

Quarterly 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 Rick Sanders

Attendance:

John Haila-Ames	Steven Kovarik-Cambridge
Earl Otto-Colo	Craig Henry- Huxley
Kenneth Kling-Kelley	Chris Erickson-McCallsburg
Steven Gast-Maxwell	Brett Barker-Nevada
Mike Jensen- Story City	Paul Fitzgerald-SCSO
Rick Sanders- BOS	Keith Morgan-Coordinator
Melissa Spencer-Deputy Coordinator	Rich Higgins-Ames Fire

Consent Agenda

- Consider approval of October 2018 Meeting Minutes
 - Consider approval of January 2019 Agenda
- Motion by Barker, 2nd by Kovarik to approve the Consent Agenda, MCU

Budget

Salary Increases

Salary increases for staff are 2% cost of living, 3% merit, and increase to longevity pay. The Coordinator and Deputy Coordinator will be at midpoint by the 2021 budget. High lights from the past year are that Morgan has become a resource for counterparts across the state. His ability to challenge discussions with a different viewpoint improves the outcome of projects he is involved in. Spencer effectively managed the 70 car pileup on the interstate and has continued to promote the usage of the Story County Iowa Alerts system across the county. Spencer has a full understanding of operations and would effectively continue operations should the Coordinator be unavailable. Chair Sanders noted that both Morgan and Spencer deserve the maximum salary increase.

2019 Budget

FY 18 ended with a surplus of \$4563.82. It is estimated that FY19 will end with a surplus of \$5648.82. The surplus funds from FY18 will be used to cover unanticipated expenses for the Command trailer, additional truck maintenance that was not budgeted for, and to cover the increased expense of the Coordinator's computer. Traditionally, surplus funds from the current FY are used to reduce the asking from the Commission for the next year's budget. Any surplus funds from the FY19 budget will be used to cover unknown budget expenses for the radio and phone systems.

2020 Budget

Increases to the FY20 budget are the creation of the Command Trailer line item with \$8700 budgeted for awning, radio, and maintenance and service. The Communication Services line item shows an expenditure of the \$49,800 of savings for the radio system update and also a new expenditure for the bank of emergency radios.

At the time the budget was developed there was a possibility that the current phone system may not be supported and \$5,100 was budgeted for this possibility. Information Technology, advised that the current phone system should continue to be supported and there may not be a need to replace the office and EOC phones. Morgan would like to keep the funding in the budget due to the unknown costs with the radio system. If the funds are not used the FY21 Commission funding request will be reduced.

Decreases to the FY20 budget are savings with equipment insurance, decrease in office equipment line item now that the Coordinator's computer was purchased in FY19 and the final payment of the Hazard Mitigation Plan contract.

FY20 Budget Risk

At the end of the FY18 budget there was only 1.8% of a budget surplus. Looking back at September 2018 once the reserves for the radios, disaster fund and vehicle fund were removed there was only \$5000 of funds left until taxes arrived in October. The cost of the HazMat contract and department insurance are paid in the first quarter and quickly reduce operational funds. There is a concern that the 40% of funds for operations during the first half of the year may be insufficient. This will be reevaluated during the FY19 budget and may need to be raised to ensure operational costs can be met.

Should there be unanticipated expenses or a greater cost to purchase radios, the vehicle fund of \$21,400 may be used to cover the expenses but would have to be repaid in the FY21 budget. Depending on the design of the new radio system and the final cost of radios, some purchases may be deferred to the FY21 budget. Should the bi-directional antenna for the EOC need to be replaced, there may not be enough reserves in the FY20 budget to do so. This cost would have to be budgeted for FY21.

Discussion: With the development of the new radio system, agencies are looking at ways to streamline the numbers of radios on the system. Agencies like Secondary Roads are looking at cell phone capabilities to replace radios. The reduced number of radios on the system creates the potential need for a cache of emergency radios to ensure communications between all agencies in the event of a disaster or emergency. Ames and Story County are considering purchasing a bank of 100 radios with 50 that would be maintained by the SCEMA on behalf of StoryComm. They will be purchased by StoryComm with the tower fees being part of the SCEMA annual budget. There will be more information coming as the buildout of the system continues to develop.

No other questions on the budget.

Motion by Sheriff, 2nd by Ames, to approve the budget as presented. MCU

Old Business

Hazard Mitigation Plan Revision

The public input period for the plan has ended and consultant will be making final corrections. The Commission will not see the plan again until FEMA and the State have approved the plan. As a reminder, the Board of Supervisors will approve the plan with the rest of jurisdictions following.

