

Quarterly Emergency Management Commission Meeting

Call to Order

The meeting of the Story County Emergency Management Commission was called to order at 7:08 PM by Chair Linda Murken.

Special Note: This meeting is being recorded and is originating from the Story County Emergency Operations Center. Public Access provided via Zoom video conferencing platform. Due to recommendations to limit gathering to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via Zoom. Please mute your phones unless you have a question.

Attendance:

John Haila- Ames	Steve Kovarik-Cambridge
Arlo Starbuck- Colo	Jon Popp- Gilbert
Kevin Deaton-Huxley	Brett Barker-Nevada
Jeff Larson-Roland	Mike Jensen- Story City
Paul Fitzgerald-SCSO	Linda Murken- BOS
Keith Morgan-Coordinator	Melissa Spencer- Deputy Coordinator

Consent Agenda

- Consider approval of April 2020 Meeting Minutes Motion by Barker, 2nd by Kovarik to accept April 2020 minutes MCU
- Consider approval of July 2020 agenda. Motion by Haila, 2nd by Jensen to approve April meeting minutes as presented. MCU

Old Business

Truck Purchase Update

Initial bids did not meet the tongue weight requirement to tow the Command Trailer. It was determined the Chevy Silverado could meet the tow requirements but it was too late to order the 2020 model. The 2020 Chevy trucks on the lot were at least \$2,000 more. The specifications for the 2021 models are expected in October 1 with delivery in November. The \$38,400 truck expense and \$1050 for truck fuel will be rolled over and expended in FY21. A question was asked if Story County was eligible for the State purchasing rate. Morgan confirmed that Story County is eligible and the best cost was asked for in the bid.

Intern

COVID-19 overtook the recruitment of the intern during the first half of FY20. Additionally, changes in the return to learn this fall have changed the availability of potential interns. Morgan will work with DMACC and ISU to determine how candidates can be recruited in the current environment. Looking at the August time frame to interview and hire an intern.

New Business

Approval of Plans

The approval of the ESF's will complete statutory planning requirements for FY20.

ESF 10- Hazardous Materials- There is a requirement for the annual review the hazardous materials plan by the Commission and the Local Emergency Planning Committee (LEPC). The LEPC has reviewed and approved the plan. The FY20 update added language to clarify that the Story County contract with the Des Moines Fire Department only covers response within the borders of Story County. Fire departments needing a hazmat response in a neighboring county will have to request assistance in accordance with those county's contract.

ESF 7- Resource Management- Covid-19 response brought several changes to this ESF. The plan reinforces that unless the EMA otherwise notified by a jurisdiction, the Incident Commander for a jurisdiction has the authority to incur expenses and request resources on their behalf. The plan now clearly specifies the resource management process utilized by the EMA and decision points to switch between emergency and day to day resource ordering procedures. The plan stresses the importance for SCEOC Logistics to interface with the field operations. Local jurisdictions should develop plans that allow information to flow between the Staging Area, incident command and the SCEOC for delivery, tracking, and management of resources. SCEMA staff will assist communities in developing emergency operations plans if requested.

Updated Open Records Policy-The SCEMA Open Records policy was updated to parallel Story County's policy to more broadly reference Iowa Code Chapter 22 instead of referencing specific subsection of the chapter.

Motion by Deaton, 2nd by Barker to approve ESF 7 & 10 and the updated Open Record Policy as presented. MCU

4th Quarter Story County Emergency Management Agency Report, April-June, FY 20

Response: COVID-19 response continues to absorb approximately 75% of staff time. Response to COVID is the first time the Story County EOC has been activated. Story County employees provided 310 staff hours of the 500 staff hours supporting EOC operations. Many lessons learned are already being applied with Spencer revising the SCEOC standard operating procedures.

Severe weather is starting to pick up. On July 11th parts of Story County experienced a large hail event with 2-inch hail in parts of the county. On July 14th Story County experienced Tornado Warning for the Gilbert and Ames area from a radar indicated tornado.

SCEMA assisted the Story County Sheriff's Office with locating protective gear during civil unrest activities. This was the first time the disaster fund was used and the process worked well. The Sheriff's Office has already provided reimbursement.

The STAR-1 Search and Rescue Team has deployed twice to assist law enforcement operations.

Operations: Staff have integrated the new radios system into operations. Staff now have their portable radios and mobile radios have been installed in the truck, command trailer and SCEMA office. Morgan is working with StoryComm for the programming and integration of the banked radios.

