



SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION

Mayor Bob Gallagher, Chair
David Donovan, Emergency Management Coordinator
1100 East 46th Street, Davenport, Iowa 52807
Phone 563-484-3050 david.donovan@scottcountyiowa.com

Tentative Meeting Agenda
April 20, 2017 at 6:00 p.m.
Emergency Operations Center Conference Room
1100 E. 46th St
Davenport, IA 52807

A - Approval of Meeting Agenda 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 16, 2017 Commission meeting (see attached)
Motion_____ Second_____ Ayes_____ Nays_____

B - Old Business

- 1) Grant applications: Status of application for CCTA Grant

C – Public Hearing: Proposed Scott County Emergency Management Agency 2016-17 Budget Amendment

- 1) A motion to open a public hearing regarding the proposed amendment to Scott County Emergency Management Agency Fiscal Year 2016-17 Budget.
Motion_____ Second_____ Ayes_____ Nays_____

 - 2) A motion to close the public hearing.
Motion_____ Second_____ Ayes_____ Nays_____
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D – New Business

- 1) EMA Proposed Staffing Changes: Discussion of proposed staffing changes for the Scott County Emergency Management Agency (see attached memorandum).
- 2) Discussion of Commission meeting times: Results of a poll regarding meeting days and times for the quarterly Commission meetings.

E - Coordinator's Report

- 1) Training Update:
 - a. ICS Logistics Section Chief: Scheduled for May1-5, 2017. This course will provide the basis to managing the process of obtaining, deploying, tracking and demobilizing resources during a large scale event. We are hosting here at Scott County.
 - b. ICS Incident Commander: Tentatively approved, not scheduled. This course will provide the basis for managing an entire large incident or event.
 - c. Community Emergency Response Team (CERT) training: This training was held in February and March. We graduated 14 persons during this session and will likely repeat in the fall. Many thanks go to Medic EMS, Davenport Fire Department, RSVP and MidAmerican Energy for providing instructors, volunteers and supplies or equipment.
 - 2) Exercise/Event Update:
 - a. Area Maritime Security Committee 2017. The QC AMSC is in the final stages of preparing for their 2017 full scale exercise on May 10, 2017. This will be a multi-site, multi-jurisdiction exercise that will allow us to explore the implications of closing the river and raising the Coast Guard security level. The scenario includes active shooters at multiple sites and a hazardous material release into the river. It coincides with the annual full-scale exercise on Rock Island Arsenal also. We will host a Unified Command Center and Joint Information Center here at EMA. We expect over 150 local participants in addition to the robust activity on the Arsenal.
 - b. BIX 2917: Planning for the BIX response begins in May. EMA participates in support of this event and does a partial activation of the EOC for the race.
 - 3) Planning Update:
 - a. Comprehensive Emergency Operations Plan: We have begun our 2017 update process and will schedule approval at the July Commission Meeting.
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- b. Radiological Emergency Plan: We are working with the State of Iowa and our partners to update our reception center plan. We are evaluating the possibility of a different site and will be implementing different monitoring equipment during the coming year.
- c. Mass Fatality Plan: The Scott County Medical Examiner is reviewing a first draft of our updated Mass Fatality Plan. Once they have done an initial review we will bring together our full planning team to review and finalize the plan. We are working with the Health Department, the Medical Examiner's Office, local funeral directors, our Rock Island County counterparts and state agencies to put together a plan that is actionable and integrates with state resources and plans. Once completed, we will schedule a series of exercises to test the plan.

4) Technology and Equipment Update:

- a. Mobile Command technology: Most new components have been purchased and installed. Operators have been trained on the new equipment. Still outstanding is:
 - i. Replacing the back-up camera system
 - ii. Strategy regarding networking/telephones
 - iii. New printer is purchased, but needs to be installed
- b. Salamander System: Rock Island County has purchased Salamander which will make our use consistent. The Scott County Healthcare Coalition intends to purchase an additional, large badge printer. Our vendor is holding an additional training in May.

Our vendor badged all 300+ attendees at the recent QC Disaster Readiness Conference. Our volunteers checked attendees in to the morning sessions and for lunch to demonstrate the system. The demonstration was very successful.

We continue to work with RSVP to train volunteers on the use of the system and hardware. Our vendor will be providing on-site training on May 24, 2017. We are also planning to begin badging and credentialing our EOC team and staff from response and other municipal organizations that would likely respond to work at either an incident command post or our EOC. Our longer term goal remains to get all Scott County first responders and disaster agency personnel credentialed into the system.

5) Upcoming important dates for 2017:

April 28: QCEPC meeting
May 1-5: Logistics Section Chief Course
May 10: AMSC Full Scale Exercise

Upcoming important dates for 2017 (cont'd):

- May 24: Salamander training
- May 27: QCEPC meeting
- May 27: LEPC meeting
- June 13: Region 6 IEMA meeting
- June 30: QCEPC meeting
- July 18: QCCOAD meeting
- July 28: QCEPC meeting
- Aug. 8: Region 6 IEMA meeting
- Aug. 24: MLI Full-scale Exercise
- Aug. 25: QCEPC meeting
- Aug, 25: LEPC meeting
- Sept. 29: QCEPC meeting
- TBD: Incident Commander ICS training

E – Actions and Approvals

- 1) Motion approving the proposed amendment to the Scott County Emergency Management Agency fiscal year 2016-17 budget as presented.

