



SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION

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

Tentative Meeting Agenda
November 19, 2020 at 6:00 p.m.
SCEMA Commission - Zoom Meeting only

<https://us02web.zoom.us/j/82363258682?pwd=ZkIxREdaMmRuQ2VBSIA3OWExRUZ0QT09>
Meeting ID: 823 6325 8682

Dial in:
(312) 626 6799 US (Chicago)

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 October 15, 2020 Commission meeting (see attached)
Motion _____ Second _____ Ayes _____ Nays _____

Old Business

- 1) Update on the Quad City P-25 Radio Project
- 2) COVID Response and Recovery Update
- 3) Update on the Genesis Well Project
- 4) Derecho Storm Response and Recovery Update

New Business

- 1) Discussion of purchase of nitrile gloves
 - 2) Discussion of Mutual Aid Reimbursement Policy
 - 3) Presentation of FY22 Budget Recommendation
-

Actions and Approvals

- 1) Approval of the purchase of nitrile gloves from Flex Pac in the total amount of \$40,302.90.

Motion_____Second_____Ayes_____Nays_____

Next Meeting

- 1) Next Scheduled Meeting – December 17, 2020, at 6:00pm, for a regularly scheduled, monthly Commission meeting.

Adjourn

- 1) Motion to Adjourn

Motion_____Second_____Ayes_____Nays_____



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Bob Gallagher, Commission Chair
1100 East 46th Street, Davenport, Iowa 52807
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**Scott County Emergency Management Agency Commission
October 15, 2020 Meeting Minutes**

The Scott County Emergency Management Commission met for their October 2020 meeting on Thursday, October 15, 2020, at 6:00 pm. This meeting was facilitated via teleconference only.

Commission Members present (via teleconference):

Bob Gallagher, Mayor of Bettendorf; Sally Rodrigues, Mayor of Buffalo; Mike Matson, Mayor of Davenport; Ken Schoenthaler, Mayor of Donahue; Marty O'Boyle, Mayor of Eldridge; Ron Rice, Mayor of Panorama Park; Tim Lane, Scott County Sheriff.

Others Present:

Dave Donovan, Scott County EMA; Brian Payne, Scott County EMA; Jim Hawkes, Scott County EMA and one unidentified attendee via teleconference.

Chair Gallagher called the meeting to order at 6:05 p.m. All Commission members appeared via teleconference.

Approval of Meeting Agenda and Minutes

Matson made a motion to approve the agenda for the October meeting. Seconded by Rice. All Ayes.

Rice made a motion to approve the minutes from the August 20, 2020 meeting of the Scott County Emergency Management Commission. Matson seconded. All Ayes.

Old Business

- 1) Donovan gave an overview of the work to date on the QC P-25 Radio System project, including tower construction activity.
 - 2) Donovan led a discussion of issues and challenges with the existing Racom radio system since August 10, 2020. There continue to be periods of tower outages related to permanent repairs to telecom lines between Scott County and Marshalltown, IA (Racom Headquarters)
 - 3) Donovan and Payne reported on the response and recovery to COVID-19.
-

- 4) Payne gave an update on the Genesis Well project.
- 5) Payne gave an update on the Derecho storm response and recovery efforts.

New Business

- 1) Donovan outlined the proposed Confidentiality and Security Policy. Staff is asking for Commission approval. Donovan also reported that staff will submit additional policies for consideration in the coming months.
- 2) Donovan reviewed the budget issues document, and discussion ensued on several items.

Actions and Approval

- 1) Schoenthaler made a motion, and O'Boyle seconded to approve and adopt the Scott County Emergency Management Agency Information Confidentiality and Security Policy. All Ayes, motion carries.

Next Meeting

Next Commission Meeting – November 19, 2020 at 6:00 pm, for a regularly scheduled MONTHLY Zoom meeting.

G – Adjourn

Schoenthaler made a motion, and O'Boyle seconded to adjourn at 7:13 pm. All ayes.



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

David Donovan, SECC/EMA Director
1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3050 david.donovan@scottcountyiowa.com

November 10, 2020

To: Mayor Bob Gallagher
EMA Commission Chair

From: David Donovan
EMA/SECC Director

Subj: Approval of nitrile glove purchase from Flex Pac, Inc

As Brian Payne outlined in the e-mailed communications on November 6, 2020, we became aware of an opportunity to purchase nitrile gloves late last week. A local vendor had availability for medical grade nitrile gloves in large quantities at a reasonable price. While we would prefer 5-mil thickness gloves for first responders, the product available is 4-mil thickness, a reasonable compromise, and better than standard 3-mil medical gloves.

