



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
April 21, 2016 at 6:00 p.m.
Emergency Operations Center Conference Room
1100 E. 46th St
Davenport, IA 52807

A - 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 February 18, 2016 Commission meeting
Motion_____ Second_____
- Ayes_____ Nays_____

B - Old Business

NONE

C - New Business

- 1) Discussion of a proposed Memorandum of Agreement with Clinton County for activating emergency notifications across County boundaries during an emergency. See attachment.

D - Coordinator's Report

- 1) Update on 2016 QC Disaster Readiness Conference held April 7, 2016 at the Waterfront Convention Center: Over 320 persons attended this year's
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conference and, largely, the feedback was very positive regarding the speakers, the venue, the inclusion of lunch and the schedule. The day ran smoothly with only a couple minor technical difficulties to start the day. Final financial accounting is not complete. Our financial investment to date was an initial payment of \$3000 toward the cost of lunch. If needed, we would invest up to an additional \$1000.

- 2) Update on CERT training session in progress: We are currently collaborating with the Retired Senior Volunteer Program (RSVP) for a seven week, 21 hours of classroom and hands-on training for the QC Community Emergency Response Team (CERT).

CERT is a FEMA sponsored program to train non-first responders to be better prepared to help themselves, their families and neighbors during and in the aftermath of a disaster. CERT teams can represent a formidable volunteer organization in our community. Training CERT teams is proven to make communities more resilient and provide better outcomes in disasters and emergencies.

This CERT training is truly a Quad City, multi-agency effort. I want to acknowledge the efforts of RSVP, Clinton County Emergency Management, Clinton County CERT, Medic EMS, Eastern Iowa Community College District, Davenport Fire Department, Davenport Police Department, Rock Island County Emergency Management and Mid-American Energy for their commitment and assistance in putting this training together.

My goal is that this will be the first of many CERT training sessions. 17 persons are in the current class. We would like to deliver two similar sized sessions per calendar year for the foreseeable future.

We hope to obtain training certification in our office and at RSVP later this year to allow us to be more self-reliant in delivering future sessions. Clinton County has been fantastic in sharing their staff and trainers to make this initial session possible.

- 3) Planning Update: Nick has our base Comprehensive Emergency Plan and several of the Emergency Support Functions (ESF) converted to a new, easier to read format. He is working toward getting all of the current plan updated to the new format during the current calendar year. He/we are also working on several appendix plans including: Mass Fatality, Debris Management, Damage Assessment and our Hazard Vulnerability Assessment. We are also working toward our EMPG required annual plans updates.
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- 4) Technology and Equipment Update: We are preparing to begin procurement for technology improvements for the Mobile Command Vehicle. We are also evaluating the EMA budget to determine the feasibility of replacing the gasket seal on the slide-out for the MCV during the current FY.

Along with our planning partners we are beginning to evaluate technology tools for several operational needs including damage assessment, EOC operations and document management, Volunteer Reception Center, donations management, disaster credentialing, etc.

- 5) Upcoming training and exercises scheduled for 2016:

April 19-20: EMA attending EOC Management and Ops
April 19-21: Coast Guard hosting annual Boat Rodeo for first responders
April 26-28: EMA attending Debris Management
May 11: Rock Island Arsenal Full Scale Exercise
May 12-13: Emergency Management Association Conference
May 16: Rock Island County Health Full Scale Exercise
May 17: Healthcare Coalition Distribution Tabletop Exercise
May 18: EMA hosting AWR 144 - Port and River Security
June 3: Healthcare Coalition Regional Tabletop Exercise
June 8-9: EMA attending CERT Train-the-trainer
June 10: Healthcare Coalition Functional Exercise
June 14: Healthcare Coalition Full Scale Delivery Exercise
June 16: Healthcare Coalition Full Scale Distribution Exercise
June 27: EMA hosting Command and General Staff Training w/ RICO EMA
July 10: EMA attending Social Media for Disasters and Preparedness
Oct 5: Radiological Exercise Practice Exercise and Training
Oct 12: Radiological Training – Hospital Emergency Dept.
Oct. 13: Radiological Exercise – Hospital Emergency Dept.
Oct. 12-14: Iowa Homeland Security Conference
Oct. 20-21 Iowa Hazmat Symposium
Nov 16: Radiological – QC FEMA Evaluated Exercise
Nov 18: EMA attending Tools for Damage Assessment

E – Actions and Approvals

- 1) Approval of a Memorandum of Agreement with Clinton County for activating emergency notifications across County boundaries during an emergency.

