



**SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION**

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

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**Tentative Meeting Agenda**  
**April 18, 2019 at 6:30 p.m.**  
**Emergency Operations Center Conference Room**  
**1100 E. 46<sup>th</sup> 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 21, 2019 Commission meeting (see attached)  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

**B - Old Business**

- 1) Discussion of shared leadership with Scott Emergency Communications Center and proposed organizational changes for the Scott County Emergency Management Agency.
- 2) Discussion of the Quad City P-25 Radio Project
  - a. Update on Infrastructure Project
  - b. Discussion of Radio device purchase

**C – Discussion and Setting a Public Hearing Date: FY 2019 Scott County Emergency Management Agency Budget Amendment**

- 1) Discussion of proposed Budget Amendment to the FY2018-19 Scott County Emergency Management Agency Budget
- 2) Motion to set a public hearing date and time for consideration of the proposed Amendment to the Scott County Emergency Management Agency Fiscal Year 2018-19 Budget

Date: \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

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## **D - Coordinator's Report**

### 1) Training Update:

- a. CMS Healthcare: planning is underway for quarterly CMS meetings with training opportunities beginning this year;
- b. Crisis Management for School-Based Incidents: will be requesting a date for this summer from the Rural Domestic Preparedness Consortium;
- c. Flood Related Training: continue to provide training for CERT volunteers on flood related topics including flood safety, damage assessment and use of the state damage assessment tool;
- d. QC Regional Disaster Conference: this annual event was held on April 2, 2019 with approximately 450 attendees. Speaker topics included the Las Vegas Mass Shooting, comfort dogs, National Weather Service prediction/warnings and a sight impaired person with a story of survival from the 78<sup>th</sup> floor of the World Trade Center.

### 2) Exercise/Event Update:

- a. Flood Response: Beginning in late February, we have participated in and hosted several dozen planning and coordination meetings regarding flood preparations on both the Wapsipinicon and the Mississippi Rivers. The agency has been and continues to be deeply engaged with numerous efforts including:
    - i. Pre-planning meetings with cities and response agencies;
    - ii. Weekly update meetings with National Weather Service and partner organizations;
    - iii. Purchase of sandbagging machine and supplies; deployment of the machine to the cities of Princeton and Buffalo as well as for unincorporated residents; several tens of thousands filled bags at numerous locations county-wide;
    - iv. Requested and received State Disaster Proclamation; Iowa Individual Assistance is available along with case management;
    - v. Partnering with American Red Cross for potable bottled water distribution for residents with inundated wells; received a semi-load of donated water from State of Iowa;
    - vi. Planning to partner with American Red Cross and Salvation Army to facilitate distribution of clean-up kits;
    - vii. Met with critical infrastructure to review plans and response;
    - viii. Requested aerial photos support from Civil Air Patrol;
    - ix. Received volunteer drone video of flood impacted areas;
    - x. Partnered with Scott County GIS and City of Davenport to create flood inundation mapping;
    - xi. Responded to media requests;
  - b. School Tabletop Exercise and Planning Initiative: Additional workshop and tabletop exercise held with North Scott Schools in March.
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Expecting to partner with Mississippi Bend Area Education Agency to hold sessions for non-public schools later this year;

- c. QC Water Coalition Exercise: the tabletop exercise was developed by our agency and is scheduled for April 17, 2019.

3) Planning Update:

- a. Public Information Officers Group: continues to meet regularly and have established several sub-committees to work on developing and enhancing capabilities. This group along with the QC Incident Management Team hosted a speaker from the Las Vegas Mass Shooting to discuss public information in critical situations on April 1, 2019.
- b. Weather Spotter Network: Planning continues for this group. We expect to begin to utilize the Weather EOC framework this summer.

4) Technology and Equipment Update:

- a. Mobile Command Center repairs: Made several major repairs, including rebuilding the two masts, new seals on the slide-out and replacement of the back-up camera. Unit is in good operational condition and ready for deployment.

5) Upcoming important dates for 2019:

Apr 24: QC Search and Rescue Council  
Apr 26: QCEPC  
May 16: SECC Board Meeting  
May 31: QCEPC  
Jun 20: SECC Board Meeting  
Jun 28: QCEPC  
Jul 18: SECC Board Meeting  
Jul 18: Scott County EMA Commission Meeting (6 pm)  
Jul 26: QCEPC  
Aug 15: SECC Board Meeting  
Aug 30: QCEPC  
Sep 19: SECC Board Meeting  
Sep 27: QCEPC  
Oct 17: SECC Board Meeting  
Oct 17: Scott County EMA Commission Meeting (6pm)  
Oct 25: QCEPC  
Nov 21: SECC Board Meeting  
Dec 6: QCEPC (Combined Nov and Dec meeting)  
Dec 19: SECC Board Meeting

## **E – Actions and Approvals**

- 1) Motion approving the appointment of David Donovan as the SECC/EMA Director in a shared leadership position for both agencies. Salary as recommended by the SECC Board in consultation with Scott County Human Resources Department
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and eligible for future cost of living increases and potential performance-based merit increases.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

- 2) Motion approving the creation of the position of Deputy Director for the Scott County Emergency Management Agency and authorizing the Director to recruit for this position and any backfill vacancies that may result. Salary as determined by the Director in consultation with the Human Resources Department.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

- 3) Motion approving the emergency purchase of a sandbagging machine and flood related supplies for on-going flood response.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

**F – Next Meeting**

- 1) Next Meeting – Special Meeting for Public Hearing and consideration of FY2019 Budget Amendment – date and time TBD
- 2) Next Scheduled Meeting – July 18, 2019, 6:00pm, for a regularly scheduled Commission Meeting.

