

Marion County Emergency Management Commission Minutes
January 12, 2015 at 6:00 pm
Marion County Courthouse

1. Chair Sandholdt called the Marion County Emergency Management Commission meeting to order at 6:02 p.m.

2. Secretary Pettyjohn took a verbal roll call and the following members were in attendance:

City of Bussey	Absent
City of Hamilton	Patrick Silvers
City of Harvey	Dennis Seibert
City of Knoxville	Brian Hatch
City of Marysville	Corey Bakalar
City of Melcher Dallas	Absent
City of Pella	Dan VanderBeek
City of Pleasantville	Bill Moore
City of Swan	Absent
Marion County BOS	Mark Raymie
Marion County Sheriff	Jason Sandholdt
<i>Also present</i>	
Knoxville Fire Department	Jim Mitchell
Knoxville Police Department	Dan Losada
Knoxville Rural Fire Department	Kenny Thompson
Marion County EMA	Jeff Anderson
Marion County Sheriff's Office	Martha Dykstra
Marion County Zoning	Melissa Poffenbarger
Pella Police Department	Robert Bokinsky
Pella PD/E911 Com. Chair	Marcia Slycord
Pleasantville Emergency Services	Jordan VanNess
Pleasantville Police Department	Joe Mrstik
Secretary/EMA Assistant	Kim Pettyjohn

3. Approval of the Minutes:

- ❖ On a motion by the City of Pella, and a second by the City of Marysville, the agenda for regular session January 12, 2015 was approved unanimously.
- ❖ On a motion by the City of Harvey and a second by the City of Pella, the consent agenda for regular session minutes for April 2, 2014 was approved unanimously.

4. Public Hearings:

None

5. Resolutions:

None

6. Other Business:

A. Discussion/Action regarding Hazard Mitigation Planning Proposals received in response to the RFP 2014-HMGP.

Four years ago the Southern Iowa Council of Governments (SICOG) was hired to draft Marion Counties Hazard Mitigation Plan. That process took 3 years and it was approved in 2012 and expires in 2017. Per FEMA's recommendation we were to start our review process in July 2014. Five packets of the proposal were sent to 5 different vendors in Iowa. Four were received back. They are all compliant and all have different pricing. We did apply for a grant to cover these costs through FEMA and IHSEMD. The total for the grant is \$50,000 (Federal, State and Local). All 4 proposals are within the \$50,000 grant amount. EMA reviewed and scored them internally and it is recommended that Marion County enter into a contract with JEO Consulting to provide these services. JEO is less interested in large group meetings and would only hold three. They prefer to meet with each jurisdiction one-on-one for specific needs. They would like to complete the entire process in 18 months. It will take participation from the jurisdictions to make this work. Chief Bokinsky asked if any of the projects that were in the last plan with SICOG came to fruition. EMA Director Anderson advised that none of the projects that were presented through the SICOG were awarded by the State of Iowa or FEMA. Jordan VanNess asked if it was felt that the projects were not awarded due to SICOG and if there is any way to correct the current plan. Anderson advised he does not feel the projects were captured in such a matter in the plan that FEMA would accept them and that a contractor could be hired to amend the current plan but it would be at Marion Counties' expense in doing so. There was further discussion on the pricing for each proposal, if there is a list of projects that have been awarded to certain companies and who JEO Consulting has worked with. Sheriff Sandholdt asked if Emergency Management feels comfortable in defending the \$18,000 difference between the highest and lowest bidder. Chief Mrstik stated he felt it to be very important that whatever company is chosen, have a very good understanding of what Marion County needs are and what the county is eligible for. Anderson advised he felt that JEO has a very diverse staff that will work well with each jurisdiction in Marion County and that Emergency Management felt confident in JEO Consulting. City of Harvey made a motion to approve the recommendation from Emergency Management to accept the proposal from JEO Consulting for the Hazard Mitigation Plan. It was seconded by City of Pella and all members voted unanimously.

B. Approval of HazMat Team Documents

The EM Commission was scheduled for a meeting July 1st, 2014, but we did not have a quorum. On the agenda for that meeting was the approval of these items and it was the intention of EMA to have them approved that night and be effective July 1. When there was no meeting and the commission could not get another one scheduled right away due to Nationals, the documents were put into play effective July 1st and the HazMat team was told that EMA would seek approval of the Commission and make the date retroactive to July 1st. At the meeting in April these items were in draft and an open comment period for anyone that wished to comment on anything they didn't like or saw that needed changed, that closed at the end of May. In June the comments were reviewed and corrections made to the documents. There were no significant issues or concerns with any of the three, so Anderson asked for approval of the