F – Next Meeting

Next Scheduled Meeting – July 21, 2016 at 6:00 p.m. – same location

G – Adjourn

Motion to Adjourn

Motion_____

Ayes_____

Time_____

Second_____

Nays_____





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February 18, 2016

The Scott County Emergency Management Commission met for a scheduled meeting on Thursday, February 18, 2016 at the Scott County Emergency Management Agency located at 1100 E 46th St Street, Davenport. Present for the meeting were:

Commission Members present:

Debe LaMar, Mayor Pro-tem of Bettendorf; Gerald Voelliger, Bettendorf Fire Chief (Commission Chair), Frank Klipsch, Mayor of Davenport; Steve Laughlin, Mayor of Dixon; Ken Schoenthaler, Mayor of Donahue; Marty O'Boyle, Mayor of Eldridge; Diane Holst, Scott County Board of Supervisors; Dennis Conard, Scott County Sheriff (Commission Vice-chair).

Others Present:

Katrina Andybur, Scott County EMA; Denise Pavlik, Director, Scott Emergency Communication Center; Dave Donovan, Scott County EMA Coordinator.

Chief Voelliger called the meeting to order at 6:02 p.m.

Approval of Meeting Agendas and Minutes

Approval of Meeting Agenda for today's meeting.

Moved by Klipsch, Second by Lamar – all ayes.

Approval of Minutes from September 17, 2015 meeting.

Moved by Holst, Klipsch – all ayes.

Public Hearings

- 1) A public hearing regarding the proposed Fiscal Year 2017 Budget.
 - a. Moved by O'Boyle, second by Klipsch to open a public hearing relative to the approval of the proposed Fiscal Year 2017 Budget for the Scott County Emergency Management Agency – All ayes.
 - b. No one spoke or offered comments regarding the proposed fiscal year 2017 Budget for the Scott County Emergency Management Agency.
 - c. Moved by Schoenthaler, second by Lamar to close the public hearing relative to the approval of the proposed Fiscal Year 2017 Budget for the Scott County Emergency Management Agency – All ayes.
- 2) A public hearing regarding the proposed amendment to the FY 2016 Budget.
 - a. Moved by Holst, second by O'Boyle to open a public hearing relative to the approval of the proposed amendment to the Fiscal Year 2016 Budget for the Scott County Emergency Management Agency – All ayes.
 - b. No one spoke or offered comment regarding the proposed amendment to the fiscal year 2016 Budget for the Scott County Emergency Management Agency.
 - c. Moved by Klipsch, second by Lamar to close the public hearing relative to the approval of the proposed amendment to the Fiscal Year 2016 Budget for the Scott County Emergency Management Agency – All ayes.

Actions and Approvals

- 1) Approval of the proposed Fiscal Year 2017 Budget for the Scott County Emergency Management Agency.

Moved by Lamar, second by Klipsch to approve the proposed Fiscal Year 2017 Budget for the Scott County Emergency Management Agency as published and previously discussed.

Roll Call Vote:

Ayes – Bettendorf, Davenport, Dixon, Donahue, Eldridge and the Scott County Board of Supervisors

Nays – Scott County Sheriff

Abstained – None

Absent – Blue Grass, Buffalo, Le Claire, Long Grove, Maysville, McCausland, New Liberty, Panorama Park, Princeton, Riverdale and Walcott
Action passes 6-1.

2) Approval of the proposed amendment to the Fiscal Year 2016 Budget for the Scott County Emergency Management Agency.

Moved by Lamar, second by Klipsch to approve the proposed amendment to the Fiscal Year 2016 Budget for the Scott County Emergency Management Agency as published and previously discussed.

Roll Call Vote:

Ayes – Bettendorf, Davenport, Dixon, Donahue, Eldridge and the Scott County Board of Supervisors

Nays – Scott County Sheriff

Abstained – None

Absent – Blue Grass, Buffalo, Le Claire, Long Grove, Maysville, McCausland, New Liberty, Panorama Park, Princeton, Riverdale and Walcott

Action passes 6-1.

F - Next Meeting

The next scheduled meeting of the Scott County Emergency Management Commission is April 21 at 6:00 p.m. at the same location for the regularly scheduled quarterly Commission meeting.

G – Adjourn

Motion to Adjourn at 6:07 p.m.

Moved by Lamar, second by Holst - all ayes

Memorandum of Understanding for Emergency Alerting to the Public

Introduction

The jurisdictions of Clinton County Emergency Management Commission and Scott County Emergency Management Commission recognize the need for interagency cooperation to enhance public alerting capabilities. This Memorandum of Understanding (MOU) allows the commissions to improve their ability to warn the public of emergencies in a timely manner, where a multi-jurisdictional impact is likely.

