



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

December 7, 2023, at 6:00 p.m.

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

- 1) Changes to and/or approval of Meeting Agenda – today’s meeting.
Motion _____ Second _____ Ayes _____ Nays _____

- 2) Approval of Minutes from October 26, 2023, Commission meeting (see attached)
Motion _____ Second _____ Ayes _____ Nays _____

- 3) Project and Activity Updates:
 - a. Strategic Planning
 - b. IPAWS Testing December 2023
 - c. Upcoming Events:
 - i. Radiological Exercises:
01/30/2024 Dress Rehearsal 07:30-13:00, and
02/27/2024 Evaluated Exercise 07:30-13:00
 - d. Senate File 570 - Chapter 29C Amendment - Emergency Management

- 4) Discussion of FY 2025 Budget

- 5) Training, Education, and Exercise overview:
 - a. Drafted National Qualifications System (NQS) Policy

6) Discussion and approval of the NQS Policy.

Motion_____Second_____Ayes____Nays_____

7) Discussion and approval of the EMA Director job description.

Motion_____Second_____Ayes____Nays_____

8) Discussion and approval of the EMA Director salary scale.

Motion_____Second_____Ayes____Nays_____

9) Approval of setting January 25, 2024 at 6:00 pm for a public hearing regarding the proposed fiscal year 2025 budget for the Scott County Emergency Management Agency.

Motion_____Second_____Ayes____Nays_____

10) Discussion and approval of a recruitment and selection strategy for the EMA Deputy Director position.

Motion_____Second_____Ayes____Nays_____

11) Next Scheduled Meeting – January 25, 2024 at 6:00 pm, for a regularly scheduled meeting.

12) Recognition of Dave Donovan’s Retirement

13) Motion to Adjourn Time_____

Motion_____Second_____Ayes____Nays_____



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**Scott County Emergency Management Agency Commission
October 26, 2023, Meeting Minutes for Approval**

The Scott County Emergency Management Commission met for a meeting on Thursday, October 26, 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; John Kostichek, Mayor of Walcott, Ken Schoenthaler, Mayor of Donahue; Anthony Heddlesten, Mayor of Riverdale; John Maxwell, Scott County Board of Supervisors; and Tim Lane, Scott County Sheriff.

Others Present:

David Farmer, Scott County Director of Administrative Services; Brian Payne, Jim Hawkes and Molly McKee, all with Scott County EMA.

Mayor Gallagher called the meeting to order at 6:01 p.m.

Mayor Heddlesten made a motion to approve the agenda for the June meeting. Mayor Schoenthaler seconded the motion. All Ayes. Motion carried.

Payne and Hawkes led a discussion of updates on various projects and agency activities, including overview of meeting with Congregassional Staffers, Chapter 29C Amendment, Water Well Update, upcoming IPAWS Testing, and FY2025 Budget Overview. Jim Hawkes led an update on training, education and exercises for the past year and the upcoming year.

Supervisor Maxwell made a motion to approve the purchasing of a forklift that will be shared between Scott County EMA and Scott County Facility and Support Services. Sherrif Lane seconded the motion. All ayes. Motion carried.

Supervisor Maxwell made a motion to approve the amendment to the SECC 28E Intergovernmental agreement. Mayor Matson seconded the motion. All ayes. Motion carried.

Supervisor Maxwell made a motion to approve the abolishment of SECC/EMA Director position and creating a new EMA Director position and corresponding job description. Mayor Heddlesten seconded. All ayes. Motion carried.

Mayor Matson made a motion to approve the recruitment and selection strategy for EMA Director position and appointing Brian Payne into the position, effective December 15, 2023. Supervisor Maxwell seconded. All ayes. Motion carried.

The next regularly scheduled meeting is December 7, 2023 at 6:00 pm for regularly scheduled meeting.

Supervisor Maxwell made a motion to adjourn at 7:07 pm. Mayor Heddlesten seconded the motion. All ayes. Motion carried.



