



**SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION**

Mayor Bob Gallagher, Chair

Brian Payne, Agency Director/EMA Coordinator

1100 East 46<sup>th</sup> Street, Davenport, Iowa 52807

Phone 563-484-3050 brian.payne@scottcountyiowa.gov

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**Tentative Meeting Agenda**

**April 25, 2024, at 6:00 p.m.**

SCEMA Commission – In-person Meeting

Emergency Operations Center Conference Room

1100 E. 46<sup>th</sup> Street, Davenport, IA 52807

- 1) Changes to and/or approval of Meeting Agenda – today’s meeting.  
Motion\_\_\_\_\_Second\_\_\_\_\_Ayes\_\_\_\_Nays\_\_\_\_\_
- 2) Approval of Minutes from January 25, 2024, Commission meeting (see attached)  
Motion\_\_\_\_\_Second\_\_\_\_\_Ayes\_\_\_\_Nays\_\_\_\_\_
- 3) Discussion on FY 2024 Budget Amendment
- 4) Project and Activity Updates:
  - a. Radiological Emergency Response Planning
  - b. Upcoming Events
  - c. Grants
    - i. Grants being cut by 9%
    - ii. 2024 EMPG (Emergency Management Planning Grant)
  - d. Senate File 2426 (formally SF570) - Chapter 29C Amendment - Emergency Management
  - e. Update on FEMA’s approval and denial process for resource or equipment support requests
  - f. Strategic Plan, Including Scope of Work
- 5) Training, Education, and Exercise update
  - a. NQS – Position Task Books
  - b. Exercises and Trainings
  - c. Other Updates

6) Approval of 2024 EMPG Grant Application

Motion\_\_\_\_\_Second\_\_\_\_\_Ayes\_\_\_\_Nays\_\_\_\_\_

7) Approval to set a public hearing for budget amendment on May 24, 2024 at 06:00 pm.

Motion\_\_\_\_\_Second\_\_\_\_\_Ayes\_\_\_\_Nays\_\_\_\_\_

8) Approval of EMA's Strategic Plan

Motion\_\_\_\_\_Second\_\_\_\_\_Ayes\_\_\_\_Nays\_\_\_\_\_

9) Approval of NQS- Position Task Books

Motion\_\_\_\_\_Second\_\_\_\_\_Ayes\_\_\_\_Nays\_\_\_\_\_

10) Next Scheduled Meeting – May 24, 2024 at 6:00 pm, for a regularly scheduled meeting.

11) Motion to Adjourn Time\_\_\_\_\_

Motion\_\_\_\_\_Second\_\_\_\_\_Ayes\_\_\_\_Nays\_\_\_\_\_



**SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY**

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Bob Gallagher, Commission Chair  
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**Scott County Emergency Management Agency Commission  
January 25, 2024, Meeting Minutes for Approval**

The Scott County Emergency Management Commission met for a meeting on Thursday, January 25, 2024, 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:**

Mike Matson, Mayor of Davenport; John Kostichek, Mayor of Walcott, Ken Schoenthaler, Mayor of Donahue; Anthony Heddlesten, Mayor of Riverdale; Michael Limberg, Mayor of Long Grove; Sally Rodriguez, Mayor of Buffalo; Ronald Rice, Mayor of Panorama Park; Dan Collins, Pro-Tem Mayor of Eldridge; Karen Woomert Council Member of Princeton, IA; John Maxwell, Scott County Board of Supervisors; and Tim Lane, Scott County Sheriff.

**Others Present:**

Brian Payne, Jim Hawkes, and Molly McKee, all with Scott County EMA; Tracey Screechfield, Scott Emergency Communications Center; and Diane Holst, resident from Eldridge, IA.

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

**Approval of Meeting Agenda and Minutes**

Supervisor Maxwell made a motion to approve the agenda for the January meeting. Mayor Rice seconded the motion. All Ayes. Motion carried.

Mayor Heddlesten made a motion to approve the minutes from the December 7, 2023 meeting of the Scott County Emergency Management Commission. Supervisor Maxwell seconded the motion. All Ayes. Motion carried.

**Election of Officers**

Nomination was made for Mayor Gallagher to remain the Chair by Mayor Limberg. Sheriff Lane seconded the motion. All Ayes. Motion was closed to Approve Mayor Gallagher as Chair by Mayor Rice. Council Member Woomert seconded to close the motion. All Ayes. Motion approved for Mayor Gallagher to remain Chair of the EMA Commission.