Definitions

“FEMA” – Federal Emergency Management Agency

“IPAWS” – Integrated Public Alert and Warning System

“Alert Iowa” – State of Iowa Mass Notification and Emergency Messaging System maintained by HSEMD.

“Memorandum of Understanding” or “MOU” – An agreement between two or more parties for the purpose of formalizing an agreed upon process or procedure.

Purpose

This MOU will allow emergency notifications to reach those affected by an incident and help to eliminate duplicate or conflicting instructions. Each commission participating in this MOU can activate Alert Iowa in an emergency.

Scope

This MOU is effective as of April 21, 2016 and will continue until revoked by all parties following the procedures listed in Changes to MOU section. The MOU may be used when there is an incident other than a weather event that has occurred in a respective jurisdiction, but which may impact an area outside of the incident jurisdiction and the incident may impact the outside jurisdiction within 30 minutes.

Parties to the MOU are:

County Emergency Management Commission: **Clinton**
POC: Chance Kness

Address: 612 N. 2nd St.
City, State Zip: Clinton, IA 52732
E-mail: ema@clintoncounty-ia.gov
Office phone: 563-242-5712
24 x 7 phone: 563-242-9211 ext. 4532
Event Codes Allowed: All stated within this MOU
FIPS Code: 19045

County Emergency Management Commission: **Scott**
POC: David Donovan
Address: 1100 E 46th St.
City, State Zip: Davenport, IA 52807
E-mail: david.donovan@scottcountyiowa.com
Office phone: 563-484-3050
24 x 7 phone: same
Event Codes Allowed: All stated within this MOU
FIPS Code: 19163

Policy

All parties agree that in the event of an emergency incident that meets the following criteria, the jurisdiction where the emergency originated can initiate an alert for any participating jurisdiction to this MOU.

Incident Criteria:

- Event is not a weather emergency. (National Weather Service will lead these incidents.)
- The incident will impact people outside of the incident jurisdiction within 30 minutes of the onset.
- The incident's impact outside of the jurisdiction may be more severe if action is not taken by the public (such as evacuation or shelter in place)
- Jurisdiction A may alert for limited areas of the following jurisdictions
 - Jurisdiction B (FIPS 19163)
- Jurisdiction B may alert for limited areas of the following jurisdictions
 - Jurisdiction A (FIPS 19045)
- A message is limited to the following event codes:
 - CDW – Civil Danger Warning
 - EVI – Evacuate Immediate
 - FRW – Fire Warning
 - HMW – Hazardous Materials Warning
 - SPW – Shelter in Place
 - LEW – Law Enforcement Warning

- NUW- Nuclear Power Plant Warning
- RHW – Radiological Hazard Warning
- CAE – Child Abduction Warning
- CEM – Civil Emergency Message
- LAE – Local Area Emergency
- TOE – Telephone Outage Emergency

Alerts to other jurisdictions will be limited to the geographic area impacted, not an entire county or FIPS code.

Procedures

The originating jurisdiction will use the following procedures:

- 1) Identify an incident that may impact neighboring jurisdictions.
- 2) Determine if that impact meets the policy of this MOU
- 3) Compose an Alert Iowa message that includes the impacted other jurisdictions' geographic area.
- 4) Send the Alert Iowa message in accordance with associated Operating Plan and Procedure.
- 5) Contact impacted jurisdiction to provide detailed information on the incident.
- 6) Coordinate further alerts with all impacted jurisdictions.

The impacted jurisdiction will use the following procedures:

- 1) Monitor Alert Iowa feeds for all incidents or messages for the jurisdiction.
- 2) Coordinate with originating jurisdiction for any ongoing alerts or follow up messages.

Changes to Memorandum of Understanding

This MOU will be reviewed each year in January. The originating commission will send notification to each other party to the MOU that the MOU has been reviewed and notice of changes requested.

If changes are requested to this MOU, the requesting commission will submit the respective changes to all other parties. Each party will review and provide acceptance, modification or rejection to the originating commission. Should all parties agree to the change(s), the originating jurisdiction will prepare a new version of the MOU for signature by all parties.

If a commission elects to revoke the MOU, the respective commission will notify all other parties of the MOU in writing, providing a 30 day notice of their intent to revoke. Each other party will notify their intent to remain a party to the MOU. Remaining parties can continue the MOU in areas that do not pertain to the jurisdiction which has left the MOU. The MOU is fully revoked when there is only one or no parties remaining.

The Iowa Department of Homeland Security and Emergency Management (HSEMD) needs to be notified of any changes to the MOU including changes of participants. A completed copy of the MOU will be forwarded to HSEMD and to the Federal Emergency Management Agency (FEMA) IPAWS office.

Signed

Date

POC, Clinton County

POC, Scott County
