



SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION

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

Tentative Meeting Agenda

April 28, 2022, 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 February 10, 2022, Commission meeting (see attached)
Motion _____ Second _____ Ayes _____ Nays _____

Old Business

- 1) Hazard Mitigation Plan update
- 2) EOC Technology Project update

New Business

- 1) Award of Bid – Well Project
- 2) Contract Amendment - IMEG
- 3) Award of Bids – Alert Iowa Marketing Campaign
- 4) Discussion of Budget Amendment and Public Hearing

Approvals

- 1) Approval of rejecting all bids for the Genesis Water Well Project and rebidding the project with a revised 2023 timeline.
Motion _____ Second _____ Ayes _____ Nays _____
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2) Approval of a contract amendment with IMEG Corp. for additional engineering services for the Well Project, increasing the contract amount to the not-to-exceed amount of \$103,000.00.

Motion _____ Second _____ Ayes _____ Nays _____

3) Approval of award of bids for the Alert Iowa Marketing Campaign to multiple vendors as presented.

Motion _____ Second _____ Ayes _____ Nays _____

4) Approval of scheduling a meeting and setting a public hearing for May 19, 2022 regarding an amendment to the FY 2022 budget and cancelling the June 23, 2022 regular Commission meeting.

Motion _____ Second _____ Ayes _____ Nays _____

Next Meeting

1) Next Scheduled Meeting – **May 19, 2022**, at 6:00 pm, for a special Commission meeting and public hearing regarding an amendment to the fiscal year 2022 budget.

Adjourn

1) Motion to Adjourn

Time _____

Motion _____ Second _____ Ayes _____ Nays _____



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Bob Gallagher, Commission Chair
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Scott County Emergency Management Agency Commission February 10, 2022, Meeting Minutes

The Scott County Emergency Management Commission met for their Bi-Monthly February 2022 meeting on Thursday, February 10, 2022, 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:

Bob Gallagher, Mayor of Bettendorf; Mike Matson, Mayor of Davenport; Vince Jurgena, Representative from Riverdale; Sally Rodriguez, Mayor of Buffalo; Ken Schoenthaler, Mayor of Donahue; Ronald Rice, Mayor of Panorama Park; John Kostichek, Mayor of Walcott; and Tony Knobbe, Scott County Supervisor.

Others Present:

Dave Donovan, Scott County EMA/SECC; Brian Payne, 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 Matson made a motion to approve the agenda for the February meeting. Mayor Schoenthaler seconded the motion. All Ayes.

Supervisor Knobbe made a motion to approve the minutes from the January 13, 2022, meeting of the Scott County Emergency Management Commission. Mayor Rice seconded the motion. All Ayes.

Old Business

- 1) Donovan provided information to the Commission on the Hazard Mitigation Plan. FEMA hasn't approved the grant to help with this plan. EMA met with the Bi-State to set a plan to move forward with this project. Mayor Gallagher advised that he would help reach out to the Senators, if needed. Donovan mentioned that once approved there will be no longer a local match for this grant.
 - 2) Donovan updated the Commission on the BRIC Grant. If approved, will be used for further Water Well Projects.
 - 3) Donovan and Payne provided a Genesis Well Project Update. Went out to bid for the drilling of the new well. Received two bids for the project. Advised postponing the
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award due to recent development of the project. Will come back to the Commission with updated information once information is collected.

- 4) Payne discussed and provided an update to the EOC Technology Upgrade Project. There is \$50,000 budgeted from both EMA and SECC to complete this project. Will be touring the new EOC that was recently completed at John Deere to assist with ideas.

New Business

- 1) Payne started the discussion on the Homeland Security Grant Program application. Recently met with local first responders to start looking at a new mobile command vehicle to replace the current one. After a few discussions will put this on hold, as other ideas and uses for a mobile command came up during the meetings.
- 2) Payne reviewed the project list that is currently being worked on by members of the EMA and its partners. Discussed in length about having a workshop to bring those partners in to help understand their roles within these projects.

Public Hearing

- 1) Supervisor Knobbe motioned to approve of opening a public hearing regarding the fiscal year 2023 operating budget for the Scott County Emergency Management Agency. Mayor Matson seconded the motion. All Ayes.
- 2) Public hearing opened at 6:40 p.m. Thursday, February 10, 2022. No public in attendance. Notice was made to the papers and posted within allotted time.
- 3) Mayor Schoenthaler motioned to approve the closing of the public hearing. Supervisor Knobbe seconded the motion. All Ayes.
- 4) Public hearing closed at 6:41 p.m. Thursday, February 10, 2022.