documents. Chair Sandholdt asked if everyone had time to review the documents. Jordan VanNess said the standard operating procedures came out and they were in draft form. He stated there have been questions along the way. As a member of the team he does not feel the training is adequate. There are questions from another Chief who has members on the team and VanNess advised he had not seen a training schedule come out. He advised there has been a lack of training and thought they were to be team trainings, but had heard other departments were doing their own trainings. VanNess stated he thought the HazMat team as a whole needed to be discussed more and overall feels like there is a lot of confusion with the team on training, who responds and that a lot more needs to be done, etc. Director Anderson advised all needed information is in the documents that have been provided. Fire Chief Mitchell advised he had not seen these documents, has a lot of questions about how it all works and that he should have more involvement. He also questioned 28E agreements. Anderson advised there are agreements in place. There was much more discussion on training being fragmented, make-up trainings, responsibility and confusion amongst the different sectors. BOS Raymie advised the purpose of HazMat was to make sure we have an effective response in a large scale event. It sounds like there is communication and scheduling gaps that need filled and the main outcome is that this needs to work. Chair Sandholdt advised it sounds like there are concerns with the HazMat team overall and does this fall back on the documents needing approved. BOS Raymie requested that EMA and others get together to work out the operational issues. Chair Sandholdt requested to know if the documents need tabled until discussions are had. Director Anderson advised the documents were shared far and wide and he would request direction on how to proceed with responses if the procedures aren't approved. After additional discussion on how to move forward Chair Sandholdt entertained a motion to table the documents until further discussion is had. City of Knoxville made a motion and the City of Pella seconded it to table the documents until more discussion is had and all members voted unanimously.

- C. Discussion/Action regarding Marion County E911 Board recommendation for the E911 Department to be consolidated into the Marion County Emergency Management office.

E911 Board Chair Marcia Slycord advised the E911 Executive Committee met and came up with the proposal for the consolidation. The proposal was distributed to the E911 board and it was primarily a yes vote. E911 Chair Slycord then forwarded the proposal to Sheriff Sandholdt as Chair of EM Commission and as of this meeting she had not received any correspondence back from him. BOS Raymie advised there were 2 broad issues the E911 board discussed, number 1 they did not feel it was necessary to rehire as a full time position and number 2 whatever money was allocated for salary and benefits they did not want to spend it all on salary and benefits. A third issue the way it is running right now given current workloads was the best way to do it. Chair Slycord also advised they did not want to hire someone just part time as they would not be able to be as dedicated to the position. Chair Sandholdt advised he has some concerns in regards to this proposal about duties that have already been distributed it out. There was a previously held meeting about duties in the E911 position in Fayette County and who does those duties in Marion County and how they had been divided out already. Chair Sandholdt stated there have been a lot of conversations about the proposal and moving towards it that he was not a part of and once he saw it he brought up concerns he had. He stated

he does not agree with the proposal and that that the job duties need to be identified who they go to. He advised since he's been Sheriff it's gone from EMA having the need for a part-time person due to being overworked and now we are going to devote ¼ of his time to E911. There are logistical things that need worked out, or who these duties go to. City of Harvey asked Chair Sandholdt if he had a counter-proposal. Chair Sandholdt stated he does not have a counter proposal that could be handed out, but he has questions and things that need discussed. He said he did not believe that Emergency Management has been a part of E911 up to this point and who does what needs to be identified more. BOS Raymie advised Chair Sandholdt that if that is the consensus of this board then a counter-proposal needs developed and that would be the process. BOS Raymie advised this is something that needs to be a priority. Missy Poffenbarger advised she has been a part of E911 for 14 years and she does not think that E911 belongs in a dispatch center. Marion County is unique in that we have two and she and John McCoy prided themselves on treating both equally. Fire Chief Mitchell feels that communications could be greatly improved. BOS Raymie agreed, but also stated there is a difference between communications and signage and mapping. BOS Raymie recommended to Chair Sandholdt that if there are comments from this board compile those comments and bring it to the E911 Board. Chair Sandholdt advised he was just not comfortable going through with a vote on the proposal as it is without more discussion. Martha Dykstra stated Fayette County's email is a mirror image of the proposal put forward, there is only one thing more on the Marion County proposal, and nowhere was EMA a part of this at that time. She advised she called the neighboring counties and outside of Polk County nowhere does the E911 Coordinator fall under EMA. Missy Poffenbarger advised the concern that most have with a full-time E911 coordinator is that we have NextGen911 in place, so how much is really going to be there. Chair Sandholdt advised there are parts of the proposal that make sense and parts that make no sense. The reimbursement is secondary what's already taking place. When you start adding others in you need to know what their place is, where they fit in and are they necessary. Missy Poffenbarger advised we need an administrator. Chair Sandholdt asked "Could it be Kim? Is that part of it; does it save \$13,000 on having Kim do some of those tasks that are there?" The discussion needs to be laid out on the table to know what the best bang for the buck. Chief Bokinsky stated if E911 made the recommendation the only reason we are discussing it here is because the EMA board has been targeted and perhaps the whole discussion should be moved to the E911 board and should be tabled. Chair Sandholdt asked Chief Bokinsky if there should be workgroups before the E911 meeting to meet with members of the EMA board to come up with different proposals. Chief Bokinsky stated he was not opposed to that. City of Harvey asked if there have been any problems since John retired. Coordinator Anderson advised he's taken approximately 5 phone calls in the last 12 days and people are being put on hold. Chair Sandholdt asked what the 5 phone calls were and Anderson provided that info. Jim Mitchell asked if John was on vacation 3 weeks ago who would have handled it while he was gone, it was advised that Missy would have handled most of the calls. Martha Dykstra asked Chief Bokinsky if he would want EMA staff coming in and telling him what he needs to do for his phone system, CAD, recorder or radio. Chief Bokinsky advised at that time they wouldn't be EMA staff, they would be E911 staff. Chair Sandholdt then asked Bokinsky if when he mentioned tabling the issue if it was a motion. Chair Slycord asked if EMA has an executive committee. It was provided that the Executive Committee is Chair Sandholdt, Dennis Seibert