During the pandemic response, the availability of nitrile gloves has been difficult, at best. We have found it difficult to nearly impossible to secure any significant supplies. When we do find gloves, we see prices that are double the price quoted for this opportunity.

As Brian outlined in his e-mails, we have issued a purchase order with Flex Pac, Inc., with offices in Rock Island. The purchase order is in the amount of \$40,302.90 for a total of 253 cases, or 2530 boxes (100 gloves per box), of various sizes at \$15.93 per box. We expect this purchase along with a previous purchase of large gloves, will allow us to have a nine or ten month supply on hand, with current usage conditions. However, with cases growing ever rapidly, and with a potential need for future vaccine distribution efforts, this amount may only supply us for six months, or even less. We expect that supplies will normalize at some point, but are told to expect the shortage to last well into 2021.

This purchase is funded from two sources, again per Brian's e-mail. The first source is from our EMPG-Supplemental grant, in the amount of \$22,832.04. We plan to fund the remaining \$17,470.86 from our agency fund balance. We have the option to apply for reimbursement for this amount under Public Assistance from the Federal Emergency Management Agency as part of the COVID-19 response. That funding source is certainly not guaranteed to reimburse us. However, we feel that risk is worth taking. With the current tight supply and limited availability of gloves, we would rather spend the dollars from fund balance with no reimbursement, than risk

running out of this critical personal protective equipment before the pandemic eases and supplies return to normal.

We recommend that the Scott County Emergency Management Commission formally approve the purchase of 253 cases of nitrile gloves from Flex Pac, Inc., in the total amount of \$40,302.90.

We will have this on the next EMA Commission agenda for discussion and approval.

CC: Brian Payne
Jim Hawkes



Scott County EMA Budget Proposed - FY 2021-22



Account Description	EMA Actual 2019	EMA Actual 2020	EMA Budget 2021	EMA Estimate 2021	EMA Request 2022
REVENUE					
State of Iowa E911 Program	0.00	0.00	0.00	0.00	0.00
Governor's Traffic Safety Bureau	0.00	0.00	0.00	0.00	0.00
Federal (FEMA) EMPG	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00
Federal (FEMA) HMEP-T	1,770.00	0.00	0.00	0.00	0.00
Federal (FEMA) HMEP-P	5,000.00	0.00	0.00	0.00	0.00
Federal (FEMA) HMEP-E	0.00	0.00	0.00	0.00	0.00
Federal (FEMA) Hazard Mitigation	0.00	0.00	0.00	0.00	0.00
Federal (FEMA) PA	0.00	49,804.69	0.00	147,850.00	89,000.00
State (HSEMD) PA	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
Reimbursements from Scott County	218,000.00	218,000.00	218,000.00	218,000.00	265,000.00
Reimbursements from Scott County - Cap	0.00	0.00	0.00	0.00	0.00
Professional Services to Others	0.00	0.00	0.00	0.00	0.00
Interest	6,364.15	4,646.13	5,000.00	5,000.00	5,000.00
Buildings Rent	0.00	0.00	0.00	0.00	0.00
Refunds & Reimbursement Default	304.08	9,972.17	500.00	500.00	500.00
Refunds and Reimbursements - Exelon	37,000.00	46,918.00	36,000.00	36,000.00	36,000.00
Refunds and Reimbursements - DAEC	19,000.00	19,000.00	9,500.00	9,500.00	0.00
Refunds and Reimbursements - COVID	0.00	53,445.51		45,000.00	0.00
Employee Jury Duty	0.00	0.00	0.00	0.00	0.00
Total	326,438.23	440,786.50	308,000.00	500,850.00	434,500.00

chk total

EXPENSES					
Salaries Regular	152,439.18	131,475.72	145,516.00	138,049.51	191,951.98
Salaries Overtime Default	0.00	0.00	0.00	0.00	0.00
Shift Differential	0.00	0.00	0.00	0.00	0.00
Bonus Pay	0.00	0.00	0.00	0.00	0.00
Health/Medical Benefits	31,060.30	39,250.78	55,050.00	44,000.00	63,500.00
Social Security (FICA)	11,413.06	9,596.66	11,154.00	10,000.00	14,000.00
Retirement (IPERS)	14,390.26	12,411.24	13,737.00	13,500.00	18,900.00
Deferred Compensation Allowance	500.00	150.00	1,000.00	500.00	500.00
Meal Reimbursement (IRS)	40.00	8.25	150.00	150.00	150.00
Moving Expense Benefit	0.00	0.00	0.00	0.00	0.00
Buildings SECC	0.00	0.00	0.00	0.00	0.00
Tech & Equip Office Furn	1,057.49	1,239.69	1,400.00	1,400.00	1,400.00
Tech & Equip Other Equipment	2,178.79	41,611.00	18,750.00	40,500.00	86,800.00