SCEMA Strategic Planning

Strategies List

Strategic Area #1: Partnerships & Collaboration

- Develop better engagement from all communities.
- Recruit and develop outside expertise for EOC / IMT operations.
- Explore regional partnerships.
- Enhance current partnerships.
- Develop new partnerships.
- Inventory skill sets held by partners.
- Renew engagement in QCEPC.
- Clarify expectation and roles of partner agencies.
- Identify staff from local governments to supplement roles within EMA.
- Create inventory of available equipment resources.
- Understand human capital resources and capacity of local agencies and government entities.
- Develop a local Incident Management Team with depth.
- Assess partner relationships and engagement.
- Engage with partners (Utilities CMS providers, hospitals).
- Complete a partnership needs assessment.
- Implement IMT.
- Establish a partnership inventory defining roles/responsibilities and people from public and private sectors.

Strategic Area #2: Training & Education

- Develop EMA branding and messaging for public outreach.
- Identify key training topics to support community needs.
- Explore funding sources to support training.
- Establish standardized training/curriculum for service area.
- Inform the public of EMA role.
- Create a mechanism to fund desired education/training.
- Identify, promote, and sponsor appropriate training for general public, local agencies, and internal staff.
- Survey communities for top needs / concerns / gaps.
- Ensure training and education readiness through the ages.
- Outlining EMA resources, constraints and community expectations.
- Define scope (assessment) of EMA's role.
- Improve ability to capture data, requirements for federal, state assistance and reimbursement (who to call for help/assistance during an event).
 - Create a checklist to follow for staff.

- Assess knowledge base and training needs of community partners.
- Create opportunities for key partners to observe EOC in action.
- Establish training plan for key ESF and IMT partners.

Strategic Area #3: Preparedness

- Define EMA role in community cybersecurity preparedness.
- Identify and prioritize capabilities and needs.
- Develop a culture of readiness in service area.
- Develop a cooperative planning process.
- Establish uniform vertical and horizontal integration of incident response.
- Identify availability of specialized equipment and processes to mobilize to needed sites.
- Identify need for emergency response plan within each community (facilitate and serve as resource).
- Identify need for COOP/COG plan for each community (facilitate and serve as resource).
- Create resource document by event type.
- Ensure all communities are integrated into Salamander.
- Develop a “reserves” team for incidents and training.
 - Find ways to engage subject matter experts.
- Build capacity with EMA coordinator counterparts to support shifts during disasters.
 - Partner with a local rep to work as a team.
- Complete a scope audit.
- Define and communicate EMA roles, responsibilities, and expectations.
- Complete a community asset assessment (people, equipment, etc.).