The Story County Coalition for Disaster Recovery (CDR) has been dissolved. The CDR was designed to be led and sustained by volunteer organizations. The CDR was unable to maintain a Chair and Vice Chair and the membership voted to disband the organization. The CDR Coordinator position will continue as a Volunteer Coordinator within the SCEMA and will provide direct support to volunteer organization recruitment, training, and management during emergencies.

Looking Forward:

Morgan will continue to plan with the Judicial System to resume jury trials in the fall. The courts opened on July 13th for non-jury trials.

The COVID-19 response will not end anytime soon. Staff will continue to monitor changing guidance, conduct planning for anticipated events, such as schools re-opening, vaccination clinics and a potential resurgence of the virus in the fall.

Staff are gathering after action items and looking at course corrections that can be made while still responding to COVID-19.

ESF's 4-Firefighting, ESF 9-Search & Rescue, ESF 10-Hazardous Materials & ESF 13-Public Safety are scheduled for review and update in FY21.

StoryComm and SCEMA will be developing guidance for how the bank radios will be maintained and deployed.

FY20 Budget Recap:

The starting balance for the FY21 budget is artificially high due to expenditures anticipated in FY20 moving to FY21. \$39,000 of EMPG revenue expected in FY21 was received in FY20. Expenditures for the Deputy's truck of \$38,400 plus \$1050 of fuel will be moved to FY 21. Radio improvements and the installation of an awning was delayed, but will be completed in

FY21. Additional budgetary savings of \$7,274 includes \$4,234 of operations savings, the \$1050 in fuel costs and the disaster fund reimbursement. During the October meeting staff will ask for direction for developing the FY22 budget.

Consideration to Change Meeting Location to Public Meeting Room:

The January meeting called for a discussion to move the Commission meeting to the Board of Supervisors Public Meeting Room for future meetings. The SCEOC is not always optimal as there are visibility issues around the equipment and an inability to social distance during meetings. Holding meetings in the SCEOC is beneficial as it helps jurisdictional executives maintain familiarity with the SCEOC. The Public Meeting Room is available, however, the Board to Adjustment is scheduled to hold their meetings on Commission meeting nights up until 6 pm. Approximately two years ago Emergency Management scheduled a Hazard Mitigation revision meeting in the Public Meeting Room and the Board of Adjustment meeting ran long that day forcing Emergency Management to change the location of the meeting at the last moment.

Discussion: The Administration Building is not open to the public, so there would not be access for the public to Emergency Management meetings yet. With social distancing guidelines, the Public Meeting Room holds a maximum of 20 people which may not be enough to conduct this meeting in person. Ames and Cambridge support moving the meeting to the Public Meeting Room. The Sheriff offered the squad room meeting space as well. The direction from the Commission is to plan for a Zoom meeting in October and take up the issue at a later date.

Capital Improvement Plan:

To keep the Commission aware of the potential of large expenses, the Capital Improvement plan was reviewed. Significant expenses for the next five years (through FY25) were reviewed with discussions about potential funding streams. The Commission will finish the radio system equipment purchase during the FY22 budget. Additional planned costs through FY25 will be for the replacement of staff computers and the Coordinator's truck. Staff will conduct an EOC needs study for future improvement.

Review of Bylaws and 28E

During the January 2020 meeting, questions arose concerning the application of Commission's Bylaws on issues like voting and budget processes. Morgan was tasked with conducting a review of Commission Bylaws and Commission 28E. During the meeting Morgan presented the results of the review which suggested changes were needed to the Bylaws, but the 28E should be useable 'as is'.

Any changes to the Bylaws require a 2/3 majority vote and signature of all the Commission members. To update the Commission 28E require a 2/3 majority vote and a resolution from each governing body to adopt the modified 28E.

The Commission elected to start with proposed changes to the Bylaws and Morgan will prepare draft updates for discussion during the October meeting.

Other:

Jensen enquired about the status of the stover sites in Story County. Morgan reported that some stover sites were signed over to land owners and some were kept by Verbio. As the land is zoned as agriculture, jurisdictions cannot dictate how the stover on the sites is disposed of by the farmers. Spencer will look at past Commission meeting minutes to find discussions about the stover sites and report the information back to Murken.

Deaton expressed his thanks to the SCEMA staff for their work over the last few months. They have been the unsung heroes behind the scenes. Want to make sure you get credit for your work.

Next Meeting: October 21, 7PM, Initial Budget Discussions

Adjournment: Motion by Haila, 2nd by Jensen to adjourn. MCU Meeting adjourned at 8:10 PM.

DRAFT