Actions and Approval

- 1) Roll Call Vote was completed for Approval and Adoption of the Fiscal Year 2023 Operating Budget for the Scott County Emergency Management Agency as presented and published. The following members voted Aye: Bettendorf, Buffalo, Davenport, Donahue, Panorama Park, Riverdale, Scott County Board, and Walcott. The following members voted Nay: None. The adoption of the Fiscal Year 2023 Operating budget for the Scott County Emergency Management Agency is approved.
- 2) Action Item #2 was removed from the list.

Next Meeting

- 1) Next Commission Meeting – April 28, 2022 at 6:00 p.m., for a regularly scheduled, bi-monthly Commission meeting.

G – Adjourn

Supervisor Knobbe made a motion, and Mayor Matson seconded to adjourn at 6:45 p.m. All ayes.



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David Donovan, SECC/EMA Director
1100 East 46th Street, Davenport, Iowa 52807
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April 21, 2022

To: Mayor Bob Gallagher
EMA Commission Chair

From: David Donovan
EMA/SECC Director

Subj: Update on the Well Project at Genesis

As discussed at the last Commission meeting, we have received bids in response to our request for proposals for the Well Project at the Genesis East Campus. Attached is the bid tabulation. Initially, we intended to recommend that the Commission award the contract in February. Because of bid irregularities, we chose to delay that award. The low bidder, Cahoy, failed to provide bid security as required. That disqualifies them from consideration. Although the other bidder, Gingerich Pump, LLC, was viable, there were concerns with their ability to meet our preferred timeline and a noise disclaimer that they included with their bid. We let this bid with a timeline for project activities in colder weather when residential homes would be closed up. Noise has been a concern.

Initially, we felt that throwing out all bids was prudent due to the outlined issues. After some conversations with IMEG and Gingerich, it seemed that we might be able to salvage the project. We discussed the noise issues and decided to explore shifting the project to the fall of 2022. As we focused on that approach, we found that although a fall project is a potential, there are numerous unknowns, and Gingerich cannot make a firm commitment to that timetable. Coupled with the need from Gingerich to order materials as soon as possible, we believe there are too many risks and unknowns to move forward with the current bids without a firm start date. The County Attorney's Office agrees that the lowest risk is to throw out all bids and rebid the project.

We recommend that the EMA Commission reject all bids and rebid with a fall 2022/spring 2023 project timeline. Although this action does risk higher material and fuel costs, our partners support this direction.

CC: Brian Payne
Jim Hawkes



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April 22, 2022

To: Mayor Bob Gallagher
EMA Commission Chair

From: David Donovan
EMA/SECC Director

Subj: Approval of contract amendment with IMEG for Well Project

As we have discussed over the past year, the Well Project has changed significantly since its inception. What was a relatively shallow well has grown to a much larger, much more complicated deep well. As a result, the work needed to design the project, secure regulatory approval and provide contract administration have all increased. Throughout the process, our partners (Iowa American Water and Genesis) have assured us that all cost increases above the grant award (\$417,000) will be reimbursed. Our agreement with those partners also assures us of that.

We have a contract amendment proposal from IMEG for their additional work completed to date and work required through the remainder of the project. I have attached a document from IMEG proposing an hourly billing for work with a not-to-exceed total of \$43,000. Their original contract was for \$60,000. The new contract will cap the amount at \$103,000.

We recommend approving this contract amendment with IMEG and authorize the Director to sign that amended contract in the total, not-to-exceed amount of \$103,000.

CC: Brian Payne
Jim Hawkes



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April 21, 2022

To: Mayor Bob Gallagher
EMA Commission Chair

From: David Donovan
EMA/SECC Director

Subj: Approval of the award of bids – Alert Iowa Marketing

As discussed at our last meeting, Scott County Emergency Management Agency was awarded a FEMA Homeland Security Grant Program - Reallocation Grant from the Iowa Department of Homeland Security and Emergency Management in the amount of \$115,000.00. We applied for funds to market our local usage of the Alert Iowa system. Since these are reallocation funds, the funds have to be expended by June 30, 2022.

In order to take advantage of the grant funding and the tight timeline, Brian Payne put together a steering group from several key PIO representative. Using surveys and a series of meetings, that group identified a list of project initiatives:

- Printed marketing materials to hand out
- Various sizes of interior signage
- Radio/television commercial
- Exterior signage
- Public transportation signage

Brian has solicited quotes from local vendors for the above listed items. We are compiling those quotes and will provide a detailed bid award recommendation to the Commission at your next meeting.