Account Number	Account Description	SECC Budget 2024	SECC Amend 2024	EMA Budget 2024	EMA Amend 2024	Total Budget 2024	Total Estimate 2024	SECC Request 2025	EMA Request 2025	Total Req 2025
REVENUE										
42118	State of Iowa E911 Program	12,000.00	12,000.00	0.00	0.00	12,000.00	12,000.00	12,000.00	0.00	12,000.00
42119	Governor's Traffic Safety Bureau	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42163.01	Federal (FEMA) EMPG	0.00	0.00	39,000.00	39,000.00	39,000.00	39,000.00	0.00	39,000.00	39,000.00
42163.02	Federal (FEMA) HMEP-T	0.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
42163.03	Federal (FEMA) HMEP-P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42163.04	Federal (FEMA) HMEP-E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42163.05	Federal (FEMA) Hazard Mitigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42163.06	Federal (FEMA) PA	0.00	0.00	0.00	19,500.79	0.00	19,500.79	0.00	0.00	0.00
42163.07	State (HSEMD) PA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43423	Build America Bond IRS Interest Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43400	Grant Project Default	0.00	0.00	0.00	425,000.00	0.00	425,000.00	0.00	0.00	0.00
43432.03	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43435	Homeland Security Grant Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43707	FEMA - Homeland Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00		0.00	0.00
43809	Reimbursements from Scott County	8,820,000.00	8,820,000.00	355,000.00	355,000.00	9,175,000.00	9,175,000.00	9,200,000.00	379,125.00	9,579,125.00
43809.01	Reimbursements from Scott County - Cap	0.00	1,050,000.00	0.00	0.00	0.00	1,050,000.00	0.00	0.00	0.00
45051	Sale of Stockpile	0.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00
46035	Professional Services to Others	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00	18,000.00
	Interest	5,000.00	156,700.00	350.00	13,900.00	5,350.00	170,600.00	122,500.00	10,800.00	133,300.00
47012	Buildings Rent	21,000.00	21,000.00	0.00	0.00	21,000.00	21,000.00	21,000.00	0.00	21,000.00
	P-25 Access Fees	25,500.00	32,000.00	0.00	0.00	25,500.00	32,000.00	40,000.00	0.00	40,000.00
48121.00	Refunds & Reimbursement Default	250.00	250.00	500.00	500.00	750.00	750.00	250.00	500.00	750.00
48121.04	Refunds and Reimbursements - Exelon	0.00	0.00	42,000.00	42,000.00	42,000.00	42,000.00	0.00	42,000.00	42,000.00
48121.05	Refunds and Reimbursements - DAEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48151.07	Refunds and Reimbursements - COVID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48118	Employee Jury Duty	50.00	50.00	0.00	0.00	50.00	50.00	50.00	0.00	50.00
49011	Sale of Vehicle Asset			0.00	0.00	0.00	0.00		0.00	0.00
	Total	8,883,800.00	10,092,000.00	444,850.00	902,900.79	9,328,650.00	10,994,900.79	9,395,800.00	492,425.00	9,888,225.00
	chk total					9,328,650.00	10,994,900.79			9,888,225.00



