



SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION

Chief Gerald Voelliger, Chair
David Donovan, Emergency Management Coordinator
1100 East 46th Street, Davenport, Iowa 52807
Phone 563-484-3050 scema@msn.com

Tentative Meeting Agenda
February 18, 2016 at 6:00 p.m.
Emergency Operations Center Conference Room
1100 E. 46th St
Davenport, IA 52807

Approval of Meeting Agendas and Minutes

- 1) Changes to and/or approval of Meeting Agenda – today's meeting
Motion_____ Second_____
- Ayes_____ Nays_____
- 2) Approval of Minutes from the January 21, 2016 Commission meeting
Motion_____ Second_____
- Ayes_____ Nays_____

Public Hearing – FY 2017 Budget

- 1) Open a public hearing relative to the approval of the proposed Fiscal Year 2017 Budget for the Scott County Emergency Management Agency.
Motion_____ Second_____
 - Ayes_____ Nays_____
 - 2) Close the public hearing for the proposed Fiscal Year 2017 Budget
Motion_____ Second_____
 - Ayes_____ Nays_____
 - 3) Open a public hearing relative to the proposed Fiscal Year 2016 Budget Amendment for the Scott County Emergency Management Agency.
Motion_____ Second_____
 - Ayes_____ Nays_____
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- 4) Close the public hearing for the proposed Fiscal Year 2016 Budget Amendment.

Motion_____ Second_____

Ayes_____ Nays_____

Old Business

NONE

New Business

NONE

E - Actions and Approvals

- 1) Approving the proposed Fiscal Year 2017 Budget for the Scott County Emergency Management Agency as published and previously discussed.

Motion_____ Second_____

Bettendorf	_____
Blue Grass	_____
Buffalo	_____
Davenport	_____
Dixon	_____
Donahue	_____
Eldridge	_____
LeClaire	_____
Long Grove	_____
Maysville	_____
McCausland	_____
New Liberty	_____
Panorama Park	_____
Princeton	_____
Riverdale	_____
Scott County Board	_____
Scott Co Sheriff	_____
Walcott	_____

- 2) Approving the proposed Fiscal Year 2016 Budget Amendment for the Scott County Emergency Management Agency as published and previously discussed.

Motion_____ Second_____

Bettendorf _____
Blue Grass _____
Buffalo _____
Davenport _____
Dixon _____
Donahue _____
Eldridge _____
LeClaire _____
Long Grove _____
Maysville _____
McCausland _____
New Liberty _____
Panorama Park _____
Princeton _____
Riverdale _____
Scott County Board _____
Scott Co Sheriff _____
Walcott _____

F - Next Meeting

Next Scheduled Meeting – April 21 6:00 p.m. – same location

G – Adjourn

Motion to Adjourn

Motion_____ Second_____

Ayes_____ Nays_____

Time_____



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Chief Gerald Voelliger, Chair
David Donovan, Emergency Management Coordinator
1100 East 46th Street, Davenport, Iowa 52807
Phone 563-484-3050 scema@msn.com

January 21, 2016

The Scott County Emergency Management Commission met for a scheduled meeting on Thursday, January 21, 2016 at the Scott County Emergency Management Agency located at 1100 E 46th St Street, Davenport. Present for the meeting were:

Commission Members:

Debe LaMar, Mayor Pro-tem of Bettendorf; Frank Klipsch, Mayor of Davenport; Steve Laughlin, Mayor of Dixon; Ken Schoenthaler, Mayor of Donahue; Marty O'Boyle, Mayor of Eldridge; Michael Limberg, Mayor of Long Grove; David Sindt, Mayor of Maysville, Roger Woomert, Mayor of Princeton; Diane Holst, Scott County Board of Supervisors; Dennis Conard, Scott County Sheriff (Commission Vice-chair).

Others Present:

Dave Coon, Donahue Fire; Ty Arp, Maysville Fire; Katrina Andybur, Scott County EMA; Denise Pavlik, Director, Scott Emergency Communication Center; Nick Border, Scott County EMA; Dave Donovan, Scott County EMA Coordinator.

Sheriff Conard called the meeting to order at 6:01 p.m.

Approval of Meeting Agendas and Minutes

Approval of Meeting Agenda for today's meeting.
Moved by O'Boyle, Second by Klipsch – all ayes.

Approval of Minutes from September 17, 2015 meeting.
Moved by LaMar, Second by O'Boyle – all ayes.

Election of Commission Officers

Sheriff Conard asked for nominations for the Chair position.

Moved by O'Boyle to reappoint Gerald Voelliger as Chair and Sheriff Conard as Vice-Chair. Second by Klipsch. – all ayes.

