



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 19, 2018 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 November 2, 2017 Commission meeting (see attached)
Motion_____Second_____Ayes_____Nays_____

B - Old Business

- 1) None

C – New Business

- 1) Amendment of EMA 2018 Budget: See attached spreadsheet for proposed budget amendment. Proposed amendment will reflect anticipated second payment for the EMPG grant – payment for 2017 was delayed into current budget. Amendment will also reflect revenues and expenditures for the HMEP commodity flow study and for increased part-time hours that occurred with the hiring of the second position in July 2018.

 - 1) Agency Mission and Goals Presentation: Discussion of proposed Agency Mission/Vision language and long range goals (see attached).
-

D - Coordinator's Report

- 1) Training Update:
 - a. Active Shooter Workshop: held February 13
 - b. Multi-Agency Resource Center (MARC) Training: held March 8
 - c. Medical Management of CBRNE: held February 5-6
 - d. Emergency Planning for Higher Education: held March 13-15
 - e. 2018 Disaster Readiness Conference: held April 4
 - f. Weather Spotter Training with NWS: held April 4
 - g. Basic Public Information Officer: scheduled for April 23-24
 - h. Countering Violent Behavior: scheduled for April 16
 - i. CERT Training: Scheduled for May 16-18 at St. Ambrose University
 - j. Senior Officials Workshop: scheduled for June 22
 - k. Health Sector Emergency Preparedness: to be rescheduled
 - l. Building Whole Community Engagement: scheduled for October 1st
 - m. On-Scene Crisis Leadership: scheduled for October 2nd
 - 2) Exercise/Event Update:
 - a. CMS Exercises: planning to coordinate opportunities again for 2018
 - b. Evaluated Radiological Training and EX: TBD for Reception Center and scheduled for December 5 for Functional EOC Exercise
 - c. School Tabletop Initiative: working with Davenport Community Schools to finalize development of a series of tabletop exercises for key staff. Plan to replicate with all other districts.
 - d. SAU Tabletop: planning for two tabletops with St. Ambrose in 2018.
 - e. BIS/RAGBRAI: planning underway
 - 3) Planning Update:
 - a. Comprehensive Emergency Operations Plan: Our 2018 plan update is underway. We have begun to meet with stakeholders for some sections. We expect to revise our ESF-2 Communications, ESF-5 Emergency Management, ESF-8 Public Health and Medical, and ESF-10 HazMat. Expect adoption in October.
 - b. Hazard Analysis: We have begun to update this planning document.
 - c. Hazard Mitigation Plan: Bi-State has comments back from FEMA and has begun revisions. We need to get adoptions from ALL communities prior to resubmission.
 - 4) Technology and Equipment Update:
 - a. Software: Damage Assessment, Incident Management and Situation Awareness products: We continue to look for software solutions to address these processes and improve our ability to respond and provide information during an event.
 - 5) Upcoming important dates for 2018:

Apr 19: IDHRC
Apr 19: EMA Commission Meeting (6 pm)
-

Apr 28: QCEPC
 May 16: SAU CERT Training begins thru 5/18
 May 17: IDHRC
 May 25: QCEPC
 Jun 5: QC AMSC
 Jun 21: IDHRC
 Jun 22: Senior Officials Workshop
 Jun 29: QCEPC
 Jul 17: QC COAD
 Jul 19: IDHRC
 Jul 19: Scott County EMA Commission Meeting (6 pm)
 Jul 27: QCEPC
 Aug 16: IDHRC
 Aug 31: QCEPC
 Oct 18: Scott County EMA Commission Meeting (6pm)

E – Actions and Approvals

- 1) Motion approving the proposed amendment to the Scott County Emergency Management Agency fiscal year 2017-18 budget as presented and published.

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	_____



F – Next Meeting

Next Scheduled Meeting – July 19, 2018, 6:00pm, for a regularly scheduled quarterly meeting.

G – Adjourn

Motion to Adjourn

Motion_____Second_____Ayes_____Nays_____

Time_____





SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

David Donovan, Emergency Management Coordinator
1100 East 46th Street, Davenport, Iowa 52807
(563)484-3050 david.donovan@scottcountyiowa.com

**Scott County EMA Commission
February 15, 2018 Meeting Minutes**

The Scott County Emergency Management Commission met for a scheduled meeting on Thursday, February 15, 2018 at 6:00p.m., at the Scott County Emergency Management Agency located at 1100 E 46th St Street, Davenport.

Commission Members present:

Bob Gallagher, Mayor of Bettendorf; Frank Klipsch, Mayor of Davenport; Ken Schoenthaler, Mayor of Donahue; Marty O'Boyle, Mayor of Eldridge; Michael Limberg, Mayor of Long Grove; Ronald Rice, Mayor of Panorama Park; Paul D'Camp, Council Member of Riverdale; Carol Earnhardt, Scott County Board of Supervisors; Tim Lane, Scott County Sheriff; and John Kostichuk, Mayor of Walcott.