Account Number	Account Description	SECC Budget 2024	SECC Amend 2024	EMA Budget 2024	EMA Amend 2024	Total Budget 2024	Total Estimate 2024	SECC Request 2025	EMA Request 2025	Total Req 2025
EXPENSES										
61010.01	Salaries Regular	3,600,000.00	3,490,000.00	232,000.00	232,000.00	3,832,000.00	3,722,000.00	3,918,000.00	257,950.00	4,175,950.00
61015.00	Salaries Overtime Default	250,000.00	315,000.00	1,000.00	1,000.00	251,000.00	316,000.00	215,000.00	1,200.00	216,200.00
61030	Shift Differential	37,000.00	39,350.00	0.00	0.00	37,000.00	39,350.00	40,225.00	0.00	40,225.00
61065	Separation Compensation	0.00	52,972.00	0.00	10,000.00	0.00	62,972.00	0.00	0.00	0.00
61068	Bonus Pay	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00
62002	Health/Medical Benefits	875,000.00	42,070.86	65,000.00	65,000.00	940,000.00	107,070.86	890,634.00	81,000.00	971,634.00
62003	Social Security (FICA)	275,000.00	275,000.00	17,500.00	17,500.00	292,500.00	292,500.00	301,250.00	19,700.00	320,950.00
62004	Retirement (IPERS)	345,000.00	345,000.00	21,500.00	21,500.00	366,500.00	366,500.00	390,596.00	24,500.00	415,096.00
62007	Deferred Compensation Allowance	32,000.00	32,000.00	1,750.00	1,750.00	33,750.00	33,750.00	32,200.00	1,900.00	34,100.00
62010	Meal Reimbursement (IRS)	850.00	850.00	150.00	150.00	1,000.00	1,000.00	750.00	150.00	900.00
62014	Moving Expense Benefit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63011.07	Buildings SECC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63071.01	Tech & Equip Office Furn	7,500.00	22,500.00	4,000.00	4,000.00	11,500.00	26,500.00	10,000.00	1,000.00	11,000.00
63071.02	Tech & Equip Other Equipment	340,000.00	387,760.00	20,000.00	38,800.00	360,000.00	426,560.00	437,000.00	9,250.00	446,250.00
	Tech and Equipment - Fund Reserve	250,000.00	250,000.00	0.00	0.00	250,000.00	250,000.00	300,000.00	0.00	300,000.00
63072	Vehicles General Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63013.03	Infrastructure - Telecommunications	0.00	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00	0.00
						0.00	0.00			0.00
63073	Other Improv / Well Projects	0.00	0.00	0.00	425,000.00	0.00	425,000.00	0.00	0.00	0.00
64010	Travel	30,000.00	25,000.00	3,000.00	3,000.00	33,000.00	28,000.00	25,000.00	6,000.00	31,000.00
64011.00	Schools of Instruction General	34,000.00	25,000.00	20,000.00	20,000.00	54,000.00	45,000.00	30,000.00	15,000.00	45,000.00
64011.02	Schools of Instruction Regional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
64014.00	Employee Development General	3,200.00	3,200.00	400.00	400.00	3,600.00	3,600.00	3,200.00	400.00	3,600.00
64014.02	Employee Development Empl PRIDE	750.00	750.00	75.00	75.00	825.00	825.00	750.00	75.00	825.00
64014.03	Employee Dev - Recognition	2,600.00	2,600.00	500.00	500.00	3,100.00	3,100.00	2,600.00	500.00	3,100.00
64015	Public Notices	275.00	275.00	300.00	300.00	575.00	575.00	275.00	350.00	625.00
64016	Memberships	4,750.00	5,000.00	600.00	600.00	5,350.00	5,600.00	5,500.00	600.00	6,100.00
64018.01	Maintenance Vehicles	1,000.00	1,000.00	6,750.00	6,500.00	7,750.00	7,500.00	500.00	5,000.00	5,500.00
64018.02	Maintenance Buildings	13,000.00	5,000.00	4,000.00	4,000.00	17,000.00	9,000.00	5,000.00	4,000.00	9,000.00
64018.03	Maintenance Equipment	115,000.00	65,000.00	2,500.00	2,500.00	117,500.00	67,500.00	76,500.00	2,500.00	79,000.00
64018.04	Maintenance Computer Software	730,000.00	780,000.00	12,572.00	17,000.00	742,572.00	797,000.00	780,000.00	17,000.00	797,000.00
64018.05	Maint Vehicles - Wash and Detail	250.00	250.00	250.00	250.00	500.00	500.00	250.00	250.00	500.00
64018.07	Tower Site Maintenance	16,500.00	14,500.00	0.00	0.00	16,500.00	14,500.00	14,500.00	0.00	14,500.00
64018.08	Radio System Maintenance	212,500.00	150,000.00	0.00	0.00	212,500.00	150,000.00	240,000.00	0.00	240,000.00
	Radio Device Maintenance	60,000.00	100,000.00	0.00	0.00	60,000.00	100,000.00	100,000.00	0.00	100,000.00
64021.01	Data Processing Hardware	0.00	0.00	2,800.00	2,800.00	2,800.00	2,800.00	0.00	2,800.00	2,800.00
64027	Postage & Shipping	200.00	200.00	100.00	100.00	300.00	300.00	200.00	100.00	300.00
64028.03	Telephone Cellular	6,500.00	6,500.00	5,000.00	5,000.00	11,500.00	11,500.00	6,500.00	5,000.00	11,500.00
64028.05	Telephone Other	40,000.00	33,000.00	1,600.00	1,600.00	41,600.00	34,600.00	33,000.00	1,600.00	34,600.00
64031.01	Utilities Electric	99,000.00	1,143.84	0.00	0.00	99,000.00	1,143.84	132,614.00	0.00	132,614.00
64031.02	Utilities Propane		2,000.00	0.00	0.00	0.00	2,000.00	2,500.00	0.00	2,500.00
64031.03	Utilities Electric Towers	11,000.00	0.00	0.00	0.00	11,000.00	0.00	0.00	0.00	0.00
64031.04	Utilities Water	2,800.00	2,800.00	0.00	0.00	2,800.00	2,800.00	2,400.00	0.00	2,400.00
64031.05	Utilities Water Miscellaneous	920.00	920.00	0.00	0.00	920.00	920.00	850.00	0.00	850.00
64031.06	Utilities Sewer	2,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00	1,400.00	0.00	1,400.00