B - Public Comment

Sheriff Conard opened the floor for public comment. No comments were offered.

C - Old Business

Strategic Planning Update – Donovan suggested that the strategic planning discussion be combined with the update of the intern project under new business. No objections.

D - New Business

- 1) Donovan gave a review of the proposed Emergency Management Agency budget and answered questions from the Commission members on individual line items. Denise Pavlik answered Commission questions regarding the separately presented budget from Scott Emergency Communications Center that was previously approved by the SECC Board. Donovan explained that at the budget hearing and approval meeting in February the EMA and SECC budgets would be combined into one, but for clarity were presented discretely today for presentation purposes.

Donovan also explained that in February there would be a public hearing and approval item for a SECC budget amendment for the current fiscal year (FY16), which is listed on the SECC Capital Budget document. Pavlik answered questions about the budget amendment.

- 2) Donovan discussed the April 7, 2016 3rd Annual Quad City Disaster Readiness Conference at the Waterfront Convention Center. Donovan explained that he planned to help offset the cost of holding the conference, provide refreshments and lunch for attendees and to keep the conference at no cost for attendees. He asked for Commission consensus and asked if there were any Commission objections. None were made.
 - 3) Donovan discussed the Focus Group project that Katrina Andybur has been working on. Andybur explained the format and participation of the three part focus group series and the value to EMA and the community. Donovan discussed how this project relates to the emphasis on Whole Community Planning and engagement. Donovan and Andybur discussed the concept of creating a means to continue to engage with and build upon the participant group from the focus groups. Tentatively dubbed "Safeguard Quad Cities" (after the statewide Safeguard Iowa Program), this group would be focused more on business and organizations and less on response and government
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organizations. They envision this group as a more community based counterpart to the existing Quad City Emergency Planning Committee (QCEPC) that is focused more on emergency planning, response organizations and government agencies.

Donovan went on to present two documents. The first draft document outlines the focus group process, the data/feedback gathered from that process and proposes several strategic goals for Commission consideration and discussion at a subsequent meeting.

- 4) During the budget discussion, Donovan presented a report for the Commission to consider regarding an assessment of the technology equipment on the Mobile Command Vehicle and a plan for upgrading and/or replacing said equipment. Funds are included in the proposed FY17 budget request for EMA to support this project.

Donovan gave an update on progress on the EMA website, www.iascema.com and suggested that the commission review and provide feedback. Discussion ensued about efforts that the Agency is taking to publicize the website as well as social media outlets.

- 5) The next meeting of the Scott County Local Emergency Planning Committee (LEPC) is scheduled for February 26 at 9:15a (immediately following QCEPC) in the EOC Conference Room. The LEPC is the mandated local hazmat and community right to know organization for Scott County. At the February meeting, EMA will lead the LEPC through an update to our Hazard Vulnerability Analysis, which identifies and analyzes the various hazards (natural, technological and man-made) present in our community.
 - 6) Donovan gave a brief report on the Iowa National Guard exercise, Vigilant Guard, and EMA's participation. This exercise took place January 11-14, 2016 and gave EMA the opportunity to better understand IANG resources and the processes for accessing those resources during an emergency or disaster. Upcoming exercises:
 - a. Area Maritime Security Council Table Top Exercise – February 24, 2016
 - b. RIA Full Scale Exercise – May 11, 2016
 - c. Volunteer Reception Center – an exercise was held in November and the agency along with other agencies are planning for training this spring and an exercise/drill in conjunction with the normal emergency planning activities that take place annually with Bix Road Race in Davenport.
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- 7) The agency is working to schedule various training opportunities to support the capacity building for the EOC Team. Also, the federal training agency CTOS has agreed to bring several days of radiological training to Scott County. Donovan is working to get that scheduled and answered questions from the Commission regarding the intended audiences.
- 8) Donovan reminded the Commission about the Iowa Department of Education initiative to provide workshops and technical assistance to local school districts to complete updated emergency operations plans and to engage with local first response organizations. Progress continues to be made on this initiative with local districts seemingly well engaged. A second workshop is planned for March.

Donovan discussed continuing progress that Nick Border makes on the county plans. They also discussed the Emergency Support Function (ESF) planning teams from the various EOC disciplines and leveraging existing committees/groups, but putting together groups where they may not exist. For example, the existing LEPC group would serve as the planning team for ESF-10 Hazardous Materials.

E - Actions and Approvals

No Actions or Approvals

F - Next Meeting

The next scheduled meeting of the Scott County Emergency Management Commission is February 18 at 6:00 p.m. at the same location for the purpose of approving the FY2017 budget and the FY2016 SECC budget amendment.

