



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

January 25, 2024, 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 December 5, 2023, Commission meeting (see attached)
Motion_____Second_____Ayes____Nays____
- 3) Election of Officers
 - a. Chair
 - b. Vice-Chair
- 4) Project and Activity Updates:
 - a. Strategic Planning
 - b. IPAWS Test Findings
 - 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
 - e. Grants
 - i. HSGP Grant Application
 - ii. Water Well Update

5) Training, Education, and Exercise update

6) Approval of 2024 HSGP Grant Applications

Motion_____Second_____Ayes____Nays_____

7) Approval of opening a public hearing on the Scott County Emergency Management Agency fiscal year 2025 budget.

Motion_____Second_____Ayes____Nays_____

8) Public Hearing

9) Approval of closing the public hearing

Motion_____Second_____Ayes____Nays_____

1) Approval and Adoption of the Fiscal Year 2025 Operating Budget for the Scott County Emergency Management Agency as presented and published.

Roll Call Vote:

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

10)Next Scheduled Meeting – February 22, 2024 at 6:00 pm, for a regularly scheduled meeting.

11)Motion to Adjourn Time_____

Motion_____Second_____Ayes____Nays_____



SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

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

**Scott County Emergency Management Agency Commission
December 7, 2023, Meeting Minutes for Approval**

The Scott County Emergency Management Commission met for a meeting on Thursday, December 7, 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; Karen Woomert, Council Member of Princeton, IA; John Kostichuk, Mayor of Walcott, Ken Schoenthaler, Mayor of Donahue; Anthony Heddlesten, Mayor of Riverdale; Michael Limberg, Mayor of Long Grove; John Maxwell, Scott County Board of Supervisors; and Tim Lane, Scott County Sheriff.

Others Present:

Brian Payne, Jim Hawkes, Breanna Pairrett, Dave Donovan, and Molly McKee, all with Scott County EMA; and Diane Holst, resident from Eldridge, IA.

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

Mayor Limberg made a motion to approve the agenda for the December meeting. Mayor Kostichuk seconded the motion. All Ayes. Motion carried.

Mayor Heddlesten made a motion to approve the minutes from the October 26, 2023 meeting of the Scott County Emergency Management Commission. Mayor Matson seconded the motion. All Ayes. Motion carried.

Payne and Hawkes led a discussion of updates on various projects and agency activities, including overview of the Strategic Planning Process, IPAWS testing in December, and Upcoming Events. Also, discussed was Chapter 29C Amendment, FY25 Budget, and upcoming trainings.

Supervisor Maxwell made a motion to approve the discussion of the NQS Policy. Mayor Matson seconded the motion. All ayes. Motion carried.

Supervisor Maxwell made a motion to approve the EMA Director job description. Mayor Matson seconded the motion. All ayes. Motion carried.

Mayor Matson made a motion to approve the EMA Director salary scale. Mayor Heddlesten seconded the motion. 7 Ayes and 1 Nay. Motion Carried.

Supervisor Maxwell made a motion to approve the public hearing on January 25, 2024 at 6:00 p.m., regarding the proposed fiscal year 2025 budget for Scott County Emergency Management Agency. Mayor Matson seconded the motion. All ayes. Motion carried.

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

The next regularly scheduled meeting is January 25, 2024 at 6:00 pm for regularly scheduled meeting.

Supervisor Maxwell made a motion to adjourn at 7:14pm. Mayor Limberg seconded the motion. All ayes. Motion carried.





SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY

Brian Payne, EMA Director
1100 East 46th Street, Davenport, Iowa 52807
(563) 484-3056 brian.payne@scottcountyiowa.gov

January 20, 2024

To: Mayor Bob Gallagher
EMA Commission Chair

From: Brian Payne
EMA Director

Subj: Approval of an HSGP grant application to replace our current Mobile Command Vehicle

We have an opportunity to apply for a Homeland Security Grant Program award to fund the purchase of new countywide apparatus to replace the current mobile command vehicle. This grant opportunity is a competitive, 100% (no match) grant with a deadline to apply in February.

As you know, over the last several years, there have been several incidents where this type of countywide asset has been needed for our community. To evaluate the greatest need for our community partners, we will work with local responders to help determine the assets or accessories within this vehicle.

Because this grant doesn't require a local match and the unknown chassis type that would be needed, I recommend that the Commission approve a grant application in an amount not to exceed \$750,000. Through a preliminary review of potential purchase options, we have estimated the cost to purchase this new asset to be \$600,000.

Should we get that award, we propose to purchase these assets following the local, state, & federal procurement guidelines. We will also evaluate operational deployment options at that time, including our opportunity to partner with local agencies to host this apparatus in Scott County.

