

Marion County Emergency Management Commission Minutes
May 27, 2015 at 7:00 pm
Marion County Courthouse

1. Chair VanNess called the Marion County Emergency Management Commission meeting to order at 7:00 p.m.

2. Jeff Anderson took a verbal roll call and the following members were in attendance:

City of Bussey	Larry Pinegar
City of Hamilton	Absent
City of Harvey	Absent
City of Knoxville	Jim Mitchell
City of Marysville	Absent
City of Melcher Dallas	Terry Fisher
City of Pella	Dan VanderBeek
City of Pleasantville	Jordan VanNess
City of Swan	Absent
Marion County BOS	Absent
Marion County Sheriff	Jason Sandholdt
<i>Also present</i>	
Indiana Township Fire Department	Mike Legvold
Knoxville Rural Fire Department	Kenny Thompson
Marion County EMA	Jeff Anderson
Marion County Sheriff's Office	Martha Dykstra
Pella Community Ambulance	Laura Clanton
Pella Community Ambulance	Dan Turner
Pella Fire Department	Doug VanGorkem
Pella Police Department	Robert Bokinsky
Pella PD/E911 Com. Chair	Marcia Slycord
Planning/Zoning/E911	Missy Poffenbarger

3. Approval of the Agenda:
 - ❖ City of Pella requested to add an informational item regarding the E911 coordinator position. It was advised this can be added, but it cannot be acted upon. On a motion by the City of Pella, and a second by the City of Knoxville, the item was added for discussion to the agenda. A motion was then made by the City of Knoxville and seconded by the City of Bussey to approve the amended agenda and was approved unanimously.
 - ❖ On a motion by the City of Pella and a second by the City of Melcher Dallas, the consent agenda for regular session minutes for February 4th and February 5th, 2015 was approved unanimously.

4. Public Hearings:

There were no public hearings.

5. Resolutions:

There were no resolutions to report on.

6. Other Business:

A. Alert Iowa – Marion County Emergency Notification System Update

Inspiron Logistics is behind on training so we have agreed to make some minor changes on how that will happen. Information will be sent out on how this will work. Marion County is up and running and has approximately 830 people registered and the white pages data has been uploaded with an approximate amount of 15,000. Chair Van Ness asked if there is anything the committee should be doing to help. EMA Director Anderson advised any help in directing people to the website would be very helpful. We are currently working on getting keyword alerts set up for campgrounds, the county fair, races, the Tulip Festival, etc. There are brochures and cards available to hand out and EMA is able to do a short presentation to any groups.

B. Approve/Deny/Discuss HazMat Team documents

There was a motion by the City of Pella and a second by Marion County Sheriff to remove these items from the table to discuss them. It was approved unanimously to remove the items from the table for discussion. EMA Director Anderson had a meeting last week with the City Managers from Knoxville and Pella. There were two concerns that come up from the meeting. They would like to see some organizational changes of how the HazMat team is operated. They would like to make the team members employees of the commission or Marion County. They strongly feel that we need to have an agreement in place with at least 1 other HazMat team to provide assistance when needed. Anderson advised he set up a meeting with Jasper County and the Newton Fire Chief for May 28th. In order for him to go to this meeting and seek an assistance type agreement with them he needs to be able to reassure them it's a legit team and they are moving forward. Mahaska County currently has a draft MOU that they have had since January and they are waiting on the same thing. They want to know Marion County is a legit team. Anderson is seeking approval to move forward with both Jasper County and Mahaska County to start the talks of an agreement with both teams. Sheriff Sandholdt offers a motion to accept that, but also requested that Des Moines be considered as an option as well. Chief Mitchell requested to know what the goal of having a 2nd team available to Marion County HazMat is. Anderson advised the 2nd team would be if Marion County HazMat was short on manpower or equipment or if just needed help in general. Chair Van Ness requested to know the timeline. Anderson advised the organizational changes need to be discussed. Sheriff Sandholdt asked if he needed to table his motion for the discussions. There was a 2nd by Chief Mitchell. City of Pella advised we have the 3 items that were tabled at the last meeting and then we have the organizational issues...these two items need separated out to be clear as to what the motion is being made on. Jeff confirmed the motion by the Sheriff and the 2nd by Chief Mitchell was to approve the HazMat documents. The Sheriff advised the motion was not made for the documents but to move forward with talking with Jasper and Mahaska County. Sheriff withdrew his motion until after the HazMat documents are discussed/approved. Pella Fire Chief Van Gorkem requested to know why the training documents would be discussed before the SOP's, as the operations need to be in place before the training. Anderson advised they weren't put on the agenda in any particular order, so they can be discussed in any order the committee would prefer. It was decided the SOP's would be discussed first. Sheriff Sandholdt stated he has concerns about the liability issues for the

