms proposed a 3% increase each for both employees.

Motion by Cambridge, 2<sup>nd</sup> by Story City to approve the merit increase forms. MCU

### **Approval of Budget**

Main points of the FY 18 budget are as follows:

- **Salary Increases**
  - Salaries in the proposed budget reflect the direction of the Commission during the October meeting which were a \$2000 each increase and a 3% merit raise based upon the total 2017 base salaries for the Coordinator and Deputy Coordinator. Continuing this increase will bring EMA staff to the midpoint of their salary range within five years.
  
- **Radios**

- The budget request \$16,600 to start to build a special reserve fund for equipment to work with a new radio system when purchased. The fund may need to grow to approximately \$50,000 by 2020 to meet anticipated equipment replacement cost.
- **Cost Savings**
  - A comparison of the FY 17 to FY18 budget shows an operational savings of \$2,145 due to fuel cost savings, communications savings, and the wrap up of the hazmat/terrorism equipment line item in to the disaster fund.
- **Hazard Mitigation Planning**
  - There is considerable uncertainty on timing and grant funding levels for the revision to the hazard mitigation plan.
  - Revision is due by May 2019. There is a risk of the plan lapsing if the revision is not started by January 2018 due to an estimated fifteen-month update process.
  - The Emergency Management Commission will be the grant recipient for any hazard mitigation planning grants
  - Estimated revision cost is for a contractor to do the revision is \$40-\$50,000.
- **Unfunded Needs**
  - There are unmet needs that may be funded in FY18 with any budget savings from FY17.
    - Grant funds from Iowa HSEMD for the Coalition for Disaster Recovery Coordinator position have dried up. Approximately \$3,700 is needed for the contract in FY18 and funds not expended in FY17 could be used to cover these costs. CDR Coordinator is making great strides with moving the Story County CDR forward.
    - Tier II Planning & Operations Services is an internet-based program, with a mobile application, that provides Story County first responders a rapid assessment of a worst-case scenario for a hazardous materials release. If the HMEP Grant does not fund the cost, it will be \$2,500 unfunded need.

Discussion:

- Sanders briefed the Commission on the fiscal state of Story County as it relates to the funding of the Commission budget.
- The E 9-1-1 Board is preparing an RFP to hire a consultant to examine the overall radio system and identify needs. Suggested EMA staff become involved with the study.

Motion by Ames, 2<sup>nd</sup> by Sheriff to approve the budget as presented. MCU

**Quarterly Report**

- Local disaster declaration the Chair signed on behalf of Story County after the September 2016 flash flooding activated the State of Iowa Individual Assistance program. The program helped 19 low-income families receive \$46,697.26 in assistance with \$18,208.27 in additional assistance pending.
- The Iowa Department of Public Health (IDPH) has mandated the formation of medical coalitions across Iowa, which include EMS agencies, public health and hospitals. The local coalition in this area includes, Boone, Story, Marshall, Jasper, Poweshiek, Tama,

and Grundy counties. The grant dollars, which previously came directly to first responder agencies, are now consolidated and shared across all counties.

- Ames Fire Chief Shawn Bayouth provided an update on the EMS system study. The responses rate from communities, EMS agencies and similar counties was minimal. The next step will be individual follow up with services and communities in order to obtain the data needed to complete the study. Chair Sanders, thanked the City of Ames and Chief Bayouth for putting effort into the study.

**Next Meeting:** Next meeting will look at a new distracted driving policy and insurance requirements to use a personal vehicle for county business.

**Adjournment:** Motion to adjourn by Huxley, 2<sup>nd</sup> by Sheriff. Meeting adjourned at 8:12 PM.