

Quarterly Emergency Management Commission Meeting

Call to Order

The meeting of the Story County Emergency Management Commission was called to order at 7:04 PM by Chair Rick Sanders

Attendance:

John Haila-Ames	Steven Kovarik-Cambridge
Earl Otto-Colo	Jon Popp-Gilbert
Craig Henry- Huxley	Steven Gast-Maxwell
Brett Barker- Nevada	Jerry Balmer-Roland
Jeff Larson-Roland	John Kahler-Slater
Mike Jensen- Story City	Rick Sanders- BOS
Stephen Simpson-ISU	Keith Morgan-EMA Coordinator
Melissa Spencer-Deputy Coordinator	

Consent Agenda

- Consider approval of October 2017 Meeting Minutes
 - Consider approval of January 2018 Agenda
- Motion by Popp, 2nd by Jensen to approve the Consent Agenda, MCU

Election of Chair and Vice Chair

Motion by Jensen, 2nd by Henry to continue with Sander as Chair and Fitzgerald as Vice Chair.
MCU

Old Business

Hazard Mitigation Plan Revision

The Story County Hazard Mitigation plan revision is due May of 2019. Iowa Homeland Security and Emergency Management (HSEMD) is the contracting agency for the update. They have secured the services of AMEC Foster Wheeler (AMEC), which is the same company that updated the plan in 2104.

Jurisdictions must participate in at least two of the three meetings to be covered by the plan, complete a data collection form, review hazard mitigation strategies, adopt the plan, and submit other paperwork as required. A jurisdiction should appoint the most appropriate person to represent the community. Once the plan is approved by the State and FEMA, each jurisdiction will need to adopt the plan. The dates for the meetings are as follow:

- February 21, 7PM (Webinar/Public Meeting Room)
- April 25, 7PM (Public Meeting Room)
- Jun 27, 7PM (Public Meeting Room)

The first meeting will be a webinar that can be viewed from home or at a public meeting in the County Public Meeting Room. This meeting provides background on the plan and introduces the plan revision process. After the first meeting, a risk assessment will be sent to help jurisdictions identify risks they face and ways to mitigate these risks. The second meeting will evaluate local risk assessments and rank them county wide. Additionally, jurisdictions will review their current mitigation strategies and determine if they are still valid or if new strategies are needed. These strategies may lead to future mitigation projects such as storm sewer improvements, storm shelter, or policy changes. The last meeting will to consolidate the strategies and finalize the plans.

New Business

Budget Hearing

Merit Increase Forms

Sanders reviewed previous direction for salaries from the Commission, which was to bring the Coordinator and Deputy Coordinator to the midpoint of the position pay bands. To meet that intent, the purposed FY 19 budget includes a 2% cost of living increase and 3% merit raise for both employees and a \$3000 increase for the Deputy Coordinator as this position is further away from the midpoint. In the future, if salary cost of living increases equal those used by Story County to adjust pay scales, and annual 3% merit increases are awarded, both positions will reach the mid-point for their pay band by FY 2021. In FY 2021 the Deputy Coordinator will have 13 years on staff and the Coordinator will be at the 10 year point.

Chair Sanders conducted to Coordinator's annual review and Morgan conducted the Deputy Coordinator's review and the major points from the evaluations were:

Goals established for the Deputy Coordinator were as follows:

- Develop a document to guide development and implementation of the Agency budget.
- Develop a social media in disaster response policy.
- With assistance from the Coordinator, craft and implement CY 18 strategic guidance for the Agency.

Goals established for the Coordinator:

- Improve communication and coordination between the jurisdictions and the EOC.
- Enhance the effectiveness of the Training, Exercise and Planning Workshop (TEPW).
- Develop the Deputy's ability to complete the Agency budget.