commission. If the City Managers want the team members to become employees of the commission what is the reasoning behind that and are we bringing liability and risk management upon this commission. Anderson advised the larger part of their concern was based on the fact there is an inequality of the make-up of the HazMat team and inequality of who is shouldering a larger share of the work comp risk. Sheriff Sandholdt asked if there is a work comp claim will the commission pick that up. Anderson stated yes. Sheriff Sandholdt asked if the commission has the money, insurance and resources to do that as a commission. Anderson advised he has quote from McKay's Insurance to provide workers comp insurance for entire the entire HazMat team for 1 year of \$3,805. Knoxville Fire Chief Mitchell advised it wasn't so much the risk as the added cost to their department. Sheriff Sandholdt then asked if they become employees of the commission is the commission then paying their hourly wage on top of the training. Anderson advised we essentially are anyway, but currently the Fire Chiefs send a bill for the time of their members and then it is reimbursed. The fire departments right now are responsible for withholding and work comp, this would eliminate this step and it would all be done through county payroll. Sheriff Sandholdt asked if the Board of Supervisors are on board with this. Anderson advised he has gone as far with them to get the quote, he has been unable to speak with Supervisor Raymie to give him any updates. Sheriff Sandholdt advised he does not want to hold this up for the fire departments and the HazMat team, but he wants to express his concern that if the cities do not want the liability these things fall back on the commission. Anderson advised he plans to have a sit down with Raymie with pros and cons with the way we are currently doing it and also showing them as employees of the commission. There are additional requirements when they become employees of the county, such as providing them the yearly OSHA training. Chief Mitchell asked if the process is such that the commission makes recommendation to the Board of Supervisors or does the commission make the decision with what the BOS gives them as a budget. Anderson advised according to the law it's this commission's decision but because it involves financial and insurance if there needs to be slow methodical steps taken then he is all in favor of doing that. Anderson wants to be able to report back to the City Managers that the commission is moving forward. This won't be a decision that is done quickly. Sandholdt advised they can vote and move forward on the HazMat documents, but at some point there has to be discussion on the liability and risk management to the commission. Anderson advised there will need to be mutual aid agreements written between departments and the HazMat team for several things, such as bunker gear, air packs, apparatus, medical response, etc. Chief Mitchell stated that if the SOP's are approved he would like them to continue to be developed as he feels like they are very vague and thinks that they shouldn't just have an annual review. Anderson advised this is a living/breathing document that will continue to develop and address issues as needed. Chief Mitchell advised notification is another issue and that he would like the SOP's to address this. Indiana Township Fire Representative Mike Legvold advised he would like to see a table top of the activation procedure. Anderson advised the issues have been noted and they will be at the top of the list for discussion. He advised we go ahead and approve so we can move forward and if documents need amended, then they can be amended. Sheriff Sandholdt wanted to know if motions needed to be done to set up a table top for the activation procedure and also for the SOP's to be changed for Chief's to be able to notify HazMat on their own. Anderson advised with regards to the notification issue he wants to take this to the

