



SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION

Chief Gerald Voelliger, Chair

David Donovan, Emergency Management Coordinator

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September 17, 2015

The Scott County Emergency Management Commission met for a scheduled meeting on Thursday September 17, 2015 at the Scott County Emergency Management Agency located at 1100 E 46th St Street, Davenport.

Commission Members present:

Ken Shoenthaler, Mayor of Donahue; Tim Brandenburg, Mayor of Blue Grass; Marty O'Boyle, Mayor of Eldridge; Tom Sunderbruch, Scott County Board of Supervisors; Dennis Conard, Scott County Sheriff (Commission Vice-chair); Gerry Voelliger, Bettendorf Fire Chief (Commission Chair).

Others present:

Diane Holst, Eldridge; Dee Bruemmer, Scott County Administrator; Katrina Andybur, Scott County EMA Intern; Dave Donovan, Scott County EMA Coordinator.

Chief Voelliger called the meeting to order at 6:01p.m.

A - Approval of Meeting Agendas and Minutes

Approval of Meeting Agenda for today's meeting:

Moved by O'Boyle, Second by Brandenburg – all ayes.

Approval of Minutes from May 22, 2015 meeting: Mayor O'Boyle pointed out that the minutes are inaccurate regarding the role call votes. The "aye" vote from Princeton is missing from the first vote (amendment/changes to the Scott County EM Commission By-laws) and that the "aye" votes from Eldridge were omitted from all votes (By-laws, Coordinator hire, Part-time planner hire and service agreement with Scott County). Donovan will make those changes.

Moved to approve with revisions by O'Boyle, Second by Sunderbruch – all ayes.

B - Public Comment

Chief Voelliger opened the floor for public comment. No comments were offered.

C - Old Business

Discussion setting a date for a public hearing relative to a proposed amendment to the FY 2016 Scott County Emergency Management Agency Budget.

Donovan reviewed the proposed amendment (attached at the end of the minutes), reviewing each account line item. Donovan went on to indicate that the net of new revenue and expenses will require a one-time use of fund balance, indicated on the proposed budget document. There has been discussion with Scott County to increase the county contribution revenue to offset additional expenditures in future fiscal years.

D - New Business

Coordinator's Report

a) Finance

▪ Budget Discussion for FY17

- Emergency Management Performance Grant formula: Donovan explained that this grant currently provides \$39,000 of revenue annually and is based on performance items within EM including training, exercises and plan review and development. The current formula is based on population and other performance factors and that formula could be changing. Currently Scott County EMA receives the maximum amount. There is a study group of the IA Emerg Mgt Assoc looking at the formula. Donovan will continue to advocate for the formula to NOT negatively impact us. Any changes would likely be implemented over time.
- Fund Balance Designation - Currently we have approximately \$248,000 in fund balance. There are documents that show previous discussion of the Commission to designate portions of that fund. Donovan will work with the County to ensure that the budget and financial reporting documents properly show any designations that the Commission implements. Donovan will present a plan to designate or re-designate those monies to better support the long term vision of the organization. Donovan also recommends that, as an organization, the Commission examine and discuss goals and vision for the future, so that we can continue to posture ourselves to deliver the

necessary services to our communities. That will also ensure that our financial strategies support our goals and vision.

- Mobile Command Vehicle Technology Needs: this is one potential long term priorities/objectives for the organization. This vehicle is now over ten years of age and the technology is getting very old and out of date. Some no longer is functional. One example are the tape VCR's recording an analog camera; telephones that use a very old cellular technology, etc. Donovan is working to meet with our volunteer operators (many of whom are part of the Sheriff's Reserves and/or VIPs programs) to discuss the technology (amongst other issues). He then plans to put together a small team including one or two volunteer operators and a few of the organizations that use the vehicle regularly along with some IT folks to evaluate and make some recommendations.
- Hazard Mitigation Grant - 3 ½ years ago, EMA participated in a county-wide Hazard Mitigation Planning effort. That plan is important because most federal grants require a current plan to be in place. It is also vital because most FEMA reimbursements (Public Assistance and Individual Assistance) are contingent on a current Hazard Mitigation Plan. There is funding available for the five year update to the plan, which is also a FEMA requirement. We have been tentatively approved for that funding, pending Commission approval of the grant. The update project (using Bi-State Regional Commission to complete the work) is estimated at \$30,000. The grant has a 25% local cash match requirement, which means \$22,500 in grant funds with a \$7500 local cash match. Donovan expects that cash match for next fiscal year, but will no more about the timing during the budget process later this year and into early 2016. In order to take advantage of that funding, the Commission will need to approve that grant application.