**G – Adjourn**

- 1) Motion to Adjourn

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Time \_\_\_\_\_

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**Scott County EMA Commission  
February 21, 2019 Meeting Minutes**

The Scott County Emergency Management Commission met for a scheduled meeting on Thursday, February 21, 2019 at 6:00p.m., at the Scott County Emergency Management Agency located at 1100 E 46th St Street, Davenport.

**Commission Members present:**

Ken Schoenthaler, Mayor of Donahue; Marty O'Boyle, Mayor of Eldridge; Roger Woomert, Mayor of Princeton; John Kostichek, Mayor of Walcott.

**Others Present:**

Dave Donovan, Scott County EMA; Jeremy Salsberry, Bettendorf, IA; Kate Salsberry, Bettendorf, IA; Diane Holst, Scott County.

The meeting was called to order by Mayor Schoenthaler in the absence of the Chair and Vice-chair at 6:08 p.m.

**Approval of Meeting Agendas and Minutes**

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

**Old Business**

- 1) Donovan reviewed the proposed and published FY20 Budget.

**Public Hearing**

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- 1) O'Boyle made a motion and Kostichek seconded to open a public hearing regarding the proposed FY2019-20 Budget for the Scott County Emergency Management Agency. All Ayes
- 2) Diane Holst commented regarding the estimated amounts that show a yet to be executed budget amendment showing additional funds from Scott County. She further inquired if that money would be paid back to the Scott County general fund. Her concern is that the current FY19 budget was set and the levy rate similarly set. She also commented that she does not want the county to own towers.
- 3) Donovan answered that the additional funding would be included in a future budget amendment and that those funds were expected to be bond proceeds, so there would be no need to repay the county general fund.
- 4) O'Boyle made a motion to close the public hearing. Woomert seconded the motion. All ayes.

**Coordinators Report**

- 1) No report given.

**Actions and Approval**

- 1) Kostichek made a motion to approve the proposed FY2019-20 Budget for the Scott County Emergency Management Agency as presented and published. Woomert seconded that motion.

Roll Call Vote:

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

Motion Carries.

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**Next Meeting**

Next Scheduled Meeting – April 18, 2019, 6:00pm, for a potential budget amendment and public hearing for the FY19 budget.

**G – Adjourn**

O'Boyle moved and Woomert seconded a motion to adjourn at 6:46pm. All ayes.





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April 11, 2019

To: Mayor Bob Gallagher  
EMA Commission Chair

From: David Donovan  
EMA Coordinator

Subj: Shared Leadership Proposal

On March 21, 2019, the Scott Emergency Communications Center Board voted to implement a shared leadership arrangement with the Scott County Emergency Management. Under that arrangement, the two organizations would share one Director, the SECC/EMA Director, to provide leadership for both agencies. This decision came about after the resignation of the previous SECC Director and several months of consideration. The consensus is that a shared leadership model has merit and several advantages, not the least of which, is increased synergy and efficiency between the two organizations. I have attached the proposed Job Description for this new position.

As this potential outcome became apparent, I was sure to keep the Commission informed and asked for feedback, especially if there were any concerns. I received no negative feedback. Additionally, I spoke in person to several Commissioners during this time and received all positive feedback regarding the proposed arrangement.

For this arrangement to be fully implemented, the Scott County Emergency Management Agency will need to approve it. Along with that, I have proposed an organizational change for the Agency. I have also shared my proposed organization change with many Commissioners prior to our next Commission meeting, again with no negative feedback or concerns. My proposal insures that the Agency continues to have the resources needed to keep our programs moving forward and to meet the needs of our communities, especially in times of disaster or emergency.

My organization proposal is to create a new position, that of EMA Deputy Director. That position will oversee most day-to-day operations of the agency, in consultation with the SECC/EMA Director. This position will also supervise the current Emergency Planning Specialist position, as well as agency volunteers. This position would have full authority of the agency and could represent the agency in requesting declarations or resources, interfacing on official matters and the like. I have attached the proposed job description for the EMA Deputy Director.

The proposed Deputy Director position is of vital importance, in my opinion. The time of the new SECC/EMA will be largely spent overseeing SECC operations, processes and projects. Without the Deputy Director, with full authority for EMA operations, I am certain that the agency would suffer, unable to continue to as effectively move the agency forward as we have in the past several years. It is imperative to the implementation of the proposed shared leadership position.

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I propose that the Emergency Management Commission approve the creation of the SECC/EMA Director position and the attached job description, with a salary as set by the SECC Board and a cost share commensurate with the expected workload for each agency, currently expected at 90% SECC and 10% EMA.

I further propose that the Commission approve the creation of the EMA Deputy Director position and attached job description, with a salary to be determined by the SECC/EMA Director, set in consultation with County Human Resources, considering the duties and comparable salaries for other similar positions.

The proposed organizational changes are expected to result in a nominal cost savings for both agencies. Those savings would be reflected in future budget proposals.

These proposed organizational changes will be placed on the April 18, 2019 EMA Commission Agenda for consideration.



# SECC/EMA Director

FLSA: Exempt

## SUMMARY

The Scott Emergency Communications Center / Emergency Management Agency Director provides leadership, management, and oversight for two agencies: the Scott Emergency Communications Center (SECC) and the Scott County Emergency Management Agency (EMA). Under administrative direction for the Scott Emergency Communication Center Board and the Scott County Emergency Management Commission, plans and directs the implementation of strategies, policies, procedures and operations to support the missions and visions for both agencies. Provides for fiscal management for the SECC and EMA budgets.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Takes agency directions from the SECC Board and the Scott County EMA Commission regarding policy;
- Communicates and provides information for Board and Commission members as needed to support policy, fiscal and other agency business decisions;
- Analyzes impacts of potential decisions and formulates recommendations (as appropriate) regarding agency policy direction for Board and Commission consideration;
- Directs the planning and administration of day-to-day SECC and EMA operations and activities.
- Plans, develops, and implements policies, strategic planning, reports, financial statements, and various related paperwork activities; files and reviews a variety of documents and reports.
- Participates in tabletop exercises, drills, and training maneuvers.
- Participates in contract negotiations; reviews contracts and evaluates proposals and bids.
- Oversees equipment systems; analyzes and identifies equipment needs; recommends necessary changes; plans and implements approved changes.
- Directs the supervision and training of personnel; assists with performing employee evaluations; participates in hiring, training, coaching discipline, and dismissal decisions and implementation.
- Investigates incidents, concerns, and complaints,
- Serves as a liaison between staff and Board/Commission members, agency members, and the public.
- Prepares, administers, reports and maintains the SECC and EMA budgets. Assumes fiscal responsibility for both agencies.
- Attends and participates in a variety of meetings, workshops, trainings, and conferences.
- Demonstrates the ability to exemplify, by his/her actions, the County PRIDE philosophy.
- Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience Guidelines