with City of Harvey and Jordan VanNess of Pleasantville. City of Harvey advised he is concerned of the timeline and getting the budget done. Missy Poffenbarger advised she would do it with the help of Chair Slycord and Coordinator Anderson. Chief Bokinsky made a motion to table the vote, have the EMA commission create committees to make recommendations to the E911 board. City of Harvey wanted to know if counter proposals should be made before recommendations are made, wanting to know what the other alternative is if we don't keep it within Emergency Management. Chair Sandholdt stated he's not saying don't keep it in EMA, it may be one person doing 25% of their job. Chair Sandholdt advised he has difficulty with and struggles with adding extra hours on to more than one person and alternatives need to be discussed. He advised if everyone else feels comfortable voting on the proposal as it is, that's what can be done; he just wanted to have the discussion so people are aware there are questions out there. City of Knoxville seconded Chief Bokinsky's motion to table the issue. City of Marysville stated if we approve the proposal and it goes under EMA, logistically of who gets responsibilities is a different situation and doesn't have to be in it. Chair Sandholdt stated the proposal does lay it out and it is the way it is. There's a motion and a second that's it's tabled until further discussion is had. Chief Bokinsky asked if everyone is under the same budget cycle and BOS Raymie advised they start the budget process at the beginning of March. E911 Chair Slycord advised the budget would need approved by their board before then. Roll Call vote shows 5 for and 3 against tabling the vote of the proposal. Chair Sandholdt advised he would get together with others and set up times to meet and discuss the issue. There was continued discussion on who should be in the meetings, on whether or not EMA has had any involvement in John's transition out the job and why it was done so last minute. BOS Raymie advised it needs to be done right and keep in mind it is discussing a position that no longer needs to exist. City of Hamilton asked if the issue is whether or not it goes to EMA or if it's just the money with the jobs and how it's spread out. Chair Sandholdt advised it's because it has been divided out so much and he struggles with spending \$23,000 in salaries on parts of that. It was asked how much John had made and then said that the extra money would go back into E911 to help the agency projects. Chair Sandholdt and Martha Dykstra both advised they do not want E911 and City of Knoxville advised there is just enough discussion that it needs to be talked about more. Chair Slycord advised the reason they used the Fayette County duties was because in the meeting when they met with John was because there was no reason to reinvent the wheel and it was felt they captured the duties of the E911 director. They moved in the direction they thought would be a seamless transition of 911. On the proposal where it depicts EMA as a secondary and others as primary; that was only a proposal to you. The primary would be at the EMA level with a secondary and on the Fayette County proposal where it said E911 and it was just filled in as EMA on this proposal. Never did John come in and tell her what her CAD had to be or anything like that. When it came to 911 equipment was John's duty. As she understood it from John was that Jeff and Kim were his backups and they were part of the NextGen911 installation. She also advised with the budget if one is put forward it can be amended. It was asked who is currently doing the duties. Coordinator Anderson advised EMA is not doing anything until we are told its EMA responsibility. Missy Poffenbarger advised she has been doing the daily task, but has no involvement with the PSAP's. It was left that there will be movement forward in the discussion.

7.

Adjournment:

- ❖ Marion County Board of Supervisor motioned and the City of Harvey seconded to adjourn the meeting at approximately 7:44 p.m.

Respectively submitted

Kim Pettyjohn