Scott County EMA Budget Proposed - FY 2021-22



Account Description	EMA Actual 2019	EMA Actual 2020	EMA Budget 2021	EMA Estimate 2021	EMA Request 2022
Vehicles General Purchase			70,000.00	44,500.00	
Infrastructure - Telecommunications	0.00	0.00	0.00	0.00	0.00
Other Improv / Space Util	2,358.95	0.00	2,500.00	2,500.00	2,500.00
Travel	443.56	1,031.26	2,200.00	1,000.00	2,200.00
Schools of Instruction General	1,137.97	309.00	2,500.00	1,500.00	2,500.00
Employee Development General	0.00	0.00	500.00	500.00	500.00
Employee Dev - Recognition	0.00	0.00	500.00	500.00	500.00
Public Notices	0.00	71.74	300.00	300.00	300.00
Memberships	200.00	0.00	300.00	300.00	300.00
Maintenance Vehicles	9,875.77	14,982.66	10,000.00	15,000.00	12,500.00
Maintenance Buildings	4,686.72	4,926.46	6,500.00	6,500.00	6,500.00
Maintenance Equipment	4,634.50	1,579.00	2,500.00	2,500.00	2,500.00
Maintenance Computer Software	7,144.86	2,187.50	7,000.00	7,000.00	10,500.00
Tower Site Maintenance	0.00		0.00	0.00	0.00
Radio System Maintenance			0.00	0.00	0.00
Data Processing Hardware	71.24	6,626.92	4,000.00	4,000.00	3,000.00
Postage & Shipping	0.00	180.37	100.00	100.00	100.00
Telephone Cellular	4,344.71	5,776.75	4,400.00	4,400.00	5,800.00
Telephone Other	108.16	1,449.42	1,350.00	1,350.00	1,350.00
Utilities Electric	0.00	0.00	0.00	0.00	0.00
Utilities Electric Towers			0.00	0.00	0.00
Utilities Water	0.00	0.00	0.00	0.00	0.00
Utilities Water Miscellaneous	0.00	0.00	0.00	0.00	0.00
Utilities Sewer	0.00	0.00	0.00	0.00	0.00
Commercial Services	0.00	0.00	0.00	0.00	0.00
Tower Site Lease			0.00	0.00	0.00
Professional Services	6,866.75	3,508.75	3,000.00	3,000.00	3,000.00
Contingency	26,915.02	2,306.30	3,000.00	3,000.00	3,000.00
Recruitment	0.00	0.00	0.00	0.00	0.00
Insurance Premiums Default	3,548.00	3,548.00	4,500.00	4,500.00	4,000.00
Insurance Premiums Workers Compensation	0.00	0.00	0.00	0.00	0.00
Insurance Premiums Property Liability	0.00	0.00	0.00	0.00	0.00
Insurance Premiums Professional Liability	0.00	0.00	0.00	0.00	0.00
Unemployment Compensation	0.00	0.00	0.00	0.00	0.00
800 MHz Access Fees	0.00	0.00	0.00	0.00	0.00
800 MHz Maintenance Costs	0.00	0.00	0.00	0.00	0.00
Other Expense		0.00	0.00	0.00	0.00
Disaster Preparedness Remediation	24,644.88	201,782.67	100,000.00	120,000.00	100,000.00
Supplies General	4,546.36	6,356.56	5,000.00	5,000.00	5,500.00
Supplies Office Printing	834.30	729.98	800.00	800.00	800.00

Scott County EMA Budget Proposed - FY 2021-22



Account Description	EMA Actual 2019	EMA Actual 2020	EMA Budget 2021	EMA Estimate 2021	EMA Request 2022
Supplies Clothing	130.00	364.95	800.00	800.00	800.00
Periodicals and Subscriptions	0.00	355.00	100.00	100.00	100.00
Vehicle Supplies Fuels & Lubricants	1,885.76	1,589.63	2,300.00	2,300.00	2,300.00
Vehicle Supplies Parts	539.95	275.18	1,000.00	1,000.00	1,000.00
Principal on Indebtedness	0.00	0.00	0.00	0.00	0.00
Interest on Indebtedness	0.00	0.00	0.00	0.00	0.00
Total EXPENSE	317,996.54	495,681.44	481,907.00	480,549.51	548,751.98

