

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 Linda Murken.

Attendance:

Rich Higgins-Ames	Steve Kovarik-Cambridge
Craig Henry-Huxley	Kenny Kling-Kelley
Steven Gast-Maxwell	Chris Erickson-McCallsburg
Barb Mittman-Nevada	Shanna Speer-Nevada
Brian Abels-Roland	John Kahler-Slater
Paul Fitzgerald-SCSO	Linda Murken- BOS
Clayton Oliver- ISU EH&S	Keith Morgan-Coordinator

Consent Agenda

- Consider approval of July 2019 Meeting Minutes
 - Consider approval of October 2019 Agenda
- Motion by Fitzgerald, 2nd by Erickson to approve the Consent Agenda, MCU

Old Business

SCEMA & Community Incident Command Center (ICC) Exercise

Morgan briefed progress on the development of an exercise to test the ability of the Story County emergency management system to develop and transmit mission request, task request, and situational updates from responders in the field, through a city’s incident command structure, to the Story County Emergency Operations Center (EOC), up to the State EOC. The Story County Emergency Management Agency has begun discussions with Ames Fire to develop an exercise program that includes incident command training for Ames personnel, evaluation of emergency operations center procedures at the city and county level to ensure processes mesh well together, modification to these procedures where needed, individual EOC staff training, then inter-EOC staff exercises, and finally culminating with a functional exercise that test the system from responders in the field to the State EOC and back down. The target date for the functional exercise is in FY 22/April 2022.

New Business

Quarterly Report

Morgan provided a synopsis of the Quarter Report. He highlighted there were three request for assistance with searches for missing people, which highlights the value of the support by the Commission to the STAR 1 search and rescue team. Additionally, he noted the response to an anhydrous ammonia leak in Maxwell required the deployment of the Des Moines Hazmat Team, again demonstrating the value of the Commission’s investment in the Des Moines Hazmat

response contract. Planning activities for the quarter included work on aircraft mishap plans for both the Ames Airport and missing/downed aircraft in the county, and work on the response to an African Swine Fever (ASF) outbreak. On the training front, training sessions on ICS 100 & 700 and ICS 300 and a Business Resilience Lunch and Learn on severe weather and hostile intruder planning provided 764 student/hours of training for Story County agencies. Morgan then discussed participation in a federal/state level ASF exercise by the Coordinator and Linda Murken (in her role both as the Chair of the Board of Supervisors and Chair of the Emergency Management Commission) help to educate federal and state partners on local concerns associated with the foreign animal disease threat which will hopefully result in better coordination of response activities with local government. Morgan also briefed the Commission on an exercise that tested the County's mass notification system. Preparation for the exercise resulted in 731 new registrants for the system and the actual exercise test identified a few procedural changes that need to happen and that the system took approximately one hour and twenty minutes to attempt to deliver the message to all registrants. Looking ahead, Morgan briefed that he will be attending FEMA's Advanced Academy which is four weeks of instruction at the Emergency Management Institute in Maryland. Future training includes ICS 400 training on November 21 & 22 and cyber training by the Department of Homeland Security on December 11th.

Approval of the Social Media and AED policies

Morgan briefed that emergency management response activities routinely rely on the use of social media to have a direct communications channel with the public to both disseminate and receive information. He stressed that while social media is a valuable tool, its use requires policies that define appropriate behaviors by internal and external users of Emergency Management social media sites. The Deputy did extensive research on the subject and developed the draft policy that delineates how SCEMA personnel will use social media and the need to separate social media activities between the Agency's social media sites (which will only be used to accomplish the Agency's mission) and personal social media sites which will not be used for official business. Additionally, the policy contains process for regulation of external users posting to Agency social media sites which defines inappropriate behavior, notifications of inappropriate behavior, and banning those abuse use of the social media site.

Henry motioned to approve the policy, Kahler seconded, no discussion and MCU

Morgan briefed that emergency Management has an Automatic External Defibrillator (AED) for use in emergency shelters. The proposed AED policy was developed from a template provided by the AED company and was modified to reflect the requirements of the Agency. It primarily focuses on maintenance and inspection of the units.

Fitzgerald motioned to approve the policy, Kling seconded, no discussion and MCU.

Disposition of the Ames Shed for EMA Trailer Storage

The SCEMA has been storing the Command and Communications Trailer and the Mass Care Trailer in Story County's Secondary Roads shed on the west side of Ames. The facility provides

both shelter and electricity which is required to maintain the batteries in the Command Trailer. With the construction of new sheds, the Ames Shed is considered to be excess. Initial discussions with Story County Facilities Management and the Story County Board of Supervisors indicate that it would cost approximately \$1,400 in utilities and \$1,200 for building maintenance to allow continued storage of the trailers at this location. The shed is expected to have five more years of life left. There is additional space in the shelter which could be used to house additional emergency response resource such as sand bags if the Commission determines they wish to maintain these supplies. Morgan first asked if any jurisdiction has excess storage capacity to house the trailers. No attendees indicated they had available storage space. Morgan then asked if the Commission they wanted him to pursue the development of an agreement between Story County and the Commission to define terms for the continued use of the shed by Story County Emergency Management. Members did not object to pursuing the agreement to be presented at the next Commission meeting.