Motion_____ Second_____

Roll Call Vote:

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



- 2) Motion approving the proposed EMA organizational changes, reducing the current Emergency Planner position from .625 FTE to .2 FTE and creating an additional Emergency Planner position at up to .75 FTE.

Motion_____ Second_____

Ayes_____Nays_____

F – Next Meeting

Next Scheduled Meeting – July 20, 2017, time TBD for a regularly scheduled quarterly meeting.

G – Adjourn

Motion to Adjourn

Motion_____ Second_____ Ayes_____ Nays_____

Time_____

NOTICE OF PUBLIC HEARING -- AMENDMENT OF CURRENT BUDGET

The Emergency Management Commission of Scott County, Iowa will meet at: 1100 E. 46th St., Davenport, IA 52807, on April 20, 2017 at 6:00 p.m., for the purpose of amending the current Scott County Emergency Management Agency budget for the fiscal year ending June 30, 2017, by increasing expenditures in the following funds:

Emergency Management Fund (480) from \$ 296,086.00 to \$ 301,086.00

SECC/EMA Fund (489) from \$ 8,081,701.00 to \$ 8,092,200.00

Reasons for increases: to adjust Fund 480 expenditures for additional technology expenditures and to adjust fund 489 for additional operating expenditures not including in adopted budget.

The increase in expenditures set out above will be met from cash balances not budgeted or considered in the current budget.

There will be no increase in taxes to be paid in the fiscal year ending June 30, 2016. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts (other than taxes), cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

David Donovan, EMA Coordinator

April 8, 2017

To: Scott County Emergency Management Commission

From: David Donovan
Emergency Management Coordinator

Subj: Proposed Staffing Change

As previously reported, the number of hours that our part-time Emergency Planner position is able to work each week has declined markedly from the authorized 25 hours per week. This is due to the primary work commitments of our incumbent, Nick Border. Further, I very much want to be flexible with Nick, to allow us to retain the expertise, credibility and experience Nick brings to our organization.

However, we are unable to meet commitments and complete the work of our Emergency Management Agency program with the fewer hours worked at that part time position. In the long term, I would like to discuss the programmatic priorities and goals of the Commission in order to best determine resources required for future fiscal years. That discussion however, will require additional information that I am not prepared to present at this point.

In the meantime, I propose an interim solution to increase the number of man-hours available to better meet our current workload with minimal budget impact. I propose that the Commission authorize the reduction of the authorized hours for the current part-time Emergency Planner position from 25 to 8 (from 1300 to 416). Further I propose creating an additional position authorized for a maximum of 30 hours per week, preferable 20 hours per week. The range of hours in the proposal results from a suggestion from a Commission officer to be flexible in order to attract the most qualified candidates.

I will discuss my proposal further and ask the Commission to consider my proposal at the April 20, 2017 EMA Commission meeting.

CC: David Farmer, Scott County Budget Director
Mary Thee, Scott County Human Resources Director





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**Scott County EMA Commission
February 16, 2017 Meeting Minutes (pending approval)**

The Scott County Emergency Management Commission met for a scheduled meeting on Thursday, February 16, 2017 at 6:00p.m., at the Scott County Emergency Management Agency located at 1100 E 46th St Street, Davenport. Present for the meeting were:

Commission Members present:

Frank Klipsch, Mayor of Davenport; Tim Brandenburg, Mayor of Blue Grass; Michael Limberg, Mayor of Long Grove; Marty O'Boyle, Mayor of Eldridge; Diane Holst, Scott County Board of Supervisors; Steve Laughlin, Mayor of Dixon; Bob Gallagher, Mayor of Bettendorf; Karen Carsten, McCausland City Council; Tim Lane, Scott County Sheriff

Others Present:

Dave Donovan, Scott County EMA Coordinator; Denise Pavlik, Scott Emergency Communications Center.

The meeting was called to order by Mayor Gallagher at 6:01 p.m.

Approval of Meeting Agendas and Minutes

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

Approval of Minutes from January 19, 2017 meeting.
Moved by Holst, Second by Klipsch – all ayes.

Old Business

Donovan updated that the applications for 2017 Coordinated Complex Terrorist Attack Grant Program is submitted. Expect funding decisions and awards in April or May.

The Commission reviewed the separate and combined budget documents for EMA and SECC.

Public Hearing

Open a public hearing regarding the proposed 2018 Budget for the Scott County Emergency Management Agency.

Moved by O'Boyle, Second by Limberg

No one appeared to speak for or against the proposed budget.

Open a public hearing regarding the proposed 2018 Budget for the Scott County Emergency Management Agency.

Moved by Limberg, Second by Holst – all ayes

New Business – NONE

Coordinator's Report

- 1) Donovan reviewed an updated listing of important dates for training and exercise events and future Commission Meetings

Actions and Approvals

- 1) Motion approving the Scott County Emergency Management Agency fiscal year 2017-18 budget as presented.

Moved by Klipsch, second by O'Boyle – all Ayes

Roll Call Vote:

Ayes: Gallagher, Brandenburg, Klipsch, Laughlin, O'Boyle, Limberg, Carsten, Holst and Lane.

Nays: None

F - Next Meeting

Next Scheduled Meeting – April 20, 2017 at 6:00 p.m. – same location.

G – Adjourn

Motion to Adjourn at 6:17 p.m.

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