CC: Jim Hawkes



Account Number	Account Description	SECC Actual 2023	EMA Actual 2023	Actual 2023	SECC Amend 2024	EMA Amend 2024	Total Estimate 2024	SECC Request 2025	EMA Request 2025	Total Req 2025
REVENUE										
42118	State of Iowa E911 Program	9,000.00	0.00	9,000.00	12,000.00	0.00	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	97,500.00	97,500.00	0.00	39,000.00	39,000.00	0.00	39,000.00	39,000.00
42163.02	Federal (FEMA) HMEP-T	0.00	0.00	0.00	0.00	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	24,902.06	24,902.06	0.00	19,500.79	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
43400.00	Grant Project Default	0.00	39,271.78	39,271.78	0.00	425,000.00	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
43435.00	Homeland Security Grant Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43707.00	FEMA - Homeland Security	0.00	26,727.35	26,727.35	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	8,565,000.00	309,999.96	8,874,999.96	8,820,000.00	355,000.00	9,175,000.00	9,200,000.00	379,125.00	9,579,125.00
43809.01	Reimbursements from Scott County - Cap	0.00	0.00	0.00	1,050,000.00	0.00	1,050,000.00	0.00	0.00	0.00
45051.00	Sale of Stockpile	0.00	5,107.21	5,107.21	0.00	5,000.00	5,000.00	0.00	0.00	0.00
46035.00	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	109,585.52	7,360.78	116,946.30	156,700.00	13,900.00	170,600.00	122,500.00	10,800.00	133,300.00
47012.00	Buildings Rent	22,750.00	0.00	22,750.00	21,000.00	0.00	21,000.00	21,000.00	0.00	21,000.00
	P-25 Access Fees	0.00	0.00	0.00	32,000.00	0.00	32,000.00	40,000.00	0.00	40,000.00
48121.00	Refunds & Reimbursement Default	4,574.22	49,917.23	54,491.45	250.00	500.00	750.00	250.00	500.00	750.00
48121.04	Refunds and Reimbursements - Exelon	0.00	43,314.79	43,314.79	0.00	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	380.00	0.00	380.00	50.00	0.00	50.00	50.00	0.00	50.00
49011.00	Sale of Vehicle Asset		11,327.00	11,327.00		0.00	0.00		0.00	0.00
	Total	8,711,289.74	615,428.16	9,326,717.90	10,092,000.00	902,900.79	10,994,900.79	9,395,800.00	492,425.00	9,888,225.00
	chk total			615,428.16			10,994,900.79			9,888,225.00