Supervisors first as this was their policy that was put in place years ago. He stated clear back to 2007 it was written that way. Chief Mitchell advised that in 1988 when the contract was written with DSM the original intent was not to let one person dispatch a 3rd party service that was going to bill the county. This is the advantage of having a local HazMat team. Chief Mitchell wants the first responder to have the ability to call out the HazMat team if they feel it is needed. Anderson advised he is not trying to deny anyone the right to call out HazMat, but to make sure we have appropriate size response to the incident. Chief Mitchell advised in the SOP the verbiage appears to say they have to contact EMA, EMA Assistant or Sheriff for the approval to dispatch the HazMat. If it was worded to say EMA be notified to determine the response or organize/coordinate response that's a whole different meaning. Anderson advised the way we are using the IamResponding system, if you add that step your adding additional steps to it. With the initial phone call going to EMA he can go directly to IamResponding and start polling. Anderson advised they all just need to sit down and do the table top so everyone can see it's not as cumbersome as it appears and then if they need to change the verbiage in the SOP, they change it. Chief Mitchell makes a motion to approve SOP's as written with an annual review and revision by the commission. The motion was seconded by City of Pella and was approved. There was a motion to approve the training schedule by the City of Pella, Melcher-Dallas seconded the motion. Chief Mitchell advised he does not disapprove of the training scheduled by questioned why they would bind themselves to that, knowing that new equipment and new tactics comes out. He is questioning why the commission should be able to approve training for the HazMat team. Anderson advised the training schedule is the bare minimum effort needed to meet the OSHA criteria and any time gaps can be filled with more training. Chief Mitchell asked if the training is meeting OSHA or NFP standards. Anderson advised it meets both. There was additional discussion on getting feedback from the HazMat team, what standards need met and adding to the documents as needed. Chief Van Ness advised he believes there needs to be something added about members that are substandard. Anderson advised that was going to be the next round of SOP development. City of Pella Representative VanderBeek advised this is the foundation and the framework and that the documents can be amended as we go along. The motion to approve the Training Schedule as is carried with 5 ayes and 1 nay. The committee then moved onto the Task Book. Anderson advised it's the HazMat's vehicle to track training and proficiency for each individual member. It lines up with the Training Schedule. Chief Mitchell made a motion to approve the Task Book as written, there was a 2nd by City of Pella. The motion was unanimous.

C. Discussion regarding potential need for budget amendment prior to the end of the current fiscal year.

Anderson sent out a previous memo advising that the commission was the recipient of a \$7,500 grant from the Marion County Community Foundation. He advised they are at a point where one of two things need to happen, obligate that funding for the purchase of that equipment that was outlined in the application or give the money back. It was asked what was outlined in the application. Anderson advised it was for HazMat ID detection analysis unit. He is not hung up on what brand of equipment is bought, just that it was close to the price range, which is about \$50,000. Anderson advised in either case it's likely that the Commission will be close enough to the published budget for this fiscal