Bachelor's degree in Business or related field; Three (3) years experience in a leadership role for government emergency management; AND three (3) years of experience as a telecommunicator in a dispatch center with five (5) years of supervisory or management experience; OR an equivalent combination of education, training, and experience.

### Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Supervisory principles and practices.

- Public safety dispatching procedures.
- Radio systems and equipment.
- Incident Command Systems and Emergency Operations Centers.
- Federal and State programs, laws and practices related to disaster/emergency preparedness, planning, mitigation, response and recovery.
- Public budgeting methods, procedures, and practices.

**Skill in:**

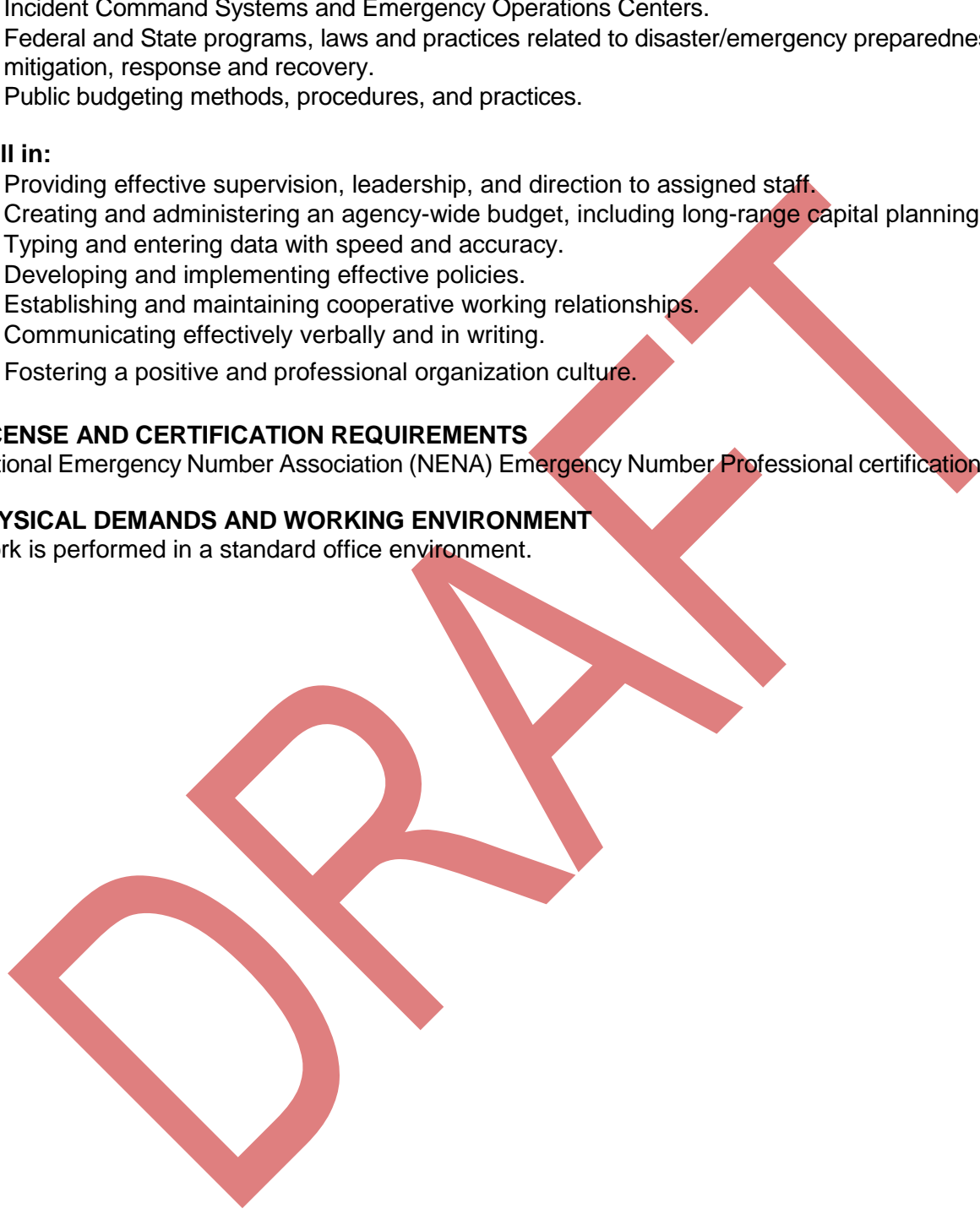
- Providing effective supervision, leadership, and direction to assigned staff.
- Creating and administering an agency-wide budget, including long-range capital planning.
- Typing and entering data with speed and accuracy.
- Developing and implementing effective policies.
- Establishing and maintaining cooperative working relationships.
- Communicating effectively verbally and in writing.
- Fostering a positive and professional organization culture.

**LICENSE AND CERTIFICATION REQUIREMENTS**

National Emergency Number Association (NENA) Emergency Number Professional certification is preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment.