Account Number	Account Description	SECC Actual 2023	EMA Actual 2023	Actual 2023	SECC Amend 2024	EMA Amend 2024	Total Estimate 2024	SECC Request 2025	EMA Request 2025	Total Req 2025
EXPENSES										
61010.01	Salaries Regular	3,255,673.82	210,913.90	3,466,587.72	3,490,000.00	232,000.00	3,722,000.00	3,996,360.00	257,950.00	4,254,310.00
61015.00	Salaries Overtime Default	368,858.57	1,098.24	369,956.81	315,000.00	1,000.00	316,000.00	215,000.00	1,200.00	216,200.00
61030	Shift Differential	37,776.11	0.00	37,776.11	39,350.00	0.00	39,350.00	41,029.50	0.00	41,029.50
61065.00	Separation Compensation	22,539.48	0	22,539.48	52,972.00	10,000.00	62,972.00	0.00	0.00	0.00
61068	Bonus Pay	32,953.26	2,070.86	35,024.12	0.00	0.00	0.00	0.00	0.00	0.00
62002	Health/Medical Benefits	783,920.62	68,780.56	852,701.18	823,920.62	65,000.00	888,920.62	890,634.00	81,000.00	971,634.00
62003	Social Security (FICA)	274,882.01	15,595.57	290,477.58	275,000.00	17,500.00	292,500.00	307,275.00	19,700.00	326,975.00
62004	Retirement (IPERS)	345,721.95	20,013.82	365,735.77	345,000.00	21,500.00	366,500.00	398,407.92	24,500.00	422,907.92
62007	Deferred Compensation Allowance	30,939.11	1,830.00	32,769.11	32,000.00	1,750.00	33,750.00	32,200.00	1,900.00	34,100.00
62010	Meal Reimbursement (IRS)	0.00	0.00	0.00	850.00	150.00	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	9,451.78	0.00	9,451.78	22,500.00	4,000.00	26,500.00	10,000.00	1,000.00	11,000.00
63071.02	Tech & Equip Other Equipment	216,300.21	166,229.41	382,529.62	387,760.00	38,800.00	426,560.00	437,000.00	9,250.00	446,250.00
	Tech and Equipment - Fund Reserve	0.00	0.00	0.00	250,000.00	0.00	250,000.00	300,000.00	0.00	300,000.00
63072.00	Vehicles General Purchase	175.00	2,855.00	3,030.00	0.00	0.00	0.00	0.00	0.00	0.00
63013.03	Infrastructure - Telecommunications	803,306.16	0.00	803,306.16	400,000.00	0.00	400,000.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63073.00	Other Improv / Well Projects	0.00	36,113.49	36,113.49	0.00	425,000.00	425,000.00	0.00	0.00	0.00
64010	Travel	23,711.76	2,296.18	26,007.94	25,000.00	3,000.00	28,000.00	25,000.00	6,000.00	31,000.00
64011.00	Schools of Instruction General	19,142.50	5,649.17	24,791.67	25,000.00	20,000.00	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	0.00	292.33	292.33	3,200.00	400.00	3,600.00	3,200.00	400.00	3,600.00
64014.02	Employee Development Empl PRIDE	0.00	201.23	201.23	750.00	75.00	825.00	750.00	75.00	825.00
64014.03	Employee Dev - Recognition	3,175.75	200.00	3,375.75	2,600.00	500.00	3,100.00	2,600.00	500.00	3,100.00
64015	Public Notices	0.00	320.42	320.42	275.00	300.00	575.00	275.00	350.00	625.00
64016	Memberships	5,828.99	300.00	6,128.99	5,000.00	600.00	5,600.00	5,500.00	600.00	6,100.00
64018.01	Maintenance Vehicles	0.00	5,204.44	5,204.44	1,000.00	6,500.00	7,500.00	500.00	5,000.00	5,500.00
64018.02	Maintenance Buildings	526.00	59.99	585.99	5,000.00	4,000.00	9,000.00	5,000.00	4,000.00	9,000.00
64018.03	Maintenance Equipment	74,005.53	567.86	74,573.39	65,000.00	2,500.00	67,500.00	76,500.00	2,500.00	79,000.00
64018.04	Maintenance Computer Software	843,842.14	10,439.63	854,281.77	780,000.00	17,000.00	797,000.00	780,000.00	17,000.00	797,000.00
64018.05	Maint Vehicles - Wash and Detail	111.80		111.80	250.00	250.00	500.00	250.00	250.00	500.00
64018.07	Tower Site Maintenance	13,240.15	0.00	13,240.15	14,500.00	0.00	14,500.00	14,500.00	0.00	14,500.00
64018.08	Radio System Maintenance	11,279.58	0.00	11,279.58	150,000.00	0.00	150,000.00	240,000.00	0.00	240,000.00
	Radio Device Maintenance	0.00	0.00	0.00	100,000.00	0.00	100,000.00	100,000.00	0.00	100,000.00
64021.01	Data Processing Hardware	0.00	0.00	0.00	0.00	2,800.00	2,800.00	0.00	2,800.00	2,800.00
64027	Postage & Shipping	36.00	29.73	65.73	200.00	100.00	300.00	200.00	100.00	300.00
64028.03	Telephone Cellular	66.53	21.35	87.88	6,500.00	5,000.00	11,500.00	6,500.00	5,000.00	11,500.00
64028.05	Telephone Other	32,850.85	1,289.26	34,140.11	33,000.00	1,600.00	34,600.00	33,000.00	1,600.00	34,600.00
64031.01	Utilities Electric	121,526.20	1,079.09	122,605.29	128,817.77	0.00	128,817.77	132,614.00	0.00	132,614.00
64031.02	Utilities Propane	1,464.88		1,464.88	2,000.00	0.00	2,000.00	2,500.00	0.00	2,500.00
64031.03	Utilities Electric Towers	2,605.34	0.00	2,605.34	0.00	0.00	0.00	0.00	0.00	0.00
64031.04	Utilities Water	2,203.50	0.00	2,203.50	2,800.00	0.00	2,800.00	2,400.00	0.00	2,400.00
64031.05	Utilities Water Miscellaneous	711.82	0.00	711.82	920.00	0.00	920.00	850.00	0.00	850.00
64031.06	Utilities Sewer	1,281.87	0.00	1,281.87	2,000.00	0.00	2,000.00	1,400.00	0.00	1,400.00