Account Number	Account Description	SECC Budget 2024	SECC Amend 2024	EMA Budget 2024	EMA Amend 2024	Total Budget 2024	Total Estimate 2024	SECC Request 2025	EMA Request 2025	Total Req 2025
64031.08	Electric Misc					0.00	0.00			0.00
64032	Commercial Services	242,000.00	285,000.00	0.00	0.00	242,000.00	285,000.00	290,000.00	0.00	290,000.00
64033.03	Rent Lease Tower Site	12,800.00	12,800.00	0.00	0.00	12,800.00	12,800.00	12,800.00	0.00	12,800.00
64037	Professional Services	350,000.00	332,500.00	0.00	0.00	350,000.00	332,500.00	340,000.00	0.00	340,000.00
64040	Contingency	18,455.00	18,000.00	2,503.00	2,500.00	20,958.00	20,500.00	15,000.00	3,000.00	18,000.00
64042	Recruitment	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00
64055	Insurance Premiums Default	0.00	0.00	5,300.00	6,600.00	5,300.00	6,600.00	0.00	6,600.00	6,600.00
64055.02	Insurance Premiums Workers Comp	10,500.00	5,000.00	0.00	0.00	10,500.00	5,000.00	7,000.00	0.00	7,000.00
64055.04	Insurance Premiums Property Liability	75,000.00	81,400.00	0.00	0.00	75,000.00	81,400.00	82,000.00	0.00	82,000.00
64055.06	Insurance Premiums Prof Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64058	Unemployment Compensation	3,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00	3,000.00
64114.01	800 MHz Access Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64114.03	800 MHz Maintenance Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64134	Internet Line Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64149	Other Expense	200.00	200.00	0.00	0.00	200.00	200.00	200.00	0.00	200.00
64175	Disaster Preparedness Remediation	0.00	0.00	100,000.00	100,000.00	100,000.00	100,000.00	0.00	100,000.00	100,000.00
66012.00	Supplies General	24,000.00	24,000.00	4,500.00	4,500.00	28,500.00	28,500.00	25,000.00	4,500.00	29,500.00
66012.02	Supplies Office Printing	4,000.00	4,000.00	1,000.00	1,000.00	5,000.00	5,000.00	5,100.00	1,000.00	6,100.00
66012.03	Supplies Clothing	0.00	0.00	1,200.00	1,200.00	1,200.00	1,200.00	0.00	1,200.00	1,200.00
66021.08	Supplies Inventory Stockpile	0.00	0.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00
66015	Periodicals and Subscriptions	400.00	400.00	150.00	150.00	550.00	550.00	250.00	200.00	450.00
66016.01	Vehicle Supplies Fuels & Lubricants	650.00	400.00	2,300.00	2,300.00	2,950.00	2,700.00	400.00	2,300.00	2,700.00
66016.02	Vehicle Supplies Parts	0.00	0.00	800.00	800.00	800.00	800.00	0.00	800.00	800.00
67010	Principal on Indebtedness	615,000.00	615,000.00	0.00	0.00	615,000.00	615,000.00	637,500.00	0.00	637,500.00
67011	Interest on Indebtedness	124,200.00	124,200.00	0.00	0.00	124,200.00	124,200.00	111,800.00	0.00	111,800.00
	Total EXPENSE	8,883,800.00	8,385,541.70	545,100.00	1,004,375.00	9,428,900.00	9,389,916.70	9,530,244.00	592,425.00	10,122,669.00
	Chk Total					9,428,900.00	9,389,916.70			10,122,669.00

