



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
July 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 April 20, 2017 Commission meeting (see attached)
Motion_____Second_____Ayes_____Nays_____

B - Old Business

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

- 2) Staffing: Status of the recruitment for the second Part-time Planner position.

- 3) HMEP Grant: We were contacted by the State last week indicating that additional funding (total \$6000) is now available to allow us to complete the Commodity Flow Analysis that we had submitted an application for and subsequently cancelled due to the non-availability of funds in the current grant year

There is no local match required for this grant program. However, we will likely need to amend our budget to reflect the additional monies passing through.

- 4) Commission meeting times: Discussion of the poll for possibly changing the regular Commission meeting days/times.
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C – New Business

- 1) Salamander Credentialing and Resource Typing: Discuss the policy direction and effort to credential personnel and equipment into the Salamander system.
- 2) EMPG Funding: Discuss proposed Emergency Management Performance Grant funding changes.

D - Coordinator's Report

- 1) Training Update:
 - a. ICS Logistics Section Chief: Completed May1-5, 2017.
 - b. ICS Incident Commander: Approved and scheduled for January 8-12. This course will provide the basis for managing an entire large incident or event.
 - c. Chlorine Institute/TransCAER: Rail HazMat response. This is sponsored by the railroads and will be held at the CP Nahant Yard in Davenport on July 18-20, 2017.
 - d. AWR147 Rail Car Incident Response Training: We have partnered with the Buffalo Fire Department to host this training by the Rural Domestic Preparedness Consortium. This is scheduled for Saturday August 5, 2017.
 - e. Rescue Task Force: Part of a state-wide delivery and scheduled for August 28-30, 2017, this course provides the training and skills to better care for casualties resulting from an active assailant situation.
 - f. MGT 340 Crisis Leadership and Decision Making: Scheduled for September 13 here at EMA. This course is designed for city leadership and administration to build crisis leadership skills. This is recommended for all Commission members, council members, chiefs and city leadership positions.
 - g. Multi-Agency Resource Center (MARC) Training: Delivered by the American Red Cross, this is a pilot for the State of Iowa. We expect our government and non-profit partners from the Quad City Community Organizations Active in Disasters (QCCOAD) to be in attendance. This training is vital to effectively delivering recovery services to the public in the aftermath of a disaster or emergency.
 - h. PER211 Medical Management of CBRNE: Course for hospital, EMS and Public Health. Approved and will be scheduled for January or February 2018.
 - i. CMS Emergency Planning Training: Presented to approximately 40 administrators from area long term care facilities regarding the processes of emergency planning, training and exercising. This effort
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is in response to new requirements from CMS (Medicare) that take effect in November 2017. See below in Exercises and Planning.

- j. 2018 Disaster Readiness Conference: Our planning group will meet later this month to begin planning for next year's conference. We are uncertain if there will be any funding changes from the Health Care Coalition due to new regional budgets.
- k. 2017 Radiological Training: We are working with the Iowa Homeland Security and Emergency Management Department to schedule annual training with several of our partner agencies.

2) Exercise/Event Update:

- a. Area Maritime Security Committee 2017. The 2017 QC AMSC Full Scale Exercise was conducted on May 10, 2017. Field activities took place at two locations (Davenport and East Moline) where a coordinated terror attack was the scenario. We ran Unified Command from our Emergency Operations Center. We had over 90 participants from 40 different agencies (including the Rock Island Arsenal, Corps of Engineers, USCG, FBI and EPA) at the UC and over 250 participants exercise wide. The American Red Cross and Salvation Army partnered to provide food and water to the participants. The QC CERT Team, RSVP, Coast Guard Auxiliary, VIPS and the Medical Reserve Corps partnered together with the Clinton County CERT to provide actors (victims) and support personnel. Captain Malloy from the US Coast Guard was very pleased with the QC response and participation.
- b. BIX 2917: Planning for the BIX response is nearing completion. EMA participates in support of this event and does a partial activation of the EOC for the race. Unified Command for the event will take place at our EOC.
- c. Volunteer Reception Center Exercise: On June 20, 2017 with the Scott and Rock Island County Health Departments and RI County EMA, we conducted a full scale exercise of our Volunteer Reception Center. Over 40 persons participated in this event. This allowed us the opportunity to activate our trailer and equipment, test new forms and procedures and was our first opportunity to demonstrate the Salamander Rapid Tag system. The after action report is nearing completion for this exercise.
- d. CMS Exercises: We are currently working with other Health and EMA Partners to coordinate a tabletop and a full scale exercise to allow our Medicare Long Term Care facilities to meet their 2017 requirements.

3) Planning Update:

- a. Comprehensive Emergency Operations Plan: We are in the process of completing our updates. We expect to submit drafts to the state in August and plan to adopt at the October Commission meeting.
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- b. Radiological Emergency Plan: We continue to work with the State of Iowa and our partners to update our REP plan and look at possible changes to our registration 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 Healthcare Coalition has completed a revision of the Scott County Mass Fatality Plan. Our next step is to schedule a series of exercises to test the plan.
- d. CMS Planning: We are working with partners to provide technical assistance and resources to Medicare Long Term Care facilities to meet their new 2017 Emergency Planning requirements.