b) Personnel

- Part time Planner Recruitment – Donovan reported that an offer of employment has been accepted by Nick Border. Chief Voelliger, Sheriff Voelliger and Mayor Schoenthaler participated on the selection panel and are very excited about Mr. Border joining the EMA Team.
- St. Ambrose Intern – Donovan introduced Katrina Andybur, a St. Ambrose University graduate student who is doing an internship with Scott County EMA. Andybur greeted the Commission, gave some information about her background, her interest in emergency management and thanked the Commission for the opportunity. Donovan and Andybur discussed the project work relating to EOC operations and collaborative planning that will be the basis for Andybur's internship and coursework during the fall semester.

c) Technology / Equipment

- Alert Iowa – EMA along with SECC continue to do presentations at communities around the county. If you any communities would like to schedule that, please contact Dave Donovan. Chief Voelliger asked that Donovan find out if Alert Iowa can be linked to send information via social media automatically.
- Social Media – Donovan announced that he has created the Scott County Iowa EMA Facebook™ and Twitter™ accounts. He has not done much with either account, but will continue to explore how EMA can best make use of those tools. Chief Voelliger suggested that Donovan consider a separate account for official disaster info. Donovan explained that there is also an Official Quad City Disaster Info Facebook page, which is “owned” by Scott and Rock Island County EMA along with Health Departments in both counties. There is also a Quad City Area VOAD (volunteer organizations active in disasters) Facebook page. Donovan discussed that he expects all of those pages to see increased use over the coming months.

EMA related social media account names:

EMA FB: Scott County IA Emergency Management Agency

EMA Twitter: @ScottColowaEMA

QC Disaster Info FB: Official Quad City Disaster Info

QCA VOAD FB: Quad City Area VOAD

- EMA Website – Donovan explained that he continue to migrate our website to the new county platform, which will give us a fresh new look and allow for us to show EMA related meetings on a calendar and share documents much easier. He is working very closely with County webmaster and expects to solicit feedback on the new pages during the remainder of 2015.
- Local Emergency Planning Committee (LEPC): The Scott County LEPC has a meeting scheduled for October 30 at 9:30a.m. immediately following QCEPC meeting. Donovan explained that the LEPC is a mandated organization in Iowa and serves as the community “right to know” organization for hazardous chemicals in our county. LEPC recently was awarded a small HMEP Grant to help offset the cost of refresher Hazmat Training for volunteer fire organizations.

d) Upcoming exercises

- Iowa Department of Transportation Tabletop Exercise – October 14
- Area Maritime Security Council is currently planning for a functional exercise – February 2016.
- Duane Arnold Energy Center is holding a full scale exercise on October 7. Donovan is scheduled to participate which will allow him to observe, compare and contrast how those counties operate their EOC and response plans for a radiological event.

- There is a volunteer reception center workshop and exercise combined with RI County EMA and RSVP on Nov. 4.
- f) Training: EMA is currently conducting various radiological off-year training sessions in conjunction with the Iowa Homeland Security and Emergency Management Department. Donovan and Andybur recently attended a three day EOC Operations class hosted by Davenport Public Works. We are working to bring role specific EOC training and build our EOC Team
- g) Planning: Donovan explained that Andybur's internship project work will be a stepping off point for transitioning to a more collaborative approach to planning and for examining how we operate in our Emergency Operations Center.

Each EMA is required by the State of Iowa to update 20% of local plans annually. Donovan reported that he is working toward making that process more proactive and inclusive of our community and agency partners that work within those plans.

E - Actions and Approvals

Approval of Setting October 15, 2015 at 6:00p.m. for a public hearing relative to a FY16 Budget Amendment for personnel and maintenance expenses:

Moved by Schoenthaler, second by O'Boyle - all ayes

Approval of Hazard Mitigation Grant application and receipt of funds:

Moved by Conard, second by Brandenburg - all ayes

F - Next Meeting

The next scheduled meeting for the Scott County Emergency Management Commission is October 15, 2016 at 6:00 p.m. at the same location. At that meeting there will be a public hearing and consideration for the proposed Budget Amendment.

G – Adjourn

Motion to Adjourn at 6:45 p.m.:

Moved by Schoenthaler, second by Conard – all ayes