Nomination was made for Mayor Matson to remain the Vice-Chair by Supervisor Maxwell. Mayor Limberg seconded the motion. All Ayes. Motion closed for Mayor Matson to be Vice-Chair was motioned by Mayor Heddlesten. Supervisor Maxwell seconded the motion. All Ayes. Motion approved for Mayor Matson to remain Vice-Chair of the EMA Commission.

Supervisor Maxwell made a motion to Senate File 570- Chapter 29C Amendment as currently written. Mayor Rodriguez seconded the motion. All ayes. Motion carried.

Supervisor Maxwell made a motion to approve the 2024 HSGP Grant Applications. Mayor Heddlesten seconded the motion. All ayes. Motion carried.

**Public Hearing:**

Supervisor Maxwell made a motion to approve the opening of a public hearing on the Scott County Emergency Management Agency Fiscal year 2025 budget. Mayor Limberg seconded the motion. All Ayes. Motion Carried.

Public comment made by Diane Holst, a resident from Eldridge, IA addressing the Commission with her concerns regarding the amount of the proposed budget, using Federal grant dollars at the local level, and encouraged the Commission to support Senate File 570.

No one else addressed the Commission and the session was closed.

Supervisor Maxwell made a motion to approve the closing of the public hearing. Mayor Schoenthaler seconded the motion. All ayes. Motion carried.

Mayor Heddlesten made a motion to adopt and approve the proposed Fiscal Year 2025 Budget for the Scott County Emergency Management Agency as recommended and published. Supervisor Maxwell seconded the motion. All ayes. Motion carried.

Roll Call Vote:

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



The next regularly scheduled meeting is February 22, 2024 at 6:00 pm for regularly scheduled meeting.

Supervisor Maxwell made a motion to adjourn at 6:41 PM. Mayor Heddlesten seconded the motion. All ayes. Motion carried.





SCOTT COUNTY EMERGENCY MANAGEMENT AGENCY  
1100 East 46<sup>th</sup> Street, Davenport, Iowa 52807  
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April 19, 2024

To: Mayor Bob Gallagher  
EMA Commission Chair

From: Brian Payne  
EMA Director

Subj: Approval of Emergency Management Performance Grant (EMPG) Application

We have the opportunity to apply for our annual Emergency Management Performance Grant (EMPG) award to support the annual funding of Scott County EMA's salaries. Historically, this grant opportunity receives financial support of \$39,000, with a 50% local match of \$39,000.

However, due to the "crisis at the border," the federal government is working through a nationwide reduction of 9% across several homeland security grants (this grant included). It's unclear how the loss in funds will be spread out over the state, but we expect a 9% reduction in the amount we will receive.

Additionally, as a reminder, our approved FY25 budget listed the \$39,000 as revenue, which supported this FY to help maintain a balanced budget. Because of this reduction, our balanced FY25 budget will be a budget deficit.

In closing, because it's unclear what the changes in dollar amounts are, I recommend that the Commission approve a grant application in the amount of \$78,000, knowing that we may see a reduction in our actual allowable amount. For further information about this grant, please click the link below.

<https://www.fema.gov/grants/preparedness/emergency-management-performance/fy-24-nofo>

Please let me know if you have any questions, comments, or concerns.

Respectfully,

Brian Payne

CC: Jim Hawkes  
Molly McKee  
Breanna Pairrett



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April 19, 2024

To: Mayor Bob Gallagher  
EMA Commission Chair

From: Brian Payne  
EMA Director

Subj: EMA's Strategic Plan, Including a Scope Audit

After several months of discussion, review, and consideration, you will find the drafted Strategic Plan, including a Scope Audit, on the subsequent pages.

These documents are in the final draft and are ready to be reviewed by local partners and the EMA Commissioners. Over the next week, we will meet with a couple of local partners to provide input on the plan and documents. If changes are recommended, we will present those recommendations to the Commission next week during our official presentation to the EMA Commission.

For now, we wanted to ensure that you and your fellow commissioners have an opportunity to review the documents before next week's meeting.

Please let me know if you have any questions, comments, or concerns.