CC: Brian Payne
Jim Hawkes



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April 21, 2022

To: Mayor Bob Gallagher
EMA Commission Chair

From: Brian Payne
EMA Deputy Director

Subj: Approval of the award of bids – Alert Iowa Marketing

As you are aware, through our local partnerships, the Scott County Emergency Management Agency developed a steering committee of several PIO representatives to help establish a strategy to market our Alert Iowa messaging system. This memo will provide you with a summary of the quotes received and what we will be recommending for approval at tomorrow's EMA Commission meeting.

Additionally, the identified strategies are a mixture of short, mid, and long-term initiatives that we will be collaboratively working through over the next several years. The items we are requesting approval to purchase will provide our local partners with the tools needed for all of our identified initiatives. The identified project areas are listed below:

- Printed marketing materials to hand out
- Various sizes of interior signage
- Radio/television commercial
- Exterior signage
- Public transportation signage

You will find page two of this memo containing the summary of the quotes that we received and our purchase recommendations. As always, please let us know if you have any questions, recommendations, comments, or concerns.

As a friendly reminder, the grant that is being referenced was awarded through FEMA's Homeland Security Grant Program - Reallocation Grant from the Iowa Department of Homeland Security and Emergency Management in the amount of \$115,000.00.

CC:
Dave Donovan
Jim Hawkes



Alert Iowa Marketing Grant - Bid Tabulation

Item Description	QTY	Recommended Vendor	Total Price	Vendor 2	Total Price	Vendor 3	Total Price	Notes
Printed Materials								
Access Func Needs Cards - English	125,000	Davenport Printing	\$ 4,625.00	Signs Now	\$ 20,275.00	Clinton Printing Co.	\$ 6,050.00	
Access Func Needs Cards - Spanish	25,000	Davenport Printing	\$ 1,100.00	Signs Now	\$ 4,055.00	Clinton Printing Co.	\$ 1,490.00	
Event Cards - English	85,000	Davenport Printing	\$ 3,230.00	Signs Now	\$ 13,787.00	Clinton Printing Co.	\$ 4,395.00	
Event Cards - Spanish	15,000	Davenport Printing	\$ 750.00	Signs Now	\$ 2,433.00	Clinton Printing Co.	\$ 1,070.00	
Promotional Items								
Refrigerator Magnets	80000	Advantage Advertising	\$ 9,486.40	Signs Now	\$ 8,624.40	Clinton Printing Co.	\$ 10,730.00	If all three items are purchased from Advantage Advertising they would apply a 2% discount.
Pens	50000	Advantage Advertising	\$ 9,555.00	Signs Now	No Bid	Clinton Printing Co.	No Bid	
Koozies	85000	Advantage Advertising	\$ 33,070.10	Signs Now	No Bid	Clinton Printing Co.	No Bid	
Signs								
A-Frame Signs	15	Signs Now	\$ 1,944.00	Davenport Printing	\$ 2,175.00			
Double Sided Banner	50	Signs Now	\$ 7,600.00	Davenport Printing	\$ 12,300.00			
11 x 17 Boards	700	Davenport Printing	\$ 2,384.90	Signs Now	\$ 2,595.00			
24 x 36 Boards	400	Davenport Printing	\$ 5,220.80	Signs Now	\$ 5,768.95			
Outdoor Metal Signs	500	Iowa Prison Industries	\$ 11,160.00	Signs Now	\$ 7,875.00	QCT	\$ 14,875.00	IPI recommended heavier guage signs. Not the low bid.
Outdoor Sign Hardware	varies	Iowa Prison Industries	\$ 6,020.19	Signs Now	No Bid	QCT	No Bid	
Bus Wraps	2 x 12 mos.	Mesmerize (Davenport)	\$ 11,450.00					
Bus Panels - Interior	40	Mesmerize (Davenport)	\$ 800.00					
Digital Media								
30 second video	3	Mindfire Comm	\$ 2,500.00	Dphilms	\$ 5,400.00		\$ 9,520.00	
15 second video	3	Mindfire Comm	\$ 1,600.00				\$ 4,780.00	
Storage								
Plastic Totes	36	Amazon	\$ 1,134.00					

Total Recommended Grant Expenditure

\$ 113,630.39