Rev. 4/19

**Scott County Emergency Management Agency**

**JOB DESCRIPTION**

Approved 4/xx/2019

Class Title: Deputy Director / Coordinator  
Working Title: (Same)  
Department: Emergency Management Agency

**Job Summary**

Under general supervision of the SECC/EMA Director, assists in overseeing the planning, organization, and administration of the Emergency Management Agency (EMA) program and managing the day-to-day activities of the Scott County Emergency Management Agency. Develops, implements and executes emergency preparedness and response plans. Provides emergency preparedness educational programs and performs outreach.

**Relationships**

Reports to: SECC/EMA Director  
Supervises: Emergency Management Planning Specialist(s), Agency Volunteers  
Works with: Elected officials/department heads, commissioners, other agencies, non-profits, co-workers, the media and members of the public.

**Major Duties/Performance Measures**

1. Oversees the day-to-day operations of the agency in consultation and under the administrative guidance and direction of the SECC/EMA Director. Supervises the Emergency Management Planning Specialist positions and agency volunteers. Provides work direction, counseling, recognition, and performance feedback.

2. Assists the Director in developing and implementing strategies, policies, plans, programs and initiatives to support the mission and vision of the Scott County Emergency Management Agency.
3. Assists in the preparation and management of the budget for the agency.
4. Collects and maintains documentation and keeps accurate records. Assists with completion of federal and state grant reporting, forms and activity reports as required.
5. Develops, maintains and updates emergency plans including Scott County Multi-Jurisdictional Basic Plan, Emergency Support Function (ESF) Plans and Annexes, Radiological Emergency Response Plans (RERP) and all other plans developed and/or promulgated as part of the mission of the Scott County Emergency Management Agency. Conducts vulnerability analyses and risk assessments.
6. Plans, develops and coordinates response to multi-hazard emergency or disaster conditions, including but not limited to: terrorism, weather-related, major fire, hazardous materials, radiological incidents, etc.
7. Performs tests, maintains and documents various systems and equipment related to local emergency preparedness and response including telecommunications, radio communications, radiological, indoor and outdoor warning systems, vehicles, supply stores and other emergency operations and/or radiological equipment.
8. Works closely and provides guidance to other agencies and municipalities with developing, integrating, implementing and exercising emergency preparedness plans. Assists with on-scene and emergency operations activities related to response/recovery operations as required.
9. Plans, maintains and coordinates activation of Emergency Operations Center facilities and equipment. Designs, conducts and participates in emergency management exercises, drills and training. Evaluates effectiveness and efficiency of exercise and event responses.
10. Develops educational and promotional materials and activities, special events, exhibits and makes presentations to increase public awareness of emergency preparedness. Provides oversight for EMA's social media presence/activities and website.
11. Attends work-related meetings, conferences and seminars and maintains all certifications as required by the Iowa State Code 29C, Iowa Administrative Code 105 and all other sections of state and federal law that govern the delivery of emergency management services in Scott County
12. Performs other duties as assigned.

### **Background Requisites**

**Education:** Associates degree in related field and a minimum of four (4) years of emergency management experience preferred

**OR**

Commensurate combination of education, training and related work experience to include policy development, critical decision making and supervision of personnel.

Work Experience: Two (2) years of experience in public safety, public or military service, disaster response/preparedness or related experience.

Special Qualifications: Previous certification in NIMS ICS300/400 and position-specific (EOC) ICS training preferred. Must complete within 12 months of hire. Must complete State of Iowa EM Coordinator baseline courses within 24 months of hire. CEM preferred.

Knowledge of:

- Principles of planning, developing and coordinating emergency management services.
- Ability to manage budget and monitor expenditures.
- Supervisory principles and management.

Knowledge of local, state and federal regulations and standards relating to emergency management, especially Iowa Code Chapter 29C and Iowa Administrative Code 605.

Skill in:

- Providing effective supervision, leadership, and direction to assigned staff.
- Typing and entering data with speed and accuracy.
- Operating a computer including standard software and some specialized software.
- Developing and implementing effective policies and procedures.
- Establishing and maintaining cooperative working relationships.
- Communicating effectively verbally and in writing.
- Ability to respond effectively and quickly in deteriorating conditions.

License and Certification requirements:

- Must possess valid driver's license.