Dakota Access Donation of \$20,000

Operators of the Dakota Access Pipeline have provide a \$20,000 donation to every emergency management agency servicing the counties through which the pipeline runs for use as they see fit. Morgan presented three options for use of the donation:

- 1) Purchase of a second truck for the agency for use by the Deputy. Combining funds already set aside for replacement of the Agency's current vehicle would allow for purchase of a second vehicle and equipping it with radios, lights, and sirens for approximately \$41,400. This option would increase annual expenses for operations and maintenance of two vehicles and increased funding to replace the current truck.
- 2) Fund the functional exercise that test County command and control in FY 22. Applications for grant funds may cover this anticipated contractor cost of \$20,000.
- 3) Hiring of an intern at \$11/hr to help the agency accomplish some of the projects that there is insufficient staff time to complete. The grant would cover 121 hours of intern cost.

Chief Higgins asked about the replacement schedule for agency vehicles. Morgan indicated this has not been defined as vehicle operations changed when the Agency went from operating an F-450 and a Durango to having just one vehicle. Morgan indicated he intends to operate vehicles until they become unreliable, hopefully for approximately 10 years. Chief Higgins then asked whether other agencies provide vehicles for Deputy Coordinators and Morgan responded that Polk County provides a vehicle for the Deputy and Dallas County was considering providing a vehicle for an assistant if they hired one. Morgan also highlighted that the Deputy has used her own vehicle to travel to meetings within Story County without charging mileage. Kovarik asked about the grant process that might be used for the exercise and Morgan explained the grant runs on performance periods and that we would submit for a grant period that matched the timeframe to execute the exercise. Morgan recommended delaying final discussion on which option to select until budget issues were discussed, since the two issues were linked.

Preliminary Budget Items

Morgan briefed that the Coordinator and Deputy salaries are now at the mid-point of their pay band. Going forward, the Agency uses what Story County uses for a cost of living increase which is projected to be 2%. He highlighted that increases in longevity pay is by policy. At this time, Story County HR wasn't able to provide specific cost increases for health insurance, but last year the Agency calculated the budget using a 15% increase which was too low. Therefore, Morgan was recommending 20% for budget planning purposes. Morgan then provided information on the cost of providing either a 2% or 3% merit raise (2% = \$1,525 and 3% = \$2,288 for the Coordinator and 2% = \$1,291 and 3% = \$1,937 for the Deputy). He also showed what the cost would be for 50 hours intern time, which equaled \$8,250. Chief Higgins asked to confirm that if the Commission goes with a 3% merit raise for budget planning purposes, any merit raise would need to be supported by performance appraisal documentation. Morgan confirmed that evaluations would be done on the Coordinator and Deputy prior to the January meeting and that merit pay increase request would be made available to Commission members to help them determine the level of merit increases, if any. Chief Higgins indicated he supported the increase \$4,662 for medical insurance and use of the 3% merit increase for planning purposes. Gast supported this concept stressing that it is for planning purposes to develop a full purposed budget for further analysis and he indicated his comment was a second for Higgins motion. Murken asked if the motion needed to include the 2% cost of living increase and Higgins amended his motion to include the 2% increase, Gast agreed. The motion passed unanimous.

Morgan then reminded the Commission that he was going include an increase of \$2,600 in budget for use of the Ames Shed. Next he outlined budgeting for a second vehicle if the Commission chooses not to use the pipeline donation for this purpose. To purchase the second vehicle he would increase saving from \$2,500 to \$7,000 for three years, purchase the second vehicle, then further increase vehicle saving to \$9,000 a year for 4 years to replace the first vehicle in FY 27 at a predicted mileage of 171,000 miles. Morgan then informed the Commission he intends on increasing the radio line item by \$790 to cover the predict increase in tower fee cost. Finally, he pointed out that the disaster fund has been fully funded and the \$10,000 per year dedicated to the disaster fund was now available for other uses.

Discussion then began on preliminary budgeting. The Sheriff expressed desires to pursue grant funding for the exercise and expend the donation on purchasing a second truck. Murken asked what percentage of the budget comes from the County as the State Legislature has instituted requirement for additional meeting for increases of revenues above 2%. Morgan explained that by Iowa Code 29C, the budget is approved and certified by the Commission, and since the budget has been funded by the Special Supplemental Levy, they submit it to the Board of Supervisors for funding. He recognized that there is disagreement as to whether a Board of Supervisors can chose not to fund the Commission budget in full and indicated this issue is currently in the courts. Sheriff Fitzgerald stress that the budget was flexible and could be better evaluated when a full draft budget was developed. Morgan also stressed that he strives to provide the Commission budgeting options to allow them to fund capabilities they most desire. Gast asked if it was the intent of the Commission to potentially use the donation and fund a second truck in the FY 20 budget or the FY 21 budget? This led to discussion on whether to hold the grant money with a priority to purchase the truck if grant funds pay for the exercise. If

grant funds do not pay for the exercise, then shift the money from the truck fund to the exercise fund. Morgan was asked what his priority for the grant would be, and he indicated it would be the exercise. Sheriff Fitzgerald asked if funds could be accumulated to pay for the exercise if the grant didn't come through and Morgan indicated it was possible. Discussion then shifted to the risk of having the Deputy use her own vehicle for Agency business. Morgan confirmed that the direction for the Coordinator is to develop a budget without expenditures for an intern, purchasing a second a vehicle in FY 20, and putting \$10,000 into an undesignated reserve.

Announcements:

Murken announce that Commission members should have received an email from Melissa for a 360 evaluation of Morgan.

Morgan reminded Commission m

Next Meeting: January 15, 2020 6:30 pm for the Mayor's meeting

Adjournment: Motion by Kling, 2nd by Henry to adjourn. MCU Meeting adjourned at 8:17PM.

DRAFT