New Business

Quarterly Report

Planning

The Story County Coalition for Disaster Recovery (CDR) is working hard to develop a strategic plan to ensure the organization stays focused on how to best assisting during disasters. The CDR is losing the current CDR Coordinator, Lori Williams, to Iowa Homeland Security. RSVP will be replacing the current coordinator and will be able to fulfill the current contract.

School planning continues to be a focus for the SCEMA. On December 3, the Coordinator led a planning session with school leaders to discuss the content of the template and how to modify the plan to local capabilities. There was discussion about the need to involve local first responders in the planning and the value of training and exercising the plan once complete.

The pet sheltering planning is continuing. There are now members from the committee who participated in Linn County during the 2008 flooding. Their lessons learned will be valuable to this planning group.

The Business Resilience group sent out a survey to business and industry across Story County. There has been a lot of interest with 84 responses with a few asking for assistance in improving their plans. One surprise from the survey was that many businesses will be relying on social media for disaster information. Future plans will be to integrate first responders with the business community for recovery efforts.

Training & Exercise

The annual I-35 closure drill was conducted in October. This exercise integrated the CDR Rapid Action Teams for Sheltering (RATS) for the first time. The exercise confirmed the correct point of contact information for the RATS Teams.

SCEM staff assisted Story County with their third COOP/COG exercise. Sanders said there has been great buy-in from department heads and with each exercise they have identified area for improvement within the plan. Story County is ahead of most counties in Iowa with the development and testing of the plan. There is a template through ISAC, which was developed in Story County, available for jurisdictions to use as a planning tool.

<https://www.iowacounties.org/member-resources/coopcog-toolkit-and-resources/>

The Command & Control (C2) trailer has been re-stripped and squeezed into the Secondary Roads garage in Ames. Standard Operating Procedures are being developed and retired equipment is being repurposed to make the trailer operational. The trailer has the ability to self-generate power with a gasoline or LP fueled generator or can be reduced down to household power to plug in. The trailer will have wireless connectivity through the use of a hotspot that can connect up to 15 devices. The SCEMA encourages communities to request the trailer for exercises so the capabilities can be tested and improved. It was also suggested the trailer be brought out for community events to showcase the capabilities.

Way Ahead

EOC Staff training will be conducted in February to keep skills sharp and to continue to build skills by the introduction of more complex situations. Jurisdictional executive are encouraged to attend so they can understand and evaluate the local capability to plug into SCEOC operations.

SCEMA staff will be focusing on volunteer management and the integration of the HSEMD disaster assessment web application tool into local processes. They will be collecting lessons learned from this summer's disasters and integrating them into local response and recovery plans. The SCEMA anticipates a roll out of the updated procedures and training by April for integration into the 2019 severe weather season.

The SCEMA asks that jurisdictions help with spreading the word that Individual Assistance for homeowners from FEMA is not a guarantee. It is important that they have appropriate insurance to assist with individual recovery.

On January 24, SCEMA will be hosting an emergency management awareness briefing for jurisdictional executives. The workshop is for Mayors, City Council members to have an understanding of the community role in emergency management and to encourage and exchange of ideas between participants.

Adoption of ESF 5 Emergency Management

SCEMA staff have worked to streamline and make the actions in the Story County EOP. As ESF 5 has already been reviewed with this outcome there were not many changes to the update. Language was added for the priorities of the plan and for resource management and control. Motion by Kovarik, 2nd by Kling to approve the plan as presented. MCU

Approval of the Revised Purchasing & Procurement Policy

The Commission's purchasing policy was updated to include processes for procurement that will bring the policy into compliance with Federal Guidance 2CFR Part 200 for purchase and procurement with Federal grant dollars. This was an improvement action that was identified during the HSEMD grant audit this past fall. There was also discussion about the reporting processes for fraud with the County Auditor and processes were outlined in the policy update. Motion by Henry, 2nd by Kling to approve the revised policy as presented. MCU.

Other:

Follow up requested by Gast on previous discussions about GIS training for local officials. Morgan reported there has been test bed work done with Gilbert and Sheldahl to identify infrastructure. If there is a desire for GIS assistance or training Morgan will work with Matt Boeck to bring information to the jurisdictions.

It was requested by Gast for the EMA to send out the information again about updating or implementing local emergency powers during a disaster. Morgan will send the information out to the Commission again. These are only suggestions and please share if there are any new ideas or additions the group may benefit from.

Mayor Henry had a question about costs of bringing future radios onto the updated system. Sanders advised that would not be clear until the selection of the radio vendor.

Next Meeting: April 17, 2019

Adjournment: Motion by Kling, 2nd by Henry to adjourn. MCU Meeting adjourned at 7:45 PM.