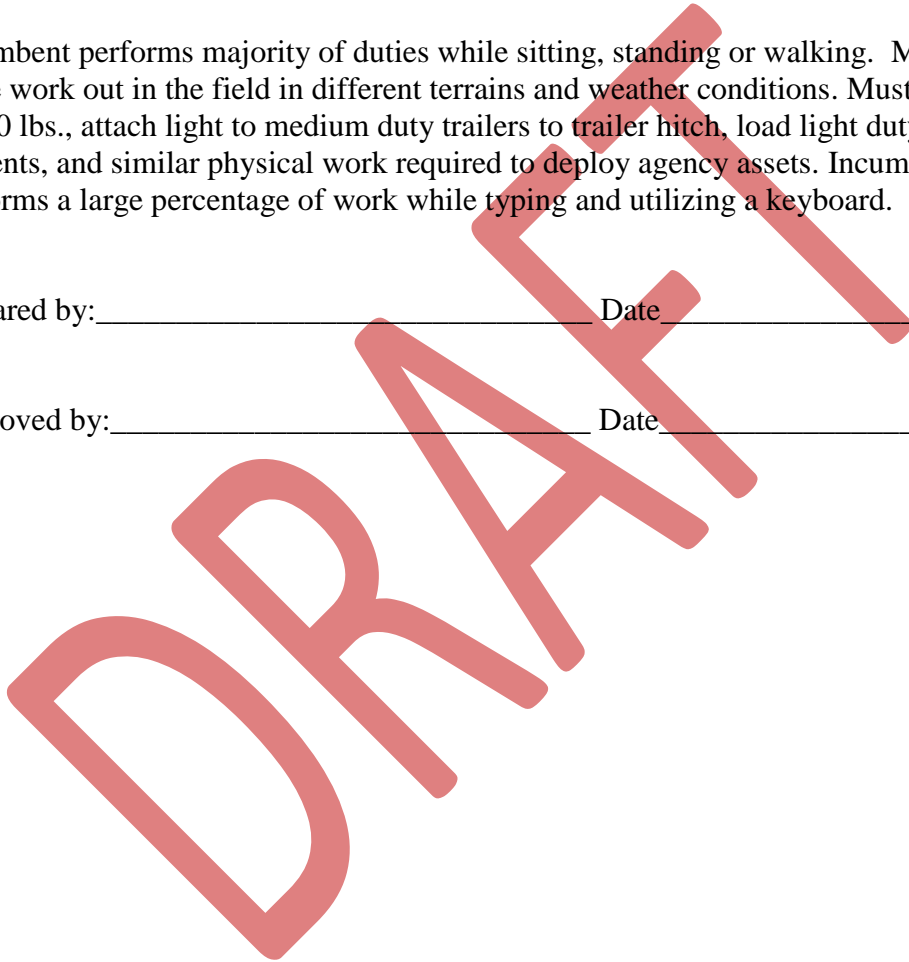
- Current certifications in CPR/AED
- Resides within a 20 mile radius of the Scott County Emergency Management Offices at 1100 E. 46<sup>th</sup> St., Davenport, IA 52807. Must meet requirement within 6 months of hire.
- Is required to be on call as agency duty officer in conjunction with other agency staff as circumstances warrant.

**Physical and Mental Ability Requirements**

Incumbent performs majority of duties while sitting, standing or walking. May perform some work out in the field in different terrains and weather conditions. Must be able to lift 50 lbs., attach light to medium duty trailers to trailer hitch, load light duty trailer contents, and similar physical work required to deploy agency assets. Incumbent performs a large percentage of work while typing and utilizing a keyboard.

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_





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April 11, 2019

To: Mayor Bob Gallagher  
EMA Commission Chair

From: David Donovan  
EMA Coordinator

Subj: Budget Amendment for FY 2019 Emergency Management Budget

I have identified the need to hold a public hearing and consider approval of a budget amendment for the fiscal year 2018-19 (current year) Scott County Emergency Management Agency Budget. The following are the fiscal changes that are driving this amendment:

- 1) Additional spending authority for flood fighting expenses. Recommend to provide for \$100,000 increase.
- 2) Several changes to the SECC Budget:
  - a. Changes to salary accounts due to short staffing and resulting overtime increases;
  - b. Spending authority and increased revenue (bond proceeds) for the initial down payment and other initial expenses for the Quad City P25 Radio Project;
  - c. Increased revenue and expenses for a hosted training class that was reimbursed via state grant;
  - d. Increased utility expense;

As indicated in my memo regarding flood expense, I am proposing that the additional EMA spending authority for flood related expenses is funded by use of EMA fund balance. I do not expect to incur \$100,000 in flood expenses. Rather, I wish to have adequate spending authority should it be needed before the end of the current fiscal year.

The SECC expenditure increases all show offsetting revenues. The Radio Project expense will be funded through the sale of bonds by Scott County, which will be transferred to the SECC fund. Depending on the timing of the bond sale, there is a possibility that the FY19 expense would be funded using fund balance and the bond proceeds would, in turn pay back the SECC fund. Additionally, there may be other revenue sources for the Radio Project dependent on the yet to made decisions regarding which governmental body will bear the expense for subscriber radio devices.

At the April Commission meeting, I plan to discuss the proposed amendment and will ask the Commission to set a date for a special meeting in the next few weeks to facilitate the public hearing and consideration of the amendment.

Cc: David Farmer, Scott County Budget and Administrative Services Director

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Scott Emergency Communications Center - Proposed FY 2019 Budget Amendment

Proposed Budget Amended

Account Description	SECC Actual 2018	EMA Actual 2018	Total Actual 2018	SECC Budget 2019	EMA Budget 2019	Total Budget 2019	SECC Actual YTD 2019	%	EMA Actual YTD 2019	%	Total Actual YTD 2019	SECC Amended 2019	EMA Amended 2019	Total Amended 2019
<b>REVENUE</b>														
State of Iowa E911 Program	15,000.00	0.00	15,000.00	0.00	0.00	0.00	10,000.00		0.00		10,000.00	10,000.00	0.00	10,000.00
Governor's Traffic Safety Bureau	1,329.96	0.00	1,329.96	2,000.00	0.00	2,000.00	973.84	49%	0.00		973.84	1,000.00	0.00	1,000.00
Federal (FEMA) EMPG	0.00	39,000.00	39,000.00	0.00	39,000.00	39,000.00	0.00		39,000.00	100%	39,000.00	0.00	39,000.00	39,000.00
Federal (FEMA) HMEP-T	0.00	0.00	0.00	0.00	4,160.00	4,160.00	0.00		1,770.50	43%	1,770.50	0.00	4,160.00	4,160.00
Federal (FEMA) HMEP-P	0.00	0.00	0.00	0.00	0.00	0.00	0.00		5,000.00		5,000.00	0.00	0.00	0.00
Federal (FEMA) HMEP-E	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00
Federal (FEMA) Hazard Mitigation	0.00	22,500.00	22,500.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00
Build America Bond IRS Interest Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00
Reimbursements from Scott County	7,600,000.00	76,209.00	7,676,209.00	8,100,000.00	218,000.00	8,318,000.00	6,750,000.00	83%	181,666.70	83%	6,931,666.70	8,100,000.00	218,000.00	8,318,000.00
Use of Bond Proceeds - transfer from Scott County	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	3,000,000.00	0.00	3,000,000.00
Professional Services to Others	0.00	58,220.00	58,220.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00
Interest	25,947.39	3,326.74	29,274.13	0.00	0.00	0.00	-4,836.39		-642.74		-5,479.13	0.00	0.00	0.00
Building Rents	7,000.00	0.00	7,000.00	0.00	0.00	0.00	15,750.00		0.00		15,750.00	15,750.00	0.00	15,750.00
Refunds & Reimbursement Default	27,835.48	0.00	27,835.48	250.00	3,423.00	3,673.00	25,716.60	10287%	304.08	9%	26,020.68	26,000.00	3,423.00	29,423.00
Refunds and Reimbursements Stop Loss	249.38	0.00	249.38	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00
Refunds and Reimbursements - Exelon	0.00	37,742.86	37,742.86	0.00	36,050.00	36,050.00	0.00		37,000.00	103%	37,000.00	0.00	36,050.00	36,050.00
Refunds and Reimbursements - DAEC	0.00	19,000.00	19,000.00	0.00	22,000.00	22,000.00	0.00		19,000.00	86%	19,000.00	0.00	22,000.00	22,000.00
Employee Jury Duty	70.80	0.00	70.80	0.00	0.00	0.00	81.15		0.00		81.15	0.00	0.00	0.00
<b>Total</b>	<b>7,677,433.01</b>	<b>255,998.60</b>	<b>7,933,431.61</b>	<b>8,102,250.00</b>	<b>322,633.00</b>	<b>8,424,883.00</b>	<b>6,797,685.20</b>	<b>84%</b>	<b>283,098.54</b>	<b>88%</b>	<b>7,080,783.74</b>	<b>11,152,750.00</b>	<b>322,633.00</b>	<b>11,475,383.00</b>
chk total			7,933,431.61			8,424,883.00					7,080,783.74			11,475,383.00