Motion by Kovarik, 2nd by Henry to approve the merit increase forms as presented. MCU

Budget

Morgan reviewed Iowa Code 29C.17 which specifies that the Commission shall be the fiscal authority with the chair or vice chair of the Commission certifying the budget. The Commission

bylaws and the 28E direct the use of the County Wide Special Levy to fund the Agency Budget. Sanders highlighted there has never been an issue with funding of the EMA budget by the Board of Supervisors. He did point out there is a difference of opinion between the Coordinator and the BOS Chair about terminology in Iowa Code and what latitude it gives the BOS to modify the amount the SCEMA should receive from the County Wide Special Levy. Sanders explained the Board is not a pass through agency and they will examine the EMA budget as part of the County budgeting process.

The FY 18 re-estimation predicts \$5007 of savings that will be used to reduce the funding request from the Commission for the FY 19 budget.

Commission funds used in FY 19 increase \$14,172 or 6.2%. There is savings in the FY 19 budget on insurance and communication and expense increases of \$10,700 for wages, \$850 for truck tires, \$3,000 for the Coalition for Disaster (CDR) Coordinator position, and \$1,500 to replace the Coordinator's computer.

There were discussion about the types of expenses within the budget.

- Operational expenses – expenses for day-to-day activities
- Grant expenses - usually a pass-through expense projected at the maximum anticipated award and off-set by grant revenues
- Disaster fund - Shown as an expense to allow quick access during emergencies. Grows at \$10,000 a year with a target \$200,000. Hopefully this will not be expended.
- Expenses to build designated reserves – expenses shown within individual categories that will not be used until needed for the specified purpose. They are then transferred designated reserves for large future expense (example: \$16,600 expense within the Radio and Equipment Rental line).

The FY 19 budget includes an operational budget is \$233,000 with a \$10,000 expense to bring the disaster fund up to \$190,000, approximately, \$64,100 in grants and expenditures of the FY 18 Dakota Pipeline donation, and increases of designated reserves by \$19,100 for new radios and vehicle replacement.

Motion by Henry, 2nd by Jensen to approve the budget as presented. MCU

Quarterly Report

Morgan provided the following highlights from the quarterly report:

- There were two hazmat responses, one in Kelley for anhydrous ammonia and one in Cambridge for a natural gas leak.
- Work continues on EOC exercise after action items; the Amateur Radio Emergency Service designed a system to provide over-the-air television broadcast connectivity to the EOC and Public Information Ops room on the second floor. Story County facilities then installed the system.
- The EMA facilitated active shooter training for medical personnel during jail staff training.

- A grant funded commodity flow study will be occurring in the coming months.
- The EMA is working with Story County to develop a debris management plan for the unincorporated areas. All jurisdictions should have a debris management plan.
- Working with the Board of Health to strengthen their capability to manage a major health event.
- The backup EOC was moved from the Story County Community Services building to the ISU Environment Health and Safety (EHS) Building. They have more space and back up power.
- Working with Story County to explore the possibility of storing the Mass Care trailer in a Secondary Roads shed in Ames.

Strategic Plan & TEPW

Deputy Coordinator, Melissa Spencer, briefed the Training, Exercise and Planning Workshop (TEPW) process. A TEPW looks to bring together first responders, jurisdictions, schools, business, and industry to identify risks and capability gaps associated with those risks. The next phase of a TEPW is to identify training, exercise, and planning activities to close these capability gaps. Efforts then move on to prioritizing efforts to conduct these tasks and to coordinate the timing of the activities to maximize their impact. It was stress that for the TEPW to be successful, the EMA will need the jurisdictional executives and their administrations to participate in the process.

To have an effective countywide emergency response network, all jurisdictions must have a well-developed Emergency Operations Plan (EOP). EMA is working to build a template, which will look very similar to the County EOP and assist communities in building their plans using this template.