4) Technology and Equipment Update:

- a. Mobile Command technology: The Scott County Health Department has provided an AED for the Mobile Command Vehicle from a grant they received.
- b. Salamander System: We have trained over 20 people in the QCA in the operation of the system. All software and hardware is installed. Next steps include finalizing policies and beginning the credentialing process with first response organizations.

We are tentatively on the agenda for the next City/County Administrator meeting to discuss implementation.

We are credentialing all medical personnel for the Bix Medical Tent and will utilize the system to verify medical tent personnel the day of the race.

5) Upcoming important dates for 2017:

- July 27: Scott County EMS and Fire Chiefs Meeting
 - July 28: QCEPC meeting
 - Aug 4: Mobilizing Faith Organization in Preparing for Disasters (Mt. Pleasant, IA)
 - Aug 5: AWR147 Rail Car Incident Response (Buffalo)
 - Aug. 8: Region 6 IEMA meeting
 - Aug 17: IDHRC Meeting
 - Aug 22: Genesis Radiological Training
 - Aug 24: MLI Full-scale Exercise
 - Aug 24: Scott County EMS Meeting
 - Aug. 25: QCEPC meeting
 - Aug, 25: LEPC meeting
 - Sept 13: MGT340 Crisis Leadership and Decision Making
 - Sept 18: Healthcare Coalition Response Leaders Training (Anniston, AL)
 - Sept 21: IDHRC Meeting
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Sept 27: Riverbend Transit Radiological Training
Sept 28: Scott County EMS and Fire Chiefs Meeting
Sept. 29: QCEPC meeting
Oct 10 Region 6 IEMA Meeting
Oct 16: Iowa Homeland Security Conference
Oct 19: Scott County EMA Commission Meeting
Oct 26: Scott County EMS Meeting
Nov 2-3: Safety Officer Training (Davenport Fire)
Nov 16: IDHRC Meeting
Dec 1: QCEPC Meeting
Dec 1: LEPC Meeting
Jan 8-12: Incident Commander ICS training

E – Actions and Approvals

NONE

F – Next Meeting

Next Scheduled Meeting – October 19, 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





SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

David Donovan, Emergency Management Coordinator
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**Scott County EMA Commission
April 20, 2017 Meeting Minutes (pending approval)**

The Scott County Emergency Management Commission met for a scheduled meeting on Thursday, April 20, 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:

Tim Brandenburg, Mayor of Blue Grass; Ken Schoenthaler, Mayor of Donahue; Marty O'Boyle, Mayor of Eldridge; Michael Limberg, Mayor of Long Grove; Diane Holst, Scott County Board of Supervisors; Tim Lane, Scott County Sheriff.

Others Present:

Dave Donovan, Scott County EMA Coordinator.

The meeting was called to order by Supervisor Holst at 6:04 p.m.

Approval of Meeting Agendas and Minutes

Approval of Meeting Agenda for today's meeting.
Moved by Limberg, Second by Lane – all ayes.

Approval of Minutes from February 16, 2017 meeting.
Moved by O'Boyle, Second by Limberg – all ayes.

Old Business

Donovan updated that the application for the CCTA Grant is pending.

Public Hearing

Motion to open a public hearing relative to the proposed amendment to the FY2017 Emergency Management Agency Budget

Moved by Schoenthaler, Second by Brandenburg – all ayes.

The Commission discussed the proposed budget amendment in public hearing. No one appeared to speak or ask questions regarding the budget amendment.

Motion to close the public hearing.

Moved by Limberg, Second by Brandenburg – all ayes.

New Business

- 1) EMA Proposed Staffing Changes: Donovan reviewed his memo regarding a proposal to add a second part time planner position and to adjust the hours of the current position.
- 2) Discussion of Commission meeting times: Donovan explained the results of a poll to possibly change the Commission standing meeting time. The discussion was tabled until the next meeting due to lack of attendance.

Coordinator's Report

- 1) Training Update: Donovan provided updates on several upcoming training courses scheduled at the agency, including:
 - a. ICS Logistics Section Chief: Approved for Scott County and is scheduled for May1-5, 2017.
 - 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: Donovan updated on two upcoming exercise events:
 - 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.
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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: Donovan provided updates on the following planning efforts:
 - a. Comprehensive Emergency Operations Plan
 - b. Radiological Emergency Plan
 - c. Mass Fatality Plan
- 4) Technology and Equipment Update: Donovan updated the Commission on several technology projects currently underway.
- 5) Upcoming important dates for 2017:

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

Actions and Approvals

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

Moved by Brandenburg, second by Limberg – a roll call vote was conducted. All present registered an affirmative vote.

- 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.

Moved by Schoenthaler, second by Limberg – all ayes.

F - Next Meeting

Next Scheduled Meeting – July 20, 2017 at 6:00 p.m. for a regularly scheduled quarterly meeting.

G – Adjourn

Motion to Adjourn at 6:35 p.m.

Moved by Limberg, second by Brandenburg - all ayes