Account Number	Account Description	SECC Actual 2023	EMA Actual 2023	Actual 2023	SECC Amend 2024	EMA Amend 2024	Total Estimate 2024	SECC Request 2025	EMA Request 2025	Total Req 2025
64031.08	Electric Misc	0.00	0.00	0.00			0.00			0.00
64032	Commercial Services	289,839.40	0.00	289,839.40	285,000.00	0.00	285,000.00	290,000.00	0.00	290,000.00
64033.03	Rent Lease Tower Site	13,889.00	0.00	13,889.00	12,800.00	0.00	12,800.00	12,800.00	0.00	12,800.00
64037	Professional Services	320,362.29	0.00	320,362.29	332,500.00	0.00	332,500.00	340,000.00	0.00	340,000.00
64040	Contingency	0.00	2,824.28	2,824.28	18,000.00	2,500.00	20,500.00	15,000.00	3,000.00	18,000.00
64042	Recruitment	25.00	0.00	25.00	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
64055.00	Insurance Premiums Default	0.00	6,081.00	6,081.00	0.00	6,600.00	6,600.00	0.00	6,600.00	6,600.00
64055.02	Insurance Premiums Workers Comp	13,984.00	0.00	13,984.00	5,000.00	0.00	5,000.00	7,000.00	0.00	7,000.00
64055.04	Insurance Premiums Property Liability	5,919.61	0.00	5,919.61	81,400.00	0.00	81,400.00	82,000.00	0.00	82,000.00
64055.06	Insurance Premiums Prof Liability	76,342.00	0.00	76,342.00	0.00	0.00	0.00	0.00	0.00	0.00
64058	Unemployment Compensation	0.00	0.00	0.00	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00
64114.01	800 MHz Access Fees	94,583.26	0.00	94,583.26	0.00	0.00	0.00	0.00	0.00	0.00
64114.03	800 MHz Maintenance Costs	63,238.48	0.00	63,238.48	0.00	0.00	0.00	0.00	0.00	0.00
64134.00	Internet Line Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
64149	Other Expense	0.00	0.00	0.00	200.00	0.00	200.00	200.00	0.00	200.00
64175.00	Disaster Preparedness Remediation	0.00	59,015.67	59,015.67	0.00	100,000.00	100,000.00	0.00	100,000.00	100,000.00
66012.00	Supplies General	25,455.98	4,506.89	29,962.87	24,000.00	4,500.00	28,500.00	25,000.00	4,500.00	29,500.00
66012.02	Supplies Office Printing	4,970.78	881.11	5,851.89	4,000.00	1,000.00	5,000.00	5,100.00	1,000.00	6,100.00
66012.03	Supplies Clothing	0.00	915.87	915.87	0.00	1,200.00	1,200.00	0.00	1,200.00	1,200.00
66021.08	Supplies Inventory Stockpile	0.00	0.00	0.00	0.00	4,000.00	4,000.00	0.00	0.00	0.00
66015.00	Periodicals and Subscriptions	0.00	180.00	180.00	400.00	150.00	550.00	250.00	200.00	450.00
66016.01	Vehicle Supplies Fuels & Lubricants	272.00	1,938.94	2,210.94	400.00	2,300.00	2,700.00	400.00	2,300.00	2,700.00
66016.02	Vehicle Supplies Parts	0.00	0.00	0.00	0.00	800.00	800.00	0.00	800.00	800.00
67010	Principal on Indebtedness	590,000.00	0.00	590,000.00	615,000.00	0.00	615,000.00	637,500.00	0.00	637,500.00
67011	Interest on Indebtedness	136,000.00	0.00	136,000.00	124,200.00	0.00	124,200.00	111,800.00	0.00	111,800.00
	Total EXPENSE	8,974,991.07	629,795.29	9,604,786.36	9,295,065.39	1,004,375.00	10,299,440.39	9,623,245.42	592,425.00	10,215,670.42
	Chk Total			765,795.29			10,299,440.39			10,215,670.42

FUND BALANCE										
REV Total	8,711,289.74	615,428.16	9,326,717.90	10,092,000.00	902,900.79	10,994,900.79	9,395,800.00	492,425.00	9,888,225.00	
EXP Total	8,974,991.07	629,795.29	9,604,786.36	9,295,065.39	1,004,375.00	10,299,440.39	9,623,245.42	592,425.00	10,215,670.42	
+/	-263,701.33	-14,367.13	-278,068.46	796,934.61	-101,474.21	695,460.40	-227,445.42	-100,000.00	-327,445.42	
Beginning Fund Balance	2,406,397.04	195,053.09	2,601,450.13	2,142,695.71	180,535.79	2,323,231.50	2,939,630.32	179,061.58	3,018,691.90	
Ending Fund Balance	2,142,695.71	180,535.79	2,323,231.50	2,939,630.32	79,061.58	3,018,691.90	2,712,184.90	79,061.58	2,691,246.48	
Total Fund expenditures	263,701.33	14,517.30	278,218.63	-796,934.61	101,474.21	-695,460.40	227,445.42	100,000.00	327,445.42	