



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

July 15, 2021, at 6:00 p.m.

SCEMA Commission – In-person Meeting
Emergency Operations Center Conference Room
1100 E. 46th St
Davenport, IA 52807

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 May 20, 2021, Commission meeting (see attached)
Motion _____ Second _____ Ayes _____ Nays _____

Old Business

- 1) Update on the Quad City P-25 Radio Project
- 2) Update on the Genesis Well Project
- 3) Update on equipment purchases:
 - Unmanned Aircraft System
 - Digital Message Board
- 4) Update on recruitment – Emergency Management Support Specialist

New Business

- 1) Discussion of fleet purchase – mid-sized SUV
- 2) Discussion of EOC AV Equipment project

Next Meeting

- 1) Discussion of future meeting frequency
- 2) Next Scheduled Meeting – August 17, 2021, at 6:00pm, for a regularly scheduled, monthly Commission meeting.

Adjourn

- 1) Motion to Adjourn
Motion _____ Second _____ Ayes _____ Nays _____
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Scott County Emergency Management Agency Commission May 20, 2021, Meeting Minutes

The Scott County Emergency Management Commission met for their May 2021 meeting on Thursday, May 20, 2021, at 6:00 p.m. The meeting was conducted in-person at Scott Emergency Communication Center in the Emergency Operations Center conference room.

Commission Members present:

Marty O'Boyle, Mayor of Eldridge; Mike Matson, Mayor of Davenport; Sally Rodriguez, Mayor of Buffalo; Tim Lane, Scott County Sheriff; Ken Schoenthaler, Mayor of Donahue; Bob Gallagher, Mayor of Bettendorf; John Kostichek, Mayor of Walcott.

Others Present:

Dave Donovan, Scott County EMA and SECC; Brian Payne, Scott County EMA; Jim Hawkes, Scott County EMA; Jason Cook, SECC.

Mayor Gallagher called the meeting to order at 6:00 p.m.

Approval of Meeting Agenda and Minutes

Mayor O'Boyle made a motion to approve the agenda for the May meeting. Mayor Matson seconded the motion. All Ayes.

Mayor Kostichek made a motion to approve the minutes from the April 15, 2021, meeting of the Scott County Emergency Management Commission. Mayor Schoenthaler seconded the motion. 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. All towers have been constructed and shelters in place at all sites. RACOM to start working at SECC to get them ready for the new radio transition. Dave Donovan and team have been working on fleet mapping and Policies/Procedures related to using the new radio system.
 - 2) Donovan and Payne reported on the response and recovery to COVID-19, including vaccine planning. Continue to meet monthly with the COVID Coalition. Both Payne and Donovan wanted to show their thanks to all partners involved with the COVID19 response. Payne started the discussion of starting to demobilize some operations related to COVID19. Payne stated that vaccine centers throughout Scott County are
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becoming operational, for example, Hy-Vee holding a clinic at the old Gordman's storefront.

- 3) Payne gave an update on the Genesis Well project. Working on resolving DNR and City of Davenport Ordinances before moving on with project. Will be meeting with Mayor Matson on those ordinances and keeping an open communication with the city and their residents near the project. Will start having weekly meetings to provide updates.
- 4) Dave Donovan discussed a memo regarding a Multi-Jurisdictional Hazard Mitigation Plan Update and Contract. He advised that they had applied to the State of Iowa for a Building Resilient Infrastructure and Communities(BRIC) grant to fund the 2023 HMP. Donovan advised that the deadline for an approved updated plan is June of 2023. Donovan discussed the funding to update the plan stating the Grant will provide \$22,500 in federal funding, The State of Iowa will provide \$3,000 in state match funding, and is confident the entire local match of \$14,500 will be fulfilled and does not anticipate the need to spend EMA funding to meet the local match.
- 5) Donovan provided an update on the UAS Policy and the MOU. Stated that EMA has worked with Scott County GIS, due to their experience in UAS. Advised that they have a preferred vendor, Frontier Precision, that will come on site and do the initial training for the new drone being purchased.

New Business

- 1) Donovan led a discussion of changes to the table of organization, new position job description and hiring – Emergency Management Support Specialist. Donovan provided a memo to the commission outlining the changes.
- 2) Donovan provided the commission the finances of the UAS. Frontier provided a quote of \$32,507.99, which included the drone, training, and many features to assist with using the drone.
- 3) Donovan provided a memo to the commission in regards to purchasing a Message Board to be used and shared with other departments within Scott County. Donovan discussed that Scott County Secondary Roads solicited quotes for the purchase of a lighted, digital message board with a message screen 6 foot by 12 foot, towable and with deep cycle batteries and a solar panel.