<b>EXPENSES</b>														
Salaries Regular	2,773,104.15	148,690.95	2,921,795.10	3,032,997.07	176,926.00	3,209,923.07	2,059,774.98	68%	129,910.32	73%	2,189,685.30	2,932,997.07	176,926.00	3,109,923.07
Salaries Overtime Default	291,383.32	0.00	291,383.32	270,000.00	0.00	270,000.00	286,859.33	106%	0.00		286,859.33	370,000.00	0.00	370,000.00
Shift Differential	31,675.75	0.00	31,675.75	37,376.00	0.00	37,376.00	22,145.61	59%	0.00		22,145.61	37,376.00	0.00	37,376.00
Bonus Pay	2,000.00	0.00	2,000.00	6,000.00	0.00	6,000.00	1,000.00	17%	0.00		1,000.00	6,000.00	0.00	6,000.00
Health/Medical Benefits	704,930.66	18,292.09	723,222.75	769,000.00	34,500.00	803,500.00	547,202.21	71%	25,941.75	75%	573,143.96	769,000.00	34,500.00	803,500.00
Social Security (FICA)	227,998.03	11,321.12	239,319.15	255,517.38	13,270.00	268,787.38	173,718.50	68%	9,751.99	73%	183,470.49	255,517.38	13,270.00	268,787.38
Retirement (IPERS)	274,272.13	12,091.59	286,363.72	315,331.27	19,620.00	334,951.27	221,279.14	70%	12,263.53	63%	233,542.67	315,331.27	19,620.00	334,951.27
Deferred Compensation Allowance	15,633.50	500.00	16,133.50	16,000.00	1,000.00	17,000.00	15,855.25	99%	500.00	50%	16,355.25	16,000.00	1,000.00	17,000.00
Meal Reimbursement (IRS)	195.00	0.00	195.00	350.00	0.00	350.00	190.00	54%	40.00		230.00	350.00	0.00	350.00
Buildings SECC	6,220.00	0.00	6,220.00	0.00	0.00	0.00	4,452.24		0.00		4,452.24	0.00	0.00	0.00
Moving Expense Benefit	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00
Tech & Equip Office Furn	0.00	3,803.52	3,803.52	0.00	2,000.00	2,000.00	0.00		37.99	2%	37.99	0.00	2,000.00	2,000.00
Tech & Equip Other Equipment	82,830.23	2,100.62	84,930.85	448,500.00	2,800.00	451,300.00	81,033.31	18%	2,178.79	78%	83,212.10	448,500.00	2,800.00	451,300.00
Tech & Equip Radio Project - Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	1,500,000.00	0.00	1,500,000.00
Other Improv / Space Util	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00		1,573.64	79%	1,573.64	0.00	2,000.00	2,000.00
Travel	21,464.71	2,448.98	23,913.69	15,000.00	2,250.00	17,250.00	12,683.78	85%	443.56	20%	13,127.34	15,000.00	2,250.00	17,250.00
Schools of Instruction General	23,942.65	3,521.81	27,464.46	35,000.00	5,000.00	40,000.00	29,646.60	85%	146.37	3%	29,792.97	50,000.00	5,000.00	55,000.00
Employee Development General	907.05	0.00	907.05	3,000.00	0.00	3,000.00	832.06	28%	0.00		832.06	3,000.00	0.00	3,000.00
Employee Development Employee Recognition	1,134.49	0.00	1,134.49	1,000.00	0.00	1,000.00	441.25	44%	0.00		441.25	1,000.00	0.00	1,000.00
Public Notices	867.70	50.39	918.09	750.00	450.00	1,200.00	513.54	68%	0.00	0%	513.54	750.00	450.00	1,200.00
Memberships	2,612.00	300.00	2,912.00	2,660.00	300.00	2,960.00	2,562.00	96%	200.00	67%	2,762.00	2,660.00	300.00	2,960.00
Maintenance Vehicles	0.00	3,830.87	3,830.87	0.00	7,117.00	7,117.00	0.00		4,179.89	59%	4,179.89	0.00	7,117.00	7,117.00
Maintenance Buildings	23.00	414.00	437.00	15,000.00	5,000.00	20,000.00	32,318.00	215%	4,611.72	92%	36,929.72	15,000.00	5,000.00	20,000.00
Maintenance Equipment	273,428.12	4,130.38	277,558.50	230,000.00	1,500.00	231,500.00	136,053.31	59%	25,547.00	1703%	161,600.31	230,000.00	1,500.00	231,500.00
Maintenance Computer Software	538,244.47	0.00	538,244.47	650,000.00	20,000.00	670,000.00	487,941.34	75%	2,416.67	12%	490,358.01	650,000.00	20,000.00	670,000.00
Data Processing Hardware	0.00	0.00	0.00	0.00	4,000.00	4,000.00	0.00		71.24	2%	71.24	0.00	4,000.00	4,000.00
Postage & Shipping	207.34	0.00	207.34	350.00	100.00	450.00	117.40	34%	0.00	0%	117.40	350.00	100.00	450.00
Telephone Cellular	4,110.58	4,500.43	8,611.01	6,000.00	3,900.00	9,900.00	2,386.27	40%	2,098.81	54%	4,485.08	6,000.00	3,900.00	9,900.00
Telephone Other	56,624.06	1,065.06	57,689.12	69,000.00	1,350.00	70,350.00	37,966.65	55%	0.00	0%	37,966.65	69,000.00	1,350.00	70,350.00