Chk Total

FUND BALANCE						
REV Total	326,438.23	440,786.50	308,000.00	500,850.00	434,500.00	
EXP Total	317,996.54	495,681.44	481,907.00	480,549.51	548,751.98	
+/-	8,441.69	-54,894.94	-173,907.00	20,300.49	-114,251.98	
Beginning Fund Balance	279,005.43	287,447.12	232,552.18	332,552.18	352,852.67	
Ending Fund Balance	287,447.12	232,552.18	58,645.18	352,852.67	238,600.69	
Total Fund expenditures	-8,441.69	54,894.94	173,907.00	-20,300.49	114,251.98	
Fund Balance as a percentage of expenditures	90%	47%	12%	73%	43%	

**Scott County Emergency Management Agency
5 year Project Plan**



FISCAL YEAR >>>>	2019	2020	2021	2021	2022	2023	2024	2025	2026	Future
Description	Actual	Actual	Budget	Amend	Proposed	Proposed	Proposed	Proposed	Proposed	Unprogrammed Needs
<u>Fleet, Building & Equipment</u>										
Fleet - SUV (1/2 w/ SECC)	-	-	21,500	-	21,500	-	-	-	-	25,000
Fleet - Pick-up Replacement	-	-	44,500	44,500	-	-	-	-	-	-
Mobile Command Replacement	-	-	-	-	-	-	-	-	-	350,000
Pump Acquisition	-	-	-	-	-	-	45,000	-	-	45,000
Sandbagging Equipment	-	-	-	-	-	-	-	-	-	20,000
General Replacement	2,179	2,800	-	-	5,000	5,000	10,000	10,000	10,000	-
Building & Grounds Total	2,179	2,800	66,000	44,500	26,500	5,000	55,000	10,000	10,000	440,000
<u>Technology Projects</u>										
Copier Replacement	-	6,000	6,000	-	-	6,000	-	-	7,500	8,000
Audio Visual Replacement	-	-	2,500	2,500	50,000	2,500	2,500	2,500	2,500	-
PC Replacements	-	-	-	-	-	6,000	-	-	-	20,000
Siren Controllers	-	-	-	-	-	-	-	-	-	45,000
Drone Project	-	-	8,750	32,000	-	-	-	-	35,000	-
Phone App	-	-	-	-	-	-	-	-	-	13,000
Plotter Replacement	-	-	-	-	2,800	-	-	-	-	-
Tablet Replacements	-	-	-	-	-	6,000	-	-	-	-
Computer Replacements	-	-	-	-	-	-	-	10,000	-	-
Network Router / Storage	-	-	-	-	-	10,000	-	-	-	20,000
ICS Situation Software	-	-	-	-	-	-	-	-	-	65,000
Radio Purchases	-	-	2,500	-	5,000	-	-	-	-	-
Ham Radio Project	-	-	3,000	6,000	-	-	-	-	-	-
Laptop Replacements	-	-	-	-	-	-	4,000	-	-	-
Monitor Replacements	-	-	-	-	2,500	-	-	-	-	-
Technology Sub-Total	-	6,000	22,750	40,500	60,300	30,500	6,500	12,500	45,000	171,000
<u>Contingency Projects</u>										
Disaster Contingency Authority	-	-	100,000	120,000	100,000	100,000	100,000	100,000	100,000	-
	-	-	-	-	-	-	-	-	-	-
Contingency Sub-Total	-	-	100,000	120,000	100,000	100,000	100,000	100,000	100,000	-

**Scott County Emergency Management Agency
5 year Project Plan**



FISCAL YEAR >>>>	2019	2020	2021	2021	2022	2023	2024	2025	2026	Future
Description	Actual	Actual	Budget	Amend	Proposed	Proposed	Proposed	Proposed	Proposed	Unprogrammed Needs
Total Capital Budget Requested	2,179	8,800	188,750	205,000	186,800	135,500	161,500	122,500		611,000
Net of Contingency Projects	2,179	8,800	88,750	85,000	86,800	35,500	61,500	22,500		611,000