Others Present:

Mike Matson, City of Davenport, Dave Donovan, Scott County EMA and Denise Pavlik, SECC

The meeting was called to order by Mayor Gallagher at 6:00 p.m.

Approval of Meeting Agendas and Minutes

- 1) Approval of Meeting Agenda for today's meeting.
Moved by Klipsch, Second by Limberg – all ayes.
- 2) Approval of Minutes from January 18, 2018 regular meeting.
Moved by O'Boyle, Second by Klipsch – all ayes.

Old Business

- 1) Donovan reviewed the updated budget spreadsheet for both EMA and SECC, including FY18 estimated amounts and the publication and state reporting form.
-

Public Hearing: 2019 Scott County Emergency Management Budget

- 1) Motion to open a public hearing regarding the Scott County Emergency Management Agency Fiscal Year 2018-19 Budget

Earnhardt moved and O'Boyle seconded to open a public hearing regarding the proposed Scott County Emergency Management Agency FY 2018-19 Budget. All Ayes.

- 2) Comments: no comments were offered

- 3) Motion to close the public hearing

Klipsch moved and Earnhardt seconded to close the public hearing. All Ayes.

Actions and Approvals

- 1) Motion approving the Scott County Emergency Management Agency fiscal year 2018-19 budget as presented and published.

O'Boyle moved and Klipsch seconded to approve the Scott County Emergency Management Agency fiscal year 2018-19.

Roll Call Vote:

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

Motion carries.

Next Meeting

Next Scheduled Meeting – April 19, 2018, 6:00pm, for a regularly scheduled Commission Meeting – possible budget amendment for FY18.

Adjourn

Motion to Adjourn at 6:17 p.m.

Moved by Klipsch, second by Earnhardt - all ayes

Respectfully prepared and submitted by: Dave Donovan, EMA Coordinator.



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 February 19, 2018 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, 2018, by revising expenditures in the following funds:

Increasing Emergency Management Fund (480) expenditures from \$ 249,770.00 to \$ 266,204.00

Reasons for increases/decreases: to adjust Fund 480 expenditures for staffing changes and additional professional service expenses; to adjust fund 489 for reduced capital expenditures included in adopted budget.

The increase in expenditures set out above will be met from increased receipts and/or 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, 2018. 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

INSTRUCTIONS

The above form of notice may be reset to include one or more funds and must be lawfully published not less than 10 nor more than 20 days before the hearing. After the hearing the Board shall adopt the amendment as finally determined and their action shall be made a matter of record. For detailed information, see chapter 24, *Code of Iowa*.

RECORD OF HEARING AND DETERMINATION ON THE AMENDMENT TO BUDGET

The Emergency Management Commission of Scott County, Iowa lawfully met on April 19, 2018, at 6:00p.m. at the place and time set in the public notice for the purpose of amending the current Scott County Emergency Management Agency budget for the fiscal year ending June 30, 2018. The Commission reviewed the affidavit of publication and then directed it be placed on file with the County Auditor. Upon taking up the proposed amendment, it was considered and residents and taxpayers were heard for or against the amendment.

Thereafter, and after hearing all residents and all taxpayers to be heard, the Board took up the amendment to the budget for final consideration and determined that said budgeted expenditures be amended as follows:

Emergency Management Fund (480) from \$ 249,770.00 to \$ 266,204.00

CERTIFICATION

The Emergency Management Coordinator was thereupon directed to adjust the records accordingly, and to certify a copy of the proceedings to the County Auditor and to the Department of Management, to be attached to the original budget for record.

I hereby certify the above to be a true and correct copy of the proceedings of the Scott County Emergency Management Commission relating to the consideration of an amendment of the original budget adopted on February 16, 2017.

Dated this 19th day of April, 2018

David Donovan, Emergency Management Coordinator

Scott County Emergency Management Agency

Adopted Goals for 2016-19

- Leverage opportunities for involvement and education (training)
- Build and nurture organizational-level relationships
- Formalize Quad City Emergency Preparedness Committee (QCEPC) as the planning committee for emergency management in Scott County
- Construct a 360 degree communication plan
- Emergency plan review and rewrite
- Emergency Operations Center (EOC) and Incident Command (IC) capacity building

Proposed Goals for 2018-21

- Develop succession plan to ensure future continuity
- Build and enhance membership in QC-COAD and QC-CERT
- Emergency plan review and rewrite with additional support functions
- Complete Annex Plan Development and Review
 - Debris Management
 - Hazard Mitigation
 - Mass Fatality
- Emergency Operations Center (EOC) and Incident Command (IC) capacity enhancement

Proposed Mission/Vision Language

It is the Mission of the Scott County Emergency Management Agency to provide for comprehensive emergency management services for the community, including the following elements: planning, training, mitigation, testing and coordination. We will accomplish the delivery of those services by nurturing relationships, enhancing open and constructive communication, fostering cooperation and through professional management.

The Vision of the Scott County Emergency Management Agency is to provide the culture and leadership for an engaged, resilient community that values preparedness, rich communication and broad engagement in emergency management processes and functions.