Scott Emergency Communications Center - Proposed FY 2019 Budget Amendment

Proposed Budget Amended

Account Description	SECC Actual 2018	EMA Actual 2018	Total Actual 2018	SECC Budget 2019	EMA Budget 2019	Total Budget 2019	SECC Actual YTD 2019	%	EMA Actual YTD 2019	%	Total Actual YTD 2019	SECC Amended 2019	EMA Amended 2019	Total Amended 2019
Utilities Electric	80,697.94	0.00	80,697.94	75,200.00	0.00	75,200.00	62,825.58	84%	0.00		62,825.58	82,000.00	0.00	82,000.00
Utilities Water	2,234.12	0.00	2,234.12	2,500.00	0.00	2,500.00	1,580.52	63%	0.00		1,580.52	2,500.00	0.00	2,500.00
Utilities Water Miscellaneous	743.30	0.00	743.30	750.00	0.00	750.00	554.35	74%	0.00		554.35	750.00	0.00	750.00
Utilities Sewer	831.46	0.00	831.46	770.00	0.00	770.00	827.86	108%	0.00		827.86	770.00	0.00	770.00
Utilities Sewer Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	97.08		0.00		97.08		0.00	0.00
Commercial Services	178,820.23	0.00	178,820.23	280,000.00	0.00	280,000.00	93,777.58	33%	0.00		93,777.58	280,000.00	0.00	280,000.00
Professional Services	282,695.04	19,862.48	302,557.52	303,000.00	5,000.00	308,000.00	0.00	0%	5,538.00	111%	5,538.00	303,000.00	5,000.00	308,000.00
Contingency	0.00	1,926.42	1,926.42	0.00	2,250.00	2,250.00	0.00		0.00	0%	0.00	0.00	2,250.00	2,250.00
Contingency - Response Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00		25,194.02		25,194.02		100,000.00	100,000.00
Recruitment	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0%	0.00		0.00	1,000.00	0.00	1,000.00
Insurance Premiums Default	0.00	3,225.00	3,225.00	0.00	3,500.00	3,500.00	0.00		0.00	0%	0.00	0.00	3,500.00	3,500.00
Insurance Premiums Workers Compensation	11,823.00	0.00	11,823.00	18,000.00	0.00	18,000.00	0.00	0%	3,548.00		3,548.00	18,000.00	0.00	18,000.00
Insurance Premiums Property Liability	0.00	0.00	0.00	40,000.00	0.00	40,000.00	28,955.00	72%	0.00		28,955.00	30,000.00	0.00	30,000.00
Insurance Premiums Professional Liability	52,486.00	0.00	52,486.00	15,000.00	0.00	15,000.00	22,631.00	151%	0.00		22,631.00	25,000.00	0.00	25,000.00
Unemployment Compensation	603.98	0.00	603.98	7,000.00	0.00	7,000.00	0.00	0%	0.00		0.00	7,000.00	0.00	7,000.00
800 MHz Access Fees	543,714.00	0.00	543,714.00	560,000.00	0.00	560,000.00	370,126.72	66%	0.00		370,126.72	560,000.00	0.00	560,000.00
800 MHz Maintenance Costs	152,430.90	0.00	152,430.90	169,000.00	0.00	169,000.00	113,878.93	67%	0.00		113,878.93	169,000.00	0.00	169,000.00
Other Expense	0.00	0.00	0.00	200.00	0.00	200.00	0.00	0%	0.00		0.00	200.00	0.00	200.00
Supplies General	33,306.55	2,857.59	36,164.14	32,000.00	3,500.00	35,500.00	14,265.03	45%	4,084.81	117%	18,349.84	32,000.00	3,500.00	35,500.00
Supplies Office Printing	214.75	468.12	682.87	750.00	550.00	1,300.00	0.00	0%	375.67	68%	375.67	750.00	550.00	1,300.00
Supplies Clothing	0.00	102.95	102.95	0.00	650.00	650.00	0.00		130.00	20%	130.00	0.00	650.00	650.00
Periodicals and Subscriptions	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0%	0.00	0%	0.00	0.00	100.00	100.00
Vehicle Supplies Fuels & Lubricants	0.00	1,360.99	1,360.99	1,500.00	2,800.00	4,300.00	0.00	0%	1,271.79	45%	1,271.79	1,500.00	2,800.00	4,300.00
Vehicle Supplies Parts	0.00	114.30	114.30	0.00	1,200.00	1,200.00	0.00		219.95	18%	219.95	0.00	1,200.00	1,200.00
Principal on Indebtedness	455,000.00	0.00	455,000.00	510,000.00	0.00	510,000.00	0.00	0%	0.00		0.00	510,000.00		510,000.00
Interest on Indebtedness	224,913.89	0.00	224,913.89	179,200.00	0.00	179,200.00	89,600.00	50%	0.00		89,600.00	179,200.00		179,200.00
Davenport Temp Dispatch Repayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00
<b>Total EXPENSE</b>	<b>7,354,324.10</b>	<b>246,979.66</b>	<b>7,601,303.76</b>	<b>8,374,701.72</b>	<b>322,633.00</b>	<b>8,697,334.72</b>	<b>4,956,092.42</b>	<b>59%</b>	<b>262,275.51</b>	<b>81%</b>	<b>5,218,367.93</b>	<b>9,896,501.72</b>	<b>422,633.00</b>	<b>10,319,134.72</b>
Chk Total			7,601,303.76			8,697,334.72	4,956,092.42				5,218,367.93			10,319,134.72