FUND BALANCE										
	REV Total	8,883,800.00	10,092,000.00	444,850.00	902,900.79	9,328,650.00	10,994,900.79	9,395,800.00	492,425.00	9,888,225.00
	EXP Total	8,883,800.00	8,385,541.70	545,100.00	1,004,375.00	9,428,900.00	9,389,916.70	9,530,244.00	592,425.00	10,122,669.00
	+/-	0.00	1,706,458.30	-100,250.00	-101,474.21	-100,250.00	1,604,984.09	-134,444.00	-100,000.00	-234,444.00
	Beginning Fund Balance	-3,102,128.19	-3,102,128.19	180,535.79	180,535.79	180,535.79	180,535.79	-1,604,984.09	179,061.58	179,061.58
	Ending Fund Balance	-3,102,128.19	-1,395,669.89	80,285.79	79,061.58	80,285.79	1,785,519.88	-1,739,428.09	79,061.58	-55,382.42
	Total Fund expenditures	0.00	-1,706,458.30	100,250.00	101,474.21	100,250.00	-1,604,984.09	134,444.00	100,000.00	234,444.00

Nation Qualification System (NQS)

NQS is a FEMA initiative that “. . . establishes and promotes baseline qualifications for a national incident workforce consisting of incident management, incident support, and emergency management personnel.”

- All 50 states, the District of Columbia, and Puerto Rico receiving Emergency Management Performance Grant (EMPG) dollars are “strongly encouraged” to implement the NQS.
- The Iowa Department of Homeland Security and Emergency Management (HSEMD) has made NQS a requirement for EMPG funds.
- HSEMD and the State Training and Exercise Planning Committee (STEP-C) worked together to decide which NQS will be required and who will be the Qualification Review Board.
 - Since the EM Commission has the legal authority to oversee and implement EMA functions within their respective jurisdictions, the EMC is the Qualification Review Board.
 - Required NQS Skillsets:
 - Coordination and Individual Contribution
 - Leadership
 - Resource Ordering
 - Situational Awareness
 - Each individual will be issued a Position Task Book (PTB) for each skillset. A PTB contains skillset objectives to be accomplished.
 - Objectives are met through exercises, training, real-world events, and daily job tasks.
 - HSEMD has decided we can go back to the COVID-declared disaster to begin documenting objectives.
 - We have until the end of Federal FY 24 to:
 - Design and approve qualification procedures, credentialing standards, and a certification program.
 - To issue PTBs to workforce personnel.
 - All PTBs must be completed and workforce personnel credentialed by the end of Federal FY 25.

Next Steps

- Jim will design the qualification procedures, credentialing standards, and a certification program for Commission approval.
- Since HSMED is allowing us to document skillset objectives back through the COVID response, the Commission approved Dave to begin signing off our PTBs while he is still here.

Commission Direction

- The Commission will review the task books with associated documentation.
- We recommend the Commission give the following individuals permission to sign off skillsets:
 - EM Commission
 - EMA director and deputy director
 - Police and Fire chief officers
 - County directors, deputy directors, and managers



Administrative Policy

Policy Number	3	Title	National Qualification System
Revision Date	3/2/2021	Effective	Draft for Consideration

GENERAL POLICY STATEMENT

The National Qualification System (NQS) is a FEMA initiative that “. . . establishes and promotes baseline qualifications for a national incident workforce consisting of incident management, incident support, and emergency management personnel” (*National Incident Management System National Qualification System Supplemental Guide for Qualification Review Boards*, October 2019). FEMA has tied NQS compliance to grant qualifications; currently the Emergency Management Program Grant (EMPG). FEMA has delegated NQS compliance to states, tribes, and territories.

