

Marion County Emergency Management Commission Minutes
April 2, 2014 at 5:30 pm
Marion County Courthouse

1. Chair Sandholdt called the Marion County Emergency Management Commission meeting to order at 5:35 p.m.

2. Chair Sandholdt took a verbal roll call and the following members were in attendance:

City of Bussey	Absent
City of Knoxville	Brian Hatch
Marion County Sheriff	Jason Sandholdt
City of Pleasantville	Absent
City of Hamilton	Absent
City of Marysville	Absent
City of Melcher Dallas	Terry Fisher
City of Swan	Absent
City of Harvey	Dennis Seibert
Marion Co. BOS	Mark Raymie
City of Pella	Dan VanderBeek
*Pella Police Department	Marcia Slycord
*Marion County EMA	Jeff Anderson
*Knoxville Rural FD	Kenny Thompson
*Pella Community Ambulance	Dan Turner
*Secretary/EMA Admin. Asst.	Kim Pettyjohn
<i>*Also present</i>	

3. Approval of the Minutes:

- ❖ On a motion by the City of Pella, and a second by the Board of Supervisors, the agenda for regular session April 2, 2014 was approved unanimously.
- ❖ On a motion by the Board of Supervisors and a second by the City of Pella, the consent agenda for regular session was approved unanimously.

4. Public Hearings:

None

5. Resolutions:

None

6. Other Business:

A. Reminder/discussion of Designation of Alternate(s) Form

City of Harvey, City of Pella, City of Hamilton, City of Melcher-Dallas, City of Bussey, City of Knoxville and City of Swan have all completed the form. EMA Coordinator Anderson will meet with Board of Supervisor Member Mark Raymie and Chair Sheriff Jason Sandholdt in an out of session meeting on their alternate.

B. Commission Update – LEPC/Planning Grant Application/Commodity Flow Study
The LEPC was reincarnated last year and we are now eligible for Hazardous

Material Emergency Preparedness grant money. Two applications have been filled out. One for planning and one for training. For the planning we identified a project for a Commodity Flow Study which would identify what types of products are being shipped through the county via highway and rail. This helps with planning when it comes to an emergency response. There is nothing indicating this has ever been done. The preliminary aware amount is \$2,991.86. The estimated contracted cost is \$5,000-\$10,000. Because the Commission does not have that much money EMA Coordinator Anderson is talking with another contractor to narrow the scope and possibly break the project up and do highway one year and rail the next year. The LEPC has no funding. Chair Sandholdt requested to know how many counties had already done this. EMA Coordinator Anderson advised we had a narrow time frame to apply for the grants so he did not have time to do an RFP, but has talked to 3 contractors and was advised by 2 of them that they could narrow the cost by breaking the project up. There was no discussion or issues with this. No action is needed.

- C. Commission Update – LEPC/Training Grant Application/Hazmat IQ Training| Preliminary award amount is \$2,207.27. The project identified was to provide the Hazmat team with Hazmat IQ training which is a methodology or tool that allows the team to greatly reduce the time from when they arrive at a hazardous materials incident to when they are done at the scene. The training cost is \$5,950 and it is in the budget to have the local match. This is just a discussion item since it is the expenditure of funds. There was no discussion and no action is needed.
- D. Hazmat Team/Training Schedule/Standard Operating Procedures/Task Book
EMA Coordinator Anderson felt it necessary to provide the Commission with all of the training material being given to the Hazmat team in case they are approached with any questions regarding the material. It has been asked that the Commission and Hazmat Team take time to review all of the materials handed out and have any issues/comments on the material back to Emergency Management by close of business on May 2, 2014. EMA will then make any needed changes and have all of the material ready for formal approval at a meeting to be held in early June for effective date of July 1, 2014. Chair Sandholdt questioned the accountability side as to whether there is a certificate or someone signing off on what has been done. EMA Coordinator Anderson advised only a team leader or an EMA member could sign off on the skills in the task book and Administrative Assistant Pettyjohn advised there is a certificate of completion at the end of the task book. City of Pella Member Dan VanderBeek asked if each entity is responsible for their own department's tasks books or if each individual is responsible for their own. It was advised that it will be a local decision that they can make, but that the books will be in something durable so that it will hold up for the two year training period. There was no other discussion and no action needed.
- E. Consideration of Hazmat Team Leaders for period of 07/01/14 - 06/30/16
West Sector – Mark Clifton – Pleasantville Emergency Services
Central Sector – Mike Gamble – Knoxville Township Fire Department
East Sector – Dan Turner – Pella Community Ambulance
These three individuals were identified by team members within each sector and have met all training requirements. EMA Coordinator Anderson saw no reason not to recommend these individuals. City of Pella made a motion and it was

seconded by City of Knoxville for Clifton, Gamble and Turner to be named Team Leaders from July 1, 2014 to June 30, 2016. The decision was approved unanimously. There was a question on the sector boundaries by City of Pella and it was advised that it is roughly the same as the fire department boundaries.

7. Adjournment:

- ❖ The City of Harvey motioned and the City of Pella seconded to adjourn the meeting at approximately 6:00 p.m.

Respectively submitted

Kim Pettyjohn