Scott Emergency Communications Center - Proposed FY 2019 Budget Amendment

Proposed Budget Amended

Account Description	SECC Actual	EMA Actual	Total Actual	SECC Budget	EMA Budget	Total Budget	SECC Actual	%	EMA Actual	%	Total Actual	SECC Amended	EMA Amended	Total Amended
	2018	2018	2018	2019	2019	2019	YTD 2019		YTD 2019		YTD 2019	2019	2019	2019
<b>FUND BALANCE</b>														
REV Total				8,102,250.00	322,633.00	8,424,883.00	6,797,685.20		283,098.54		7,080,783.74	11,152,750.00	322,633.00	11,475,383.00
EXP Total				8,374,701.72	322,633.00	8,697,334.72	4,956,092.42		262,275.51		5,218,367.93	9,896,501.72	422,633.00	10,319,134.72
+/-				-272,451.72	0.00	-272,451.72	1,841,592.78		20,823.03		1,862,415.81	1,256,248.28	-100,000.00	1,156,248.28
Beginning Fund Balance				1,715,876.17	301,679.94	2,017,556.11	0.00		0.00		0.00	1,715,876.17	301,679.94	2,017,556.11
Ending Fund Balance				1,443,424.45	301,679.94	1,745,104.39	1,841,592.78		20,823.03		1,862,415.81	2,972,124.45	201,679.94	3,173,804.39
Total Fund expenditures				272,451.72	0.00	272,451.72	-1,841,592.78		-20,823.03		-1,862,415.81	-1,256,248.28	100,000.00	-1,156,248.28
Fund Balance as a percentage of expenditures				17%	94%	20%	37%		8%		36%	30%	48%	31%



**SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY**

David Donovan, Emergency Management Coordinator  
1100 East 46<sup>th</sup> Street, Davenport, Iowa 52807  
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April 11, 2019

To: Mayor Bob Gallagher  
EMA Commission Chair

From: David Donovan  
EMA Coordinator

Subj: Emergency purchase of sandbag machine and flood related expenses

On March 13, 2019, I notified the Commission that I recommended the purchase of a sandbagging machine for EMA to increase our ability to provide filled sandbags for the community. At the time, the flood projections were very troubling and there was a fair probability of record breaking flood crests. All feedback I received was positive, so I proceeded with that purchase a few days later.

Pursuant to Scott County policy, I am required to bring this purchase before the Commission at your next meeting for retroactive approval. At the April 18, 2019 meeting, I recommend that the Commission retroactively approve the purchase of a motorized sandbag machine from the Sandbag Store in the amount of \$15,903.00.

In addition to the machine, we have purchased 40,000 sandbags at a total cost of \$8000.00 plus shipping. That purchase does not require approval as it is under the \$15,000 threshold that requires Commission approval. We have also purchased supplies relating to sandbag operations including consumable supplies for the machine, loads of sand, etc. In preparation for damage assessment and possible EOC activation, I have also authorized the purchase of several computer/tablet devices at a cost of \$2,160.

The sandbag machine is currently installed on a trailer owned by Scott County Facility and Support Services. While they have allowed for the use of that trailer for the past several weeks, they need that trailer to transport lawn care and snow removal equipment from site to site. We will relinquish the trailer to them soon, I would like to permanently acquire a similar trailer for EMA, thus allowing the machine to remain installed for quick deployment and ease of movement. I expect the cost of that trailer would be \$4-5,000, based on previous bids.

Having a trailer would allow for the best use of the sandbag machine going forward for future flood fight efforts. The real power of this machine is the ability to fill bags as close as possible to the location that they are needed. During the effort this spring the machine was deployed in Princeton and Buffalo. It was scheduled to be deployed to Riverdale, but that was cancelled as river projections began to moderate. Additionally, we utilized the machine for several days at the Secondary Roads facility, filling bags for pick up by county residents for use at several locations in the County. We estimate that approximately 35-

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40,000 sandbags were filled during our flood response thus far this spring. I consider this purchase a huge success and will remain a flood fight asset for the entire county for years to come.

We have established a flood expense project cost center and continue to track expenses relating to our flood fight efforts. At the conclusion of flood effort, I intend to create a report that details our expenses. I do not expect that our expenses (nor those of other Scott County municipalities) will qualify for any federal reimbursement. We will track those expenses nonetheless, to allow for transparency and as possible support for statewide declarations that may result.

The proposed FY19 Budget Amendment includes \$100,000 for flood response expenses, giving spending authority for the above outlined items as well as any other flood expenses that we may incur. I do not expect that our expenses would exceed even half of that amount. However, having the spending authority to respond if needed, is prudent. All flood fight expenses incurred by EMA would be funded by transfer from current EMA fund balance.

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