SCOPE

Scott County Emergency Management Agency (SCEMA) will implement NQS requirements identified by FEMA and the Iowa Department of Homeland Security and Emergency Management (HSEMD) to the degree of grant requirements.

DEFINITIONS

- “FEMA”—Federal Emergency Management Agency, federal government division responsible for nation-wide emergency management planning, preparedness, prevention, protection, mitigation, response, and recovery.
- “EMPG”—Emergency Management Performance Grant, a FEMA grant issued to state, local, tribal, and territorial emergency management agencies to assist with implementing national preparedness strategies.
- “HSEMD”—Iowa Department of Homeland Security and Emergency Management, the state government division responsible for state emergency management planning, preparedness, prevention, protection, mitigation, response, and recovery.
- “NQS”—National Qualification System, baseline qualification for emergency management workers.
- “NQS PTB”—National Qualifications System Position Task Book, a FEMA template containing qualification objectives.
- “SCEMA” – Scott County Emergency Management Agency, the local government division responsible for county-wide emergency management planning, preparedness, prevention, protection, mitigation, response, and recovery.
- “SCEMC”—Scott County Emergency Management Commission, the governing body of SCEMA.

ADMINISTRATIVE PROCEDURES

1. As long as SCEMA plans to pursue FEMA-managed grant awards with NQS requirements, SCEMA shall follow NQS requirements identified by Iowa HSEMD.
2. SCEMA shall follow the FEMA NQS PTB templates, which FEMA allows minor editing rights to each EMA. Examples of editing rights include minor description changes to meet local operations or adding objectives to satisfy EMC direction. No editing rights may change the intent of the skillset.
3. The SCEMA Director may require staff, volunteers, and EOC personnel to complete NQS PTBs that exceed HSEMD requirements.
4. SCEMA staff, volunteers, and EOC personnel may voluntarily complete NQS PTB. The same process will be followed for voluntary submissions.
5. The EM Commission has the legal authority to oversee and implement EMA functions within their respective jurisdictions. Therefore, the SCEMC is the Qualification Review Board (QRB). The EMC is responsible for reviewing and approving the completed PTB for SCEMA staff, volunteers, and EOC personnel. The review and recommendation for approval may be divided among the EMC as delegated by the EMC commissioner.
6. All documentation will be stored electronically by SCEMA.

POSITION TASK BOOK PROCEDURES

1. Upon identification of NQS requirements, SCEMA will issue the individual PBT for each skill set.
2. As defined in PTB, skill set objectives are met through exercises, training, real-world events, and daily job duties.
3. Skillset objectives may be validated by direct supervisors, training certificates, SCEMC members, SCEMA director and deputy director, police and fire chief officers, county directors, deputy directors, and managers, or exercise and real-world event documentation.
4. Once the candidate meets all the skillset objectives in the PTB, it will be presented to the SCEMC for review. Upon approval of the PTB, the SCEMC will acknowledge completion by signature of the commission chair or co-chair.
5. SCEMA staff will store completed PTBs electronically to be produced on request by FEMA or HSEMD.



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3050 ema@scottcountyiowa.gov

December 1, 2023

To: Mayor Bob Gallagher
EMA Commission Chair

From: David Donovan
SECC/EMA Director

Subj: Approval of Director Job Description and Salary Scale

At your last Scott County EMA Commission meeting, the Commission approved splitting the combined SECC/EMA Director position, as I recommended. You also discussed your recruitment strategy for the EMA Director that will be vacant upon my retirement, and approved appointing Brian Payne to the position of EMA Director, effective December 15, 2023. I apologize that I missed that meeting and the discussion that took place. I fully agree with that decision. Brian is well qualified to lead the Agency into the future.

To complete that transition, we need the Commission to approve a job description for that newly separated position (see attached). I worked collaboratively with Scott County Human Resources to draft a job description that accurately reflects the responsibilities, skills and characteristics necessary for success. I recommend approval of the attached job description.

