

Quarterly Emergency Management Commission Meeting

Call to Order

The meeting of the Story County Emergency Management Commission was called to order at 7:02 PM by Vice Chair Paul Fitzgerald.

Attendance:

Rich Higgins-Ames	David Thom-Cambridge
Del Amsden-Collins	John Wilson-Colo
Jon Popp- Gilbert	Craig Henry-Huxley
Kenny Kling-Kelley	Steven Gast-Maxwell
Barb Mittman-Nevada	Jeff Larson-Roland
John Kahler-Slater	Mike Jensen- Story City
Paul Fitzgerald-SCSO	Linda Murken- BOS
Keith Morgan-Coordinator	Melissa Spencer-Deputy Coordinator
Stephen Simpson- ISU EH&S	Clayton Oliver- ISU EH&S

Consent Agenda

- Consider approval of April 2019 Meeting Minutes
 - Consider approval of July 2019 Agenda
- Motion by Wilson, 2nd by Henry to approve the Consent Agenda, MCU

Election of Officers

Due to the resignation of Rick Sanders from the Board of Supervisors, the position of Commission Chair is open for election. Fitzgerald recommended that he not be nominated as Chair since his commitments require him to be out of county on a regular basis and that the Chair should come from a jurisdiction. The Coordinator was asked to review the duties of the Commission Chair and he read them as defined in Article X, Sections 1 & 4 of the Bylaws.

Gast nominated Murken as Commission Chair. He indicated having the Board of Supervisors representative to the Commission serve as the Chair has provided stability to the position. Also, many of the current mayors will be up for re-election in November. There were no further nominations. Murken was approved unanimously as the Chair of the Commission. Murken will take over as Chair at the next Commission meeting.

Old Business

Hazard Mitigation Plan Adoption Resolutions

The Hazard Mitigation Plan has been approved by the State and FEMA. Each community needs to formally adopt the plan by resolution in order to be covered by the plan. Only five of fifteen communities have provided a copy of the resolution. The communities that have not provided a copy of their resolution are as follows: Cambridge, Collins, Colo, Gilbert, Huxley, Maxwell, McCallsburg, Roland, and Sheldahl. Communities can provide a scanned copy of the approved

resolution by email to the EMA and it will be kept with the plan. Let the Morgan know if there are any questions or if the jurisdiction needs a copy of the resolution template.

Radio Systems for EMA

Three options for the purchase of SCEMA radios for the new communications system were presented. The Commission set aside \$49,800 to cover radio costs.

- 1) Minimum radio replacement costs to support operations is \$27,337.
- 2) Beyond these required costs, two mobile radios are needed for the Command Trailer at a cost of \$5,884, for a total cost of \$33,221. The trailer radios will provide for good interface between the IC and the field. There may be an additional expense for new radio cables for the ACUM to be operational if Story County ARES can't build them.
- 3) The bi-directional antenna provides radio reception in the SCEOC. It is uncertain if the new radio system will work with the current BDA due to a potential shift in the frequency. The new radio system may bring better penetration and negate the need for the BDA but, this will not be known until the full system is built out. The 2021 budget will be increased to cover the possible \$18,000 replacement cost but will not be expended until it is confirmed that it is needed.

Tower fees have been paid to Electronic Engineering (EE) for a full year. The EE tower fees increase was more than what was budgeted for in FY19-20. The temporary RACOM system will be established later this year and it is unknown of when those fees will start. There will more than likely be an overlap between fees paid to EE and the start of the StoryComm fees. StoryComm fees have not been budgeted for in this fiscal year.

There is a need to confirm which agency will be paying the tower fees for the banked radios being kept by the SCEMA on behalf of the County. Simpson will check how ISU is budgeting for their banked radios and will report back. The 30 banked radios have been ordered along with the seven SCEMA radios.

Motion by Kling, 2nd by Henry, to purchase the radios needed at a cost of \$33,221 and retain the balance for the potential of BDA replacement. MCU

New Business

Quarterly Report

Response:

Response during the first part of this quarter was primarily hazmat related. Staff responded to two traffic accidents involving hazardous materials and suspicious letters delivered to the Administrative Building. The Nevada Fire Chief and Postal Inspectors agreed the letters were suspicious and the Postal Inspector took control of the letters. The Inspector opened the letters and deemed them safe. County employees had suspicious package training earlier in the year and

did well recognizing and handling the letters. Educating employees to identify suspicious packages and how to handle them is important training for all jurisdictions.

After the quarterly report was written, the STAR1 Team assisted over two days in Marshalltown with the search for an autistic female and the Coordinator responded to Cambridge after a structure fire on the 19th to facilitate assistance from the Red Cross.

Planning:

A significant amount of time has been spent by the EMA on school planning. This planning effort was very integrated, especially at the Colo NESCO School District, involving first responders and community leaders in Colo and Zearing. This is the type of school planning should occur regularly to ensure schools assess emergency response needs and develop plans to fill capability gaps prior to an emergency.

An issue identified during the review of the February I-35 closure was truck not utilizing the Hilton parking lots and causing traffic congestion around the Dayton Ave and HWY 30 interchange. Spencer facilitated a meeting with Ames and ISU to discuss trucks parking and potential conflicts with ISU sporting events. The meeting resulted in an effort by Morgan to work with the Ames Chamber to contact businesses and identify potential truck parking locations. Additionally, Spencer is working with IDOT on processes to communicate to the trucking community that they should stop prior Story County because of limited services in Story County. Both initiatives will be ongoing issues for the EMA.