Respectfully,

Brian Payne

CC: Jim Hawkes  
Molly McKee  
Breanna Pairrett

# **Scott County Emergency Management Agency**

## **Strategic Plan 2024-26**

Adopted: *Date*



**Scott County Emergency Management Agency  
1100 E. 46th St.  
Davenport, IA 52807  
563-484-3050**

[www.scottcountyiowa.gov/ema](http://www.scottcountyiowa.gov/ema)



## Strategic Area #1: Complete a scope audit

**Strategies and Action Steps:**

1. Complete a Scope Audit

Action Steps	Responsible	Timeframe
1. Complete a scope audit	EMA Staff	Complete
2. Review scope audit	EMA Staff and Commission	3-months

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## Strategic Area #2: Partnerships & Collaboration

**Strategies and Action Steps:**

1. Assess partner relationships and engagement needs for EMA Emergency Operation Center capacity.

Action Steps	Responsible	Timeframe
1. Develop EOC roles, tasks, and training.	Brian and Jim	12-months
2. Recruit and develop expertise to supplement roles for EOC operations.	Brian	24-months
3. Develop policy for staffing agreements and support.	Brian	9-months

2. Enhance current partnerships.

Action Steps	Responsible	Timeframe
1. Renew engagement in QCEPC, LEPC, and other committees as identified.	Brian	6-months
2. Explore additional community partners not yet involved.	All Staff	18-months
3. Active EMA commissioners and Director will collaboratively work to increase engagement with all commission members.	EMA Commission and Brian	12-months
4. Develop an EOC operational support recognition program.	Molly and Breanna	6-months

3. Help develop a local Incident Management Team.

Action Steps	Responsible	Timeframe
1. Evaluate local engagement on this idea (Jim completed this already).	Jim	Completed
2. Establish local steering committee to guide and direct a local IMT.	Jim	6-months
3. Once completed, SCEMA will continue our engagement on the steering committee	Jim and Brian	36-months

## Strategic Area #3: Training & Education

**Strategies and Action Steps:**

1. Establish and support training activities on preparedness for the general public.

Action Steps	Responsible	Timeframe
1. <i>Develop public education and training platforms such as:</i> i. <i>QC Ready App</i> ii. <i>Videos</i> iii. <i>Webinar</i> iv. <i>Classrooms and conferences</i>	All Staff	24-months
2. <i>Engage the public through speaking and presentation opportunities such as clubs, faith-based organizations, schools, etc.</i>	All Staff	18-months

2. Develop and support a community-wide training program for community stakeholders, including but not limited to, municipal officials, first responders, schools, faith-based organizations, and preparedness partners.

Action Steps	Responsible	Timeframe
1. <i>Survey partners on emergency management related training needs</i>	Jim	6-months
2. <i>Host NIMS Courses</i>	Jim	Complete
3. <i>Host or support training need based on partner survey</i>	Jim	24-months

3. Assist with the development of a training plan for Emergency Support Functions and the National Incident Management System to support EOC and response operations.

Action Steps	Responsible	Timeframe
1. <i>Develop operational procedures and checklist for support partners (other County, Cities, EMAs, etc.)</i>	Brian	12-months
2. <i>Establish standardize training for EOC Operations.</i> ■ <i>Develop just-in-time training</i> ■ <i>Online or virtual training for positions</i>	Brian and Jim	18-months
3. <i>Create opportunities for key partners to observe EOC operations</i>	Brian	Complete
4. <i>Identify and pursue training fund resources</i>	Brian and Jim	Complete

## Strategic Area #4: Preparedness

### Strategies and Action Steps:

1. Create and implement a plan for public information, awareness, and marketing.

Action Steps	Responsible	Timeframe
1. Establish procedures to increase social media, web presence, and mobile app tools.	All Staff	36-months
2. Hire an outside marketing team to establish a campaign program that includes Alert Iowa, QCReady, and access and functional needs registries engagement.	Brian	36-months
3. Seek support and direction from ESF-15 (Public Information) steering committee.	Brian and Molly	12-months
4. Explore the feasibility of a SCEMA newsletter.	Jim	18-months

2. Develop and maintain a partner preparedness tool kit.

Action Steps	Responsible	Timeframe
1. Survey partners to determine preparedness tool kit needs.	Molly	12-months
2. Create COOP/COG and EOP Templates.	Brian	24-months
3. Create information reference guides for EMA roles and responsibilities, Alert Iowa, QCReady, Situational Awareness Application.	Breanna and Molly	24-months
4. Established communication and resource lists that can be quickly shared.	Molly	9-months

3. Develop and maintain a planning and exercise program based on the community-wide threat and hazard assessments.

Action Steps	Responsible	Timeframe
1. Transition current threat and hazard assessment to FEMA's Threat and Hazard, Identification, and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR).	Jim	24-months
2. Complete THIRA-SPR with partner collaboration.	Brian	24-months
3. Establish a training and exercise plan based on THIRA-SPR Results.	Jim	24months

## Scott County EMA Scope of Work Audit

### Description

As part of the strategic planning process, it was discovered we need to understand what EMA currently does in light of the strategic plan direction. SCEMA receives Emergency Management Planning Grant (EMPG) dollars to supplement salaries and must report quarterly on specific topics. This reporting process was the template to determine the scope of work audit results. In this audit, we present the general areas of work we complete, the approximate percentage of time spent in each area, and areas of improvement we discovered through the strategic planning process.