The Commission also discussed the setting of public hearings at the February 18, 2016 meeting regarding the adoption of the proposed FY2017 Emergency Management Agency (combined EMA and SECC) budget and the proposed FY2016 SECC budget amendment.

G – Adjourn

Motion to Adjourn at 7:14 p.m.

Moved by Schoenthaler, second by Limberg - all ayes

NOTICE OF PUBLIC HEARING - PROPOSED BUDGET	EMERGENCY MANAGEMENT COMMISSION NAME:
Fiscal Year July 1, 2016 - June 30, 2017	Scott County Emergency Management Commission

The Emergency Management Commission of the above-named County will conduct a public hearing on the proposed fiscal year 2016/2017 budget as follows:

Meeting Date:	Meeting Time:	Meeting Location:
February 18, 2016	6:00 p.m.	1100 E. 46th St., Davenport, IA

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the County Coordinator. Copies of the supplemental budget detail will be furnished upon request.

County Coordinator Telephone Number:	County Coordinator Name:
563-484-3050	David Donovan

PROPOSED BUDGET SUMMARY				
		Actual FYE	Estimated FYE	Proposed FYE
		June 30, 2015	June 30, 2016	June 30, 2017
BEGINNING FUND BALANCE:	1	3,341,268	2,647,701	2,384,684
REVENUES:				
County Contribution	2	7,250,184	6,888,000	7,181,239
Other Revenues	3	315,820	396,280	423,048
Total Revenues (2+3)	4	7,566,004	7,284,280	7,604,287
EXPENDITURES:				
Administration and Operations	5	7,811,086	7,124,797	8,007,787
Capital Outlays	6	448,485	422,500	370,000
Total Expenditures (5+6)	7	8,259,571	7,547,297	8,377,787
Total Ending Fund Balance	8	2,647,701	2,384,684	1,611,184

ADOPTED BUDGET	EMERGENCY MANAGEMENT COMMISSION NAME:
Fiscal Year July 1, 2016 - June 30, 2017	Scott County Emergency Management Commission

File one copy of the Adopted Budget Summary, one copy of the Supplemental Detail, and Proof of Publication with the County Auditor by February 28, 2016.

County Name:	County Number:	Date Budget Adopted:
Scott	82	

ADOPTED BUDGET SUMMARY

		Actual FYE June 30, 2015	Estimated FYE June 30, 2016	Proposed FYE June 30, 2017
BEGINNING FUND BALANCE:	1	3,341,268	2,647,701	2,384,684
REVENUES:				
County Contribution	2	7,250,184	6,888,000	7,181,239
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Total Expenditures (5+6)	7	8,259,571	7,547,297	8,377,787
Total Ending Fund Balance	8	2,647,701	2,384,684	1,611,184

The amounts shown on line 7 for the Proposed budget cannot exceed published estimates and represent maximum authorized expenditures.

CERTIFICATION

To the County Auditor and Board of Supervisors of the above named county, in the State of Iowa: At a meeting of the Emergency Management Commission of the above-named County, on the above-named date, the budget for the fiscal year listed above was adopted as summarized above and as contained in the attached supplemental details of revenues and expenditures.

County Coordinator Address:	County Coordinator Telephone Number:
1100 E. 46th St., Davenport, IA	563-484-3050

Chairperson, EMC, Signature of Certification

County Coordinator Signature of Certification

COUNTY AUDITOR'S CERTIFICATION

____ The prescribed Notice of Public Hearing and Proposed Budget (Form JDS1) was lawfully published, with said publication being evidenced by verified and filed proof of publication.