Public Hearing #1

- 1) Mayor Matson motioned to open the public hearing regarding an amendment to the FY2021 Budget for the Scott County Emergency Management Agency. Seconded by Mayor Rodriguez, motion approved. All Ayes. Public Hearing opened.
 - a. No one from the public was in attendance
- 2) Mayor Schoenthaler motioned to close the Public Hearing. Seconded by Mayor Matson. All Ayes. Public Hearing closed.

Public Hearing #2

- 1) Public Hearing #2 was cancelled due to potential changes to project documents.

Actions and Approval

- 1) Mayor Matson motioned to approve the amendment to the FY2021 Budget for the Scott County Emergency Management Agency, as presented and published. Seconded by Mayor Rodriguez. Roll Call vote was completed. All Ayes.
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- 2) Mayor Matson motioned to approve changes to the table of organization, adding the position of EMA Support Specialist, approving the job description, placing the position at Salary Range 20, and authorizing recruitment. Seconded by Mayor Schoenthaler. All Ayes.
- 3) Mayor O'Boyle motioned to approve a contract with Bi-State Regional Commission to complete the update to the Scott County Multijurisdictional Hazard Mitigation Plan, contingent on final contract legal review and final grant award. Seconded by Mayor Schoenthaler. All Ayes.
- 4) Mayor Schoenthaler motioned to approve award of bid for an unmanned aircraft system and accessories to Frontier Precision in the total amount of \$32,507.99. Seconded by Mayor Matson. All Ayes.
- 5) Mayor Kostichuk motioned to approve award of bid for a digital sign board from Iowa Plains Signing in the amount of \$16,600 as part of a joint purchase with Scott County Secondary Roads and Facility and Support Services. Seconded by Mayor Rodriguez. All Ayes.

Next Meeting

Next Commission Meeting – June, 17, 2021 at 6 p.m.

G – Adjourn

Mayor O'Boyle made a motion, and Mayor Matson seconded to adjourn at 6:32 p.m. All ayes.



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

July 12, 2021

To: Mayor Bob Gallagher
EMA Commission Chair

From: David Donovan
EMA/SECC Director

Subj: Discussion of fleet addition – midsized SUV

As we discussed during the budget process last year, we budgeted to add a mid-sized SUV to the EMA fleet in the current fiscal year (FY22). As you may recall that purchase was planned as a joint purchase with Scott Emergency Communications Center and initially budgeted for our fiscal year 2021 but postponed due to the lack of travel during the pandemic. With restrictions lifted and most meetings, training, and other activities near normal, we see the staff of both agencies beginning to travel within the Quad Cities area and outside the area more frequently.

We recommend that the Commission authorize us to work with Scott County Fleet Services, prepare a specification, and solicit bids for a mid-sized, all-wheel-drive SUV. As planned, this purchase will be shared by both EMA and SECC. We had budgeted this purchase in the amount of \$43,000, or \$21,500 per agency.

CC: Brian Payne
Jim Hawkes



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July 12, 2021

To: Mayor Bob Gallagher
EMA Commission Chair

From: David Donovan
EMA/SECC Director

Subj: Discussion of audio-visual refresh for the Emergency Operations Center

The audio-visual equipment in the Emergency Operations Center is over ten years old and in need of replacement. Over the past several years we have added a few small pieces of equipment (wireless projector connection and a new conference telephone) to overcome some obstacles and accommodate new technologies. The other equipment is end of life and out of support from the manufacturers.

We had budgeted to do a replacement project during the current fiscal year (FY2022) and had planned for that in conjunction with SECC, since both agencies rely on the equipment equally. Both agencies included \$50,000 in the current fiscal year budget, for a total of \$100,000 for the project. That budget was based on some preliminary conversation with the vendor that installed and services the existing equipment.

Our plan is to develop a performance specification that outlines the capabilities that we want the system to have and solicit proposals from local vendors. We will also look for proposals for service and support of the equipment. We plan to put together a small group to review the specification and to evaluate the submitted proposals. We suspect it will take several months before we bring our recommendations back to the Commission for consideration.

I ask the Commission for authorization to develop said specification, prepare proposal evaluation criteria and to work with Scott County Purchasing to solicit a request for proposals.

CC: Brian Payne
Jim Hawkes