### How to Read This Document

The EMPG topics include Planning, Real World Events, Special Events, Training, Exercises, Partnerships, and Operational Support. SCEMA staff can't document each hour spent on each task under the identified topics, so the work areas are identified by EMPG topics only.

EMPG topics are identified in the gray-colored rows and are separated by solid black-colored lines. Under each topic is a list of common tasks, but the lists are not detailed. The amount of work is tracked by topic area and is not broken down by common tasks.

- The Topic and Description columns are defined by EMPG reporting rules.
- The Required column was determined by Iowa Code Section 29C, Iowa Administrative Rules 605, and any current contracts, such as Radiological Emergency Planning (REP).
- Percentage of Worked hours was the average of the whole agency averaged over the last 2.5 years.
- Areas of Improvement were identified by a combination of staff input and the strategic plan direction.

### Findings

Brian and Jim work an average of 50+ hours a week, and Molly works 40 hours per week, plus overtime during real world emergencies, special events, and specific exercises.

Worked hours are represented as percentages, rounded to the nearest whole number, and reflect the agency as a whole. Based on job descriptions, Brian, Molly, and Jim spend different amounts of time in each area.

Administration: 3%

Planning: 18%

Real World Event: 9%

Special Events: 1%

Training: 12%

Exercises: 6%

Partnerships: 45%

Operation Support: 7%

Identified improvement areas are found in the last column of the following document.

### Scott County EMA Scope of Work Audit

Topic	Description	Required by 29C, 605, contract, or agency responsibilities?	Percent of Worked Hours	Area of Improvement
<b>Administration</b>	Budget, BFO, Grant writing and maintenance	Yes	3%	No changes
<b>Planning</b>	<p>Planning efforts should span all five Goal mission areas. The EMPG Work Plan should provide a baseline for determining potential threats and hazards, required capabilities, and required resources. It should also establish a framework for roles and responsibilities. Planning efforts should demonstrate whole community engagement to create a strategic, operational, and/or community-based approach to preparedness.</p>	Yes	18%	<p>To improve our plans, we need to include partners on updates each year.</p> <p>The State has mandated the addition of RSFs, which means we are currently writing more plans and will have more updates in the future.</p> <p>We need to develop other local plans with partners, e.g. countywide evacuation, debris management, and damage assessment.</p> <p>We need more time to update MOUs and mutual aid agreements</p> <p>We want to develop EOC positions task lists to assist people who work in our EOC.</p> <p style="text-align: center;">Future thinking:</p> <p style="text-align: center;">Hazardous Mitigation plan expenses                      Ordnance changes for hazmit and response                      Stakeholder plan reviews--Tier two facilities, schools, healthcare, etc.</p>
REP	Radiological Emergency Response Planning requires annual updates	Yes		FYI: Approximately 20-25% of Brian's total hours per year are spent in REP.

EOP and Recovery	We are required to update 20% of our plans a year, and we are currently writing recovery plans. Plans are also updated as needed following events.	Yes		
Mitigation	This involves community involvement and is updated ever 5 years.	Yes		
Hazard Vulnerability Assessment	This involves community involvement and is updated ever 2 years. The HVA is also updated as needed following events.	Yes		
Other Planning	School, healthcare facilities, industry, etc. asks us to review their plans and provide feedback. We do not approve plans.	Yes		
<b>Real World Events</b>	Emergency and disaster response and recovery coordination and support. Our role is event specific, but can include activities such as EOC activation, damage assessments, supporting sheltering, multi-agency resource center, volunteer reception centers, and donation centers. During Gubernatorial or Presidentially declared disasters, we support and coordinate local and State resources, public assistance, individual assistance, and SBA loan offerings.	Yes	9%	We respond to and support these as they come. Not all real world events are presidentially declared disasters.
<b>Special Events</b>	We assist with the planning, support, and coordination of large local events such as Bix 7 and RAGBRAI.	Yes	1%	We support these as they occur. No changes needed.