____ The budget hearing notice was published not less than 10 days, nor more than 20 days prior to the budget hearing.

____ Adopted expenditure for the proposed budget, line 7, do not exceed published amounts.

County Auditor Signature of Certification

**EMERGENCY MANAGEMENT AGENCY
REVENUES DETAIL**

Fiscal Year July 1, 2016 - June 30, 2017

County Name:		County Number:		
Scott		82		
		Actual	Estimated	Proposed
		FYE	FYE	FYE
		June 30, 2015	June 30, 2016	June 30, 2017
TOTAL BEGINNING FUND BALANCE	1	3,341,268	2,647,701	2,384,684
COUNTY CONTRIBUTION:	2	7,250,184	6,888,000	7,181,239
OTHER REVENUES:				
OTHER INTERGOVERNMENTAL:				
Federal Reimbursement	3	35,322	39,000	78,300
City	4			
Hazmat Reimbursement	5			
Refunds and Reimbursements	6	42,148	49,384	54,250
Governor's Traffic Safety Bureau	7	374	2,500	2,500
Build America Bond IRS Interest Subsidy	8	140,225	136,036	130,920
E911 Revenue	9	97,751	115,000	100,000
Professional Services to Others	10	0	54,360	57,078
	11			
	12			
	13			
	14			
	15			
Other	16			
	17			
	18			
	19			
	20			
Subtotal Other Intergovernmental Revenues (3-20)	21	315,820	396,280	423,048
CHARGES FOR SERVICES:				
	22			
	23			
	24			
Subtotal Charges for Services (22 - 24)	25	0	0	0
MISCELLANEOUS REVENUES:				
Contributions & Donations from Private Sources:				
	26			
	27			
	28			
	29			
Subtotal Miscellaneous Revenues (26 - 29)	30	0	0	0
TOTAL OTHER REVENUES (21+25+30)	31	315,820	396,280	423,048
TOTAL REVENUES: (2+31)	32	7,566,004	7,284,280	7,604,287
TOTAL RESOURCES: (1+32)	33	10,907,272	9,931,981	9,988,971

EMERGENCY MANAGEMENT AGENCY – EXPENDITURE DETAIL**Fiscal Year July 1, 2016 - June 30, 2017**

County Name:

County Number:

Scott**82**

ADMINISTRATION & OPERATIONS:		Actual FYE	Estimated FYE	Proposed FYE
Personnel Services:		June 30, 2015	June 30, 2016	June 30, 2017
Salary	1	2,774,198	2,630,684	3,127,064
Overtime	2	300,663	230,532	262,500
Prem Holiday	3	0	0	0
Shift	4	28,983	33,376	37,376
FICA	5	228,094	214,074	268,053
IPERS	6	269,703	253,298	283,572
Health Insurance	7	586,453	559,536	613,313
Bonus Pay	8	2,000	5,000	6,000
Deferred Comp/ IRS Meals	9	14,111	15,500	16,500
	10			
Subtotal Personnel Services (1-10)	11	4,204,205	3,942,000	4,614,378
Commodities:				
Fuels and Lubricants	12	789	4,500	5,000
Parts	13	696	1,200	1,500
Office Printing	14	0	1,450	1,400
Stationary & Forms	15	0	0	0
Periodicals & Books	16	0	100	100
General Supplies	17	20,790	39,400	41,500
	18			
Minor Equipment & Tools	19			
	20			
	21			
Audio Visual Supplies	22			
	23			
	24			
	25			
	26			
Subtotal Commodities (12-27)	27	22,275	46,650	49,500
Human Resource Provider Charges:				
	28			
	29			
	30			
	31			
Subtotal (28-31)	32	0	0	0

		Actual FYE	Estimated FYE	Proposed FYE
		June 30, 2015	June 30, 2016	June 30, 2017
Other Services & Charges				
Advertising & Legal Notices	33	712	1,650	1,700
Postage & Mailing	34	156	438	500
Employee Mileage & Subsistence	35	11,499	14,132	17,500
Telephone	36	64,775	67,140	69,489
Education and Development	37	36,193	47,563	45,457
Bldg Maint/Utilities	38	257,729	373,418	394,310
Mobile Telephone	39	10,840	7,800	9,000
Mtn. Operating & Const. Equip.	40	914,831	933,163	990,106
Mtn. Office & Data Proc. Equip.	41	588,563	467,495	518,000
Contingency	42	1,289	2,000	2,000
Professional Services	43	282,646	282,229	355,650
Recruitment	44	54	1,000	1,000
Electronic and Vehicle Fund	45	0	3,000	13,300
Insurance	46	56,962	93,479	80,000
Principal on Indebtedness	47	405,000	420,000	440,000
Interest on Indebtedness	48	432,193	418,828	403,078
Dues and Memberships	49	3,722	2,812	2,819
Dav. Temp Disp Repayment	50	517,442	0	0
Subtotal Other Services & Charges (33-50)	51	3,584,606	3,136,147	3,343,909
TOTAL ADMINISTRATION and				
OPERATIONS (11+27+32+51)	52	7,811,086	7,124,797	8,007,787
CAPITAL OUTLAYS:				
Office Equipment & Furniture	53	448,485	422,500	370,000
Radio & Communications Equip.	54			
Audio Visual Equipment	55			
	56			
	57			
	58			
	59			
TOTAL CAPITAL OUTLAYS (53-59)	60	448,485	422,500	370,000
TOTAL EXPENDITURES (52+60)				
	61	8,259,571	7,547,297	8,377,787
TOTAL ENDING FUND BALANCE	62	2,647,701	2,384,684	1,611,184
TOTAL REQUIREMENTS (61+62)	63	10,907,272	9,931,981	9,988,971