Training:

On April 9th, Morgan hosted a jurisdictional workshop on emergency management. Morgan would like to continue that interaction.

On April 24th, Steve Flann with Vermeer, presented information to businesses and individuals about the three tornadoes that struck their facility a year ago. He shared examples of how companies can reduce their risk by better preparation and respond planning for disasters.

Staff worked with the SCSO and STAR1 on abduction training.

Exercise:

The Amateur Radio Emergency Service (ARES) utilized the C2 trailer during their 24-hour Field Day. They assessed maximum run times for generators given full fuel tanks and developed a communications plan for trailer operations.

Morgan is working with Iowa Pork Producers on response planning for an African Swine Fever outbreak.

It was discovered that the tongue weight of the communications trailer is 1800 lbs, primarily due to design of the trailer. This tongue weight significantly exceeds the capacity of the current hitch, requiring the installation of a new receiver on the F-250 and a load leveling system. These towing requirements will restrict the number of trucks that can tow the trailer. If other agencies want to be able to tow the trailer, let Morgan know and he will provide towing specifications.

The Sheriff asked when the F-250 is due for replacement and Morgan indicated it would be at least five years from now. Morgan advanced the concept of keeping the current F-250 and purchasing a second truck equipped to pull the trailer and provide it to the Deputy give her better 24/7 response capabilities. The new truck may need to be an F-350 to tow the C2 trailer or carry other heavy loads. The Sheriff supports the Coordinator and Deputy each having a response vehicle. Sheriff may look at increasing their truck capability to tow the trailer. The more agencies that can tow the trailer will provide greater flexibility to deliver it during an emergency. SCEMA staff will train communities on how to use the current towing system on the C2 trailer.

Sheltering Discussions

During the I-35 blizzard closure there was difficulty getting sheltering support from the Red Cross. Additionally, the response time for the Red Cross to support to victims of structure fires has been 1.5 to 2 hour. Morgan has discussed these concerns with Red Cross leadership. Red Cross volunteers in Story County are scarce so often times we are waiting for volunteers from surrounding counties. Additionally, the Red Cross now utilizes a national call center that creates confusion during the response process and adds additional time to the response. Given these issues with the Red Cross, Morgan began discussions about sheltering with The Salvation Army, who has a local presence of staff and volunteers. They are interested in providing this service but the leadership is changing locally. The leadership that is leaving is confident they educate incoming leaders on this issue and recommend continued dialog to evaluate whether the Salvation Army can assume this mission. The EMA will continue conversations with The Salvation Army and if a MOU covering shelter response for individuals or mass sheltering can be developed, it will be brought to the Commission in the October meeting for consideration.

ESF Approval

ESF 2- Communications - Changes to the plan included an in-depth understanding of the emergency alert system. Outreach to the local internet and cable providers for emergency contacts after hours. We were able to gather numbers from about 50% of the companies providing service locally. Motion by Henry, 2nd by Murken to accept as presented. MCU

ESF 15- External Affairs/Public Information - Main area of revision was to develop plans for social media. A social media policy has been developed with a standard operating guide to be developed. Motion by Kling, 2nd by Jensen to accept the plan as presented. There were discussions about how the public information officers will be determined. Once the SOG is complete it will be determined who should be identified and trained for those duties. MCU

Strategic Plan Review

The strategic plan for the Commission was developed almost two years ago. The key part of the plan is the mission and vision. Morgan reviewed the mission and vision statements and asked the Commission if there are any changes needed. The Commission is satisfied with the mission and vision statements and no changes are recommended.

Each objective was reviewed with discussions about areas for improvement or that have not been completed. Many of the areas that have not been completed are due to staff time limitations and

the need for partner agency engagement to develop and implement a county wide planning, training and exercise program. Accomplishing the objectives in the Strategic Plan relies on EMA interactions with jurisdictions to train on, and test, integration of local and EMA communications and emergency operations plans.

Planning, Training, & Exercise (PTE) Calendar

The PTE calendar is a SCEMA road map to complete the objectives in the strategic plan and to fill capability gaps identified by stakeholders. Real world events such as Marshalltown and Polk County changed the EMA's focus in FY 19 and this drove the addition of training and exercise events in FY 20. Development of community emergency operations plans, incident command training for jurisdictions, and contracting for the development of a functional exercise between the SCEOC and a jurisdiction are a few of the needs identified through development of the PTE calendar.

Priorities for FY20

Based upon the strategic plan and the PTE, Morgan covered the required priorities that will be the focus of staff time during FY20. If there is spare capacity, the desired list will be worked on.

End of Year Budget Close-out

FY19

At the close of the FY19 budget there were unanticipated expenses of \$5,218.47, which were covered by second half FY 19 savings, leaving \$3915.01 that will carry over to the FY20 budget. Additionally, grant reimbursement of \$2320 for Hazmat training for Ames Fire will be realized as revenue in FY20. Carry over from the re-estimated FY 19 operations budget was less than 1%.

FY20

The budget savings of \$3915 and the grant reimbursement of \$2320 will likely be used up in the FY20 budget due to the need to replace the Deputy's computer, unanticipated increases in EE tower fees, and unknown cost for StoryComm fees.

FY21

The FY21 budget may be impacted by the need to replace the bi-directional antenna that supports EOC operations and the need to contract for the development of the functional exercise. These will be discussed as part of the FY21 budget discussion.

Other:

Preliminary budget discussions will start at the October meeting.

Next Meeting: October 16, 2019

Adjournment: Motion by Gast, 2nd by Henry to adjourn. MCU Meeting adjourned at 8:12PM.