ESF Hazardous Materials

After a Des Moines HAZMAT response in support of Kelley Fire Department, it came to the attention of the EMA that, as the contract holder for Des Moines HAZMAT services, the Commission will be responsible for payment for responses per the contract and there was no mechanism to recoup these costs from either the spiller or jurisdiction. The EMA purposed the following

- A) The Commission could attempt to recoup the cost directly from the spiller, even though the EMA does not have any legal authority to compel payment.
- B) The EMA will request reimbursement from the jurisdiction and the jurisdiction will need to compel the spiller to pay.
- C) All EMA assistance during a HAZMAT response will considered an expense taken from the Disaster Fund. As specified in the Commission Bylaws, repayment of the expenses would be expected within one year of the expense.

The EMA was looking for guidance on which option the Commission wished to pursue so appropriate language could be inserted into the yearly revision of Emergency Support Function (ESF) 10.

The key points in the discussion of these options were:

-Having an ordinance is the best way to have solid legal authority to compel an individual or company to pay for spill response or clean-up. The EMA cannot develop ordinances, therefore leaving responsibility for recouping response and clean-up cost with the EMA increases the risk the Commission will be required to absorb the cost of a HAZMAT response.

-Jurisdictions within Story County can have ordinances to require spillers to pay response and clean-up cost.

-The Disaster Fund was set-up to allow the EMA to expend funds on behalf of the jurisdiction during emergencies with the understanding they would be repaid within one year. The Basic Plan specifies that incident commanders are acting on behalf of jurisdictional executives if they request resources from the EMA. Request for deployment of Des Moines HAZMAT come from jurisdictional incident command and should be covered as a Disaster Fund expenditure.

-There was a question on the difference between Options B and C. It was explained that Option B has less documentation behind it to compel a jurisdiction to repay the Commission for expenses. In Option B, the invoice would come into the EMA and the EMA would pass it to the jurisdiction with a request for payment, but there is no mechanism to require repayment. In Option C, specifically documenting in ESF 10 that EMA expenditures for a HAZMAT response are disaster fund expenses, clearly defines that jurisdictions are required to repay the expense in accordance to Commission bylaws.

-Sanders suggested that Option C provided the cleanest process to ensure the communities understand they have an obligation to repay the expended funds.

-There were concerns that a community may not be able to repay the Disaster Fund in one year if the issue is tied-up in the courts. It is also likely that they would not be able to levy and collect the taxes within one year. It was suggested that if a community was unable to repay within a year, the Commission did have the option of changing the bylaws to extend the repayment period.

-A key aspect of these discussion are that each jurisdiction have ordinances to compel spillers to pay response and recovery cost.

Motion by Nevada, 2nd by Huxley to select option C and explore language for a local ordinance. Halia-Option C language need to be clarified from the discussion. Motion amended to incorporate the intent to include Option C in the 2018 ESF 10 revision. MCU

Other:

Sanders provided an update for the new communications system. The 911 Board hired a consultant to evaluate the current radio and pager system. The consultant reported the current system is outdated and recommend replacement with three options: build a stand-alone system,

partner with the new State system, or join the RACOM system. The estimated cost of partnering was much lower than a stand-alone system with a projected cost of \$8 million divided between; \$3M in infrastructure and \$5M in radio equipment upgrades. Phase 2 of the project involved hiring Mission Critical to continue their work and conduct the request for proposal process and contract evaluation for \$137,000. Ames, ISU and Story County are meeting to look at how the consultant fees of \$137,000 will be covered. He stressed jurisdictions need to start thinking about who they want to be connected to the system and how they are going to budget for the costs. The EMA expected cost for radio replace to be approximately \$25,000 for nine P-25 compliant mid-level radios.

DuPont plant is closing and leaving 900,000 stover bales unused in Story County. It is anticipated there will be logistical problems disposing of the bales and there currently is no mechanism for managing the bales until disposal. Four options are being considered: DuPont manages the sites, landowner manage the bales and site, a third 3rd party assumes responsibility for managing the bales, or a hybrid of the first three options. The lightning protection will stay operational for now. Of the bales in inventory, 20% are unmovable due to deterioration.

Next Meeting: April 18th, 2018.

Adjournment: Motion by Jensen, 2nd by Kovarik to adjourn. MCU Meeting adjourned at 8:36PM.