

**Quarterly Emergency Management Commission Meeting**

**Call to Order**

The meeting of the Story County Emergency Management Commission was called to order at 7:01 PM by Chair Linda Murken with 8 Commission members present. Mayor Popp joined the meeting via Zoom at 7:13 PM to form a quorum.

**Special Note:** This meeting is being recorded and is originating from the Story County Assessor’s Conference Room. 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	Dave Thom-Cambridge
Jon Popp- Gilbert	Chris Erickson-McCallsburg
Barb Mittmann-Nevada	Dalton Johnston-Roland
John Kahler-Slater	Mike Jensen- Story City
Linda Murken- BOS	Clayton Oliver-ISU
Rich Higgins-Ames Fire	Keith Morgan-Coordinator
Melissa Spencer- Deputy Coordinator	Ethan Anderson-County Attorney

**Consent Agenda**

Approval of April 21 Meeting Minutes Motion by Haila, 2<sup>nd</sup> by Jensen. MCU  
Approval of July 2021 Agenda- Motion by Haila, 2<sup>nd</sup> by Kahler, to approve an amended agenda moving discussions about items for open meetings & quorum and Memorandum of Understanding with Boone County to first on the agenda. MCU

**Open Meeting Code Interpretation/Quorum**

This discussion was moved from Old Business due to the presence of Ethan Anderson. Electronic meetings were permitted by Governor’s Proclamation during COVID and this proclamation expires July 26, 2021. Public meetings will revert to pre-pandemic meeting requirements identified in Code of Iowa Chapters 21 & 22, relating to public meetings. The legislative mandate is to make meetings accessible to the public whenever possible to encourage participation and inputs from the public. The legal opinion from Anderson is that nine (9) Commission members is a quorum and they must be present in-person at the meeting location for the Commission to conduct business, unless requirements for an electronic meeting are met. Additional members may participate in the meeting electronically after the in-person requirement for a quorum is met as long as it is impossible or impractical for them to do so. There is no legal definition of impossible or impractical in the Code of Iowa.

Commission members felt it should be up to the judgement of the Commission Chair to determine if it is impossible or impractical to meet in person. Even if the meeting is held electronically, it is required that someone be at the published location of the meeting to ensure

access to the public. Discussions emphasized that while it is more convenient to attend the meeting electronically, electronic meetings should be the exception and not the rule. If a meeting must be conducted electronically, a statement of why it was impossible or impractical for individuals to attend in-person should be read into the meeting minutes. The Commission would like to keep Zoom as an option for public participation for now and will be re-evaluated in the future.

### **Boone/Story County EMA Staff Sharing MOU**

Story County Emergency Management staff has assisted Boone County Emergency Management when the Coordinator is unavailable. Boone County Coordinator is also trained to function as the EOC Director in the Story County EOC. The proposed MOU specifies that assistance may be provided for up to 7 days without cost to the assisted Commission. The Coordinator providing assistance will be delegated the same powers those delegated to the Coordinator of the assisted Commission and will function under the operational control of the assisted Commission. The assistance may be terminated at the discretion of the Commission providing assistance if local situations dictate. The Commission requests further information on the implications of the workers compensation statements and the liability to the Commission. Follow-up will be provided at the October Commission meeting.

### **Old Business**

#### **Bylaws Update:**

The Bylaw subcommittee met on June 2<sup>nd</sup> to review the draft provided by the Coordinator. An area for further work is to clarify the processes used to request funds from the Disaster Fund and repayment of funds to the Disaster Fund. The Emergency Operations Basic Plan allows an Incident Commander (IC) to make a request for resources on behalf of the jurisdiction. Discussion centered on if the IC can obligate the community to repay a request for resources that are paid for by the Disaster Fund. Consensus was that only an elected official can approve a request that obligates the community to repay the funds. There was further discussion as to whether any single person could obligate a jurisdiction to future debt. Mayor Haila volunteered to ask for guidance from the city's legal advisor.

Morgan is developing a hiring policy for the Commission based upon recommendations from Story County HR. This will be a stand-alone policy, but the Bylaws will reflect that the Coordinator will be selected and appointed by the Commission using this hiring policy.

Due to the publishing of Iowa Attorney General Opinion #21-5-2 (May 28,2021) on funding of Emergency Management Commissions, Morgan reviewed the funding mechanisms available to the Commission in Code of Iowa, Chapter 29C. The current funding mechanism used by the Commission is identified in the 28E and the 2013 Bylaws and it uses the county supplemental levy as specified in Code of Iowa, Section 331.424. Discussion determined current processes in place are fair and equitable. There is a need to educate the public on how tax dollars gathered by the County for emergency management are for the benefit of all the jurisdictions in the county.

## **Rave Mass Notification System**

The Story County Iowa Alerts system switched to RAVE, the new service provider, on July 1. Communities may request access to use the system to send emergency messages to their community. The alerting system can only be used for emergency notifications such as police emergencies, snow ordinance activation, and emergency call backs of staff. It is the responsibility of the Mayor to request access to the system. SCEMA staff will conduct a one-hour training session for staff that will be using the system. As this is a new system, communities that previously had access will need to contact the Deputy Coordinator to fill out a new request form, even if the staff that have access to the system will not change.

## **New Business**

### **4th Quarter Story County Emergency Management Agency Report, April-June, FY 21**

#### **Response:**

COVID-19 response operations started over 493 days ago with the first COVID-19 situation report and the opening of the Story County EOC.

SCEMA assisted Hardin County with the deployment of the Story County Dive Team to Iowa Falls.

SCEMA received a request to deploy the STAR1 Search and Rescue Team to Montezuma to assist with the search for a missing 11-year-old. STAR1 volunteers donated 124 hours of assistance, including 28 hours of equine search team support. The team also provided 2500 miles of travel without compensation. They do all of this with \$3,000 from the SCEMA budget.

The Command Trailer was deployed to the train derailment in Ames. Staff assisted with IDNR notification, Des Moines Fire HazMat Team deployment and securing resources for the Incident Commander. Per ESF 10, the \$4,800 cost of the Des Moines HazMat response will be paid from the disaster fund with Ames being responsible for replacing these funds. Chief Higgins expressed his thanks for the assistance and outstanding support of the SCEMA staff. Morgan reminded the Commission that planning, training and exercise are critical for an organized response.

#### **Planning:**

Zearing and McCallsburg jurisdictional leadership were briefed on the Incident Command Center (ICC) Standard Operating Guide (SOG) and training concept. The Intern is developing a cash and fiscal donations process for Story County.

#### **Training:**

Emergency Operations Center recruitment yielded 14 new volunteers with 12 completing orientation training. The Deputy Coordinator has trained community administrators on the new Story County Iowa Alerts system.

Exercise:

The Coordinator is assisting the local healthcare coalition conduct an exercise for violent intruders to a nursing home or other medical facility.

**Planning Training & Exercise Survey Results**

There was a wide variety of responses to the Planning, Training, Exercise (PTE) survey. The survey indicated that planning priorities are; community operations plans, disaster communications, and continuity of government. Training priorities are; Incident Action Planning (IAP) processes, training for Operations and Planning Section Chiefs, and mass casualty plan training. Exercise needs identified are; community disaster response, mass casualty, and disaster communications. SCEMA staff will focus on these tasks but need support from community leadership to encourage participation from their communities.

**Looking Forward:**

**Next Meeting: October 20, 2021 Assessors Conference Room. Need 2/3<sup>rd</sup>s of Commission to attend to approve updated By-Laws.**

**Adjournment: Meeting adjourned by Chair Murken at 8:46PM.**

DRAFT