Lastly, we need to place the new position on a salary scale. After discussion with the Scott County Human Resources Director, Vanessa Wierman, we recommend Scott County Salary Scale 36, with a salary range of \$94,577 - \$130,393. That range is very comparable (slightly below) with Johnson and Linn Counties, which are our closest comparables for the position. I recommend approval of Salary Scale 36 for the position.

CC: Brian Payne
Jim Hawkes

Scott County EMA Director

FLSA: Exempt

SUMMARY

Under the limited direction of the Scott County Emergency Management Commission (EMA), the Scott County Emergency Management Agency Director develops and implements department policies enacted by EMA to meet the mission and goals of the organization. Administers the agency's budget and oversees the daily operations and administration of the agency's full-time, part-time, and volunteer staff. Responsible for leading efforts to develop and maintain the County Emergency Operations Plan and the Radiological Emergency Response Plan.

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 Scott County EMA Commission regarding policy.
- Communicates and provides information for 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 Commission consideration.
- Directs the planning and administration of day-to-day 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.
- Manages strategies to develop and maintain required emergency planning documents.
- Facilitates training for responders, local governments, other organizations and individuals.
- Provides leadership in determining the need to activate the EOC and manage operations once activated.
- Supervises, develops, facilitates, evaluates, and participates in exercises, drills, and training.
- Participates in contract negotiations; reviews contracts, and evaluates proposals and bids.
- Manages the agency to operate as an emergency management consultant to local government, business, non-profits and individuals.
- Oversees equipment systems; analyzes and identifies equipment needs; recommends necessary changes; plans and implements approved changes.
- Directs the supervision and training of personnel; performs employee evaluations; leads and facilitates hiring, training, coaching discipline, and dismissal decisions and implementation.
- Adheres to Scott County policies in the absence of a specific agency policy.
- Serves as a liaison between staff and Commission members, agency members, and the public.
- Prepares, administers, reports and maintains the EMA budgets. Manages grant activities for the agency. Assumes fiscal responsibility of the funding mechanism for SECC as part of the EMA budget.
- Attends and participates in a variety of meetings, workshops, trainings, and conferences.
- Ensures appropriate mutual aid agreements exist to facilitate response to disasters.
- Collaborates with the Iowa Homeland Security and Emergency Management Department, the Federal Emergency Management Agency and other organizations to facilitate emergency management response and recovery.
- 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 emergency management, public administration, or related field; and three years progressively responsible experience in a leadership role for government, preferably emergency management; OR five (5) years of experience in an emergency management or response leadership role; OR an equivalent combination of education, training, and experience. Iowa Certified Emergency Manager designation preferred, or must obtain within 2 years of hire.

Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Supervisory principles and practices.
- Public safety operational principals.
- The theoretical framework and practical implementation of the National Incident Management System and the Incident Command System.
- The concept of operations for Emergency Operations Centers and the Emergency Support Function organizational and planning concepts.
- 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.
- Exhibiting community and organizational leadership during critical incidents and disasters.
- 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 personal professional relationships.
- Establishing and maintaining positive and effective interagency relationships and partnerships.
- Providing leadership regarding public safety collaboration within Scott County, the Quad Cities Area and beyond.
- Communicating effectively verbally and in writing.
- Fostering a positive and professional organization culture.

LICENSE AND CERTIFICATION REQUIREMENTS

Meets requirements contained within Iowa Code Chapter 29C for Emergency Management Coordinators. Iowa Certified Emergency Manager certification within two years of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is mostly performed in a standard office environment. Occasional lifting and moving of supplies and equipment to support field operation and EOC activation.



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY
1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3050
Readyscottcounty.com

EMA Commission Meeting Information - 2024

Time (for all meetings):

6:00 pm

Location (for all meetings):

Scott County Emergency Operations Center
1100 E 46th Street
Davenport, IA 52807

Dates:

January 25, 2024

February 22, 2024

April 25, 2024

June 27, 2024

August 22, 2024

October 24, 2024

December 5, 2024