<b>Training</b>		See Below	12%	<p>We are being asked to provide more ICS training. We don't have the time to add classes.</p> <p>The benefits of EMA providing training includes: building partnerships, helps partners understand FEMA requirements and recommendations,</p> <p>We need to provide more REP training, and we want to craft training videos on Alert Iowa, Salamander, etc.</p>
Personnel Development	Brian and Jim are required to complete a minimum for 24 hours a year in continuing education.	Yes		
REP Emergency Worker Training	Offered yearly to emergency workers who will respond to or work in the REP EPZ. Multiple trainings are offered.	Yes		
REP Reception Center Training	In the event of an evacuation due to a radiological release, a reception center is required by FEMA. This yearly training involves REP monitoring, decon, and social services, such as sheltering.	Yes		
REP Dosemtry Control Training	Yearly review or new training involving the coordination of dosimetry equipment to emergency works.	Yes		
NIMS/ ICS	We host education provided by other entities, teach four NIMS course per year, and offer REP training yearly.	No		
Speaking Events	Brain and Jim are asked to speak at community organizations and conferences.	No		
Quad Cities Regional Disaster Conference	A regional disaster conference planned in partnership with Scott County HD, Rock Island County EMA and PH, and Genesis Health System. The target audience is public health, healthcare, first responders, and emergency management.	No		



Be Ready QC Readiness Fair	An event focused on education the public on emergency and disaster preparedness, which makes our community more resilient.	No. This can be used to help meet our public education requirement.		
Public Education		Yes		We do not currently do not provide public education to individuals other than the Readiness Fair, which is a weakness on our part. We're being asked to do school and day care safety assessments
<b>Exercises</b>	We are required to participate and/or conduct two exercises a year.	See Below	6%	We do more than the 2 required by 29C, and we are asked to do more each year. We want to do more with partners
Healthcare	In partnership with Scott County HD, Rock Island County EMA and PH, and local healthcare entities, we offer quarterly exercises for inpatient, outpatient, and home healthcare organizations in the Quad Cities. They escalate through the year beginning with a seminar, workshop, tabletop exercise, and then a functional exercise.	No		
REP	Full EOC Activation every other year.	Yes		
Miscellaneous	We are requested by schools, first responders, and municipalities to assist in their exercises.	No		
<b>Partnerships</b>		See Below	45%	
Disaster Ready Quad Cities	This is the name of the local Community Organizations Active in Disaster (COAD) who support the community during disasters.	No		
QC CERT	EMA volunteer organization that supports us during exercises, special events, and real world events.	No		

IEMA and HSEMD	Iowa Emergency Management Association and Iowa Homeland Security meetings and committees.	Yes, but we decide our level of involvement.		
QCEPC	Local partnership collaboration	Yes		
General Support	Answering phone calls, emails, and visitors.	Yes		
LEPC	Local Emergency Planning Committee is a federal hazardous material requirement.	Yes		This requirement is barely meeting federal standard. Furthermore, the primary purpose of this committee is to enhance our ability to plan and respond to chemical spills, fires, etc. from our industry partners. Scott County's highest MAN MADE threat is the amount of hazardous materials that is produced and shipped through our county.
QC Healthcare Coalition	This is the team that plans and supports healthcare exercises and the conferences identified above. They also fill EOC roles during activation.	Yes, but we decide our level of involvement.		
AMSC	Area Maritime Security Council	No		
MABAS 43	Illinois organization that includes Bettendorf FR, Rock Island FD, Moline FD, and East Moline FD	No		
IMT	Incident Management Team to support incident command.	No		This was set to the side due to COVID, and recent emergencies have shown us the need exists. We will support this team, but will not lead it.
<b>Operational Support</b>			7%	Needs improvement see below.
Maintain and test EMA owned equipment.	Vehicles, sandbagger, generators, fork truck, trailers.	Yes		Need more time for PM or pay someone to do it.
Maintain and test State Equipment	Generator, 6" pump, four 4" pumps, light tower, communications trailer	Yes, but we can return the equipment		We are not obligated to house this equipment, but it benefits the county to have it so close. W need more time for PM or pay someone to do it.

Mobile Command Center		No		We do not have the personnel to respond with this vehicle, so we are working with LeClaire Fire to operate.
Drone Equipment		No		We do not have many drone team members and do not train regularly.
Strategic PPE Stockpile		No		
Maintain various amount of equipment such as table, chairs, laptops, etc.		Yes		
Miscellaneous Tasks	Setting up the EOC for meetings and training, cleaning, etc.	Yes		