year and that he feels an amendment may need done. It was asked if there are other items in the budget that they are over in that the funds could be applied to, such as a 4 gas monitor. Anderson advised it was written pretty vaguely and since he asked for so much money the Community Foundation came back and asked for additional information and the HazMat team already has enough 4 gas monitors. Anderson advised he is going to ask for an amendment and in order to do that before the end of the fiscal year he had given dates such as June 17 or 18 that would allow him enough time to get the amendment published. Sheriff Sandholdt asked if this amendment is through the BOS or if it just goes through the commission. Anderson advised it would be through the commission and there is money in savings in the fund balance. It doesn't require BOS to levy any taxes or give the commission any additional funds. It gives the commission the ability to move the money out of savings and that there is roughly \$90,000 in the savings. There is roughly \$35,000 left under the current budget. If \$50,000 is spent we would be over the budget. Sheriff Sandholdt asked if the HazMat ID is something the HazMat team really needs and would it be worth going over the budget to get it. Anderson explained what the HazMat ID is capable of doing. Sandholdt then asked if this is an item that would be used on a regular basis and if Mahaska County or Jasper County would also have this item. Des Moines HazMat does have the item and Chief Mitchell advised he believed it would be a good piece of equipment to have. There were additional questions and discussion on what is needed for this piece of equipment and any additional costs associated with it. Chief Mitchell stated that the HazMat team having a HazMat ID would make him feel much better. Anderson asked permission to move ahead with a budget amendment and asked the commission to approve a date of June 17 or 18 to have a quick public meeting to do the amendment. There was a motion by the City of Pella and a 2nd by the City of Knoxville to open the item for further discussion. Chief Mitchell advised he thought it should be ordered and paid for before the end of this budget. Sheriff Sandholdt asked Anderson where he believed the budget would be at the end of June. Anderson advised he believed it would be around \$9,000. Sandholdt asked if there would be enough money in the next fiscal year to buy the item without pulling any funds out of reserve. Chief Mitchell asked if there is an element of HazMat ID that could be purchased around \$7,500, such as an expanded library. Anderson advised he planned to meet with other HazMat teams in the area to research the equipment further. Anderson stated if we amend the budget and we the funds aren't spent it doesn't hurt anything but we don't want to exceed the budget. Sheriff Sandholdt advised he would wait on the purchase. Anderson asked if the commission would obligate the grant money to purchase the piece of equipment before June 30th of this year and if it can be done without a budget amendment that is fine. If the numbers from the auditor comeback good there will not need to be a meeting to amend the budget, if needed an emergency meeting can be called to do the amendment. City of Knoxville made a motion that that \$7,500 grant money be allocated for the purchase of the monitoring equipment. There was a 2nd by the City of Bussey and the motion was unanimous.

C. Discussion regarding organizational changes to the HazMat team

Anderson advised he has the quote from McKay's insurance for the work comp on the HazMat team and asked for direction as to where he needs to go with this next. Chief Mitchell advised he would like to see documents with bullet points discussing wages, taxes, social security, mutual aid agreements, decon, insurance, IPERS, basically everything that needs to be addressed. Sheriff

Sandholdt would like to know if the Supervisors are willing to take this on. Anderson advised that his next step was to have a sit down with Mark regarding all of this. Chief Mitchell advised each representative needs to go back to their districts and discuss the liability that would fall on each one of them. Anderson advised 2 years ago Dan McKay recommended the commission raise their general liability insurance to match the counties at \$10 million and after much discussion it was opted to leave the commissions insurance at \$2 million and the county at \$10 million. An organizational change like this may necessitate a change in this as well as \$2 million may not be adequate taking on the additional risk. Sandholdt advised he would like to see what it would cost for Marion County to go with each of the other counties HazMat teams as their backup, Jasper, Mahaska and Des Moines. This may help decide on what risks our county wants to take on. Anderson advised the issue with Des Moines will be what they are willing to offer us in a contract in regards to liability. The most recent talks with them shifted all liability to Marion County. Chief Mitchell advised we would be kidding ourselves if we didn't think the City of Knoxville wouldn't take on all liability if there is a HazMat issue in the City of Knoxville. Anderson advised the attorney's concern was more along the lines of gross negligence to include an employee of Des Moines coming to work under the influence of something. Sandholdt stated he hoped that if there were any issues like this that the Marion County HazMat team would tell them to leave, regardless of who it is. Anderson advised the other teams want reciprocal hold harmless agreements. Sandholdt advised this would be indicated in the 28E. Anderson advised that is what the attorney wanted with Des Moines and Des Moines said no. Sandholdt stated that with his motion that is what he wants to find out and that we list all of that and what would be the best way to go. Chief Mitchell asked to be the contact for Des Moines, as he's already been in contact with them. Sandholdt asked if a meeting needs set up to further discuss the agreements. Anderson advised the agreement between Marion and Mahaska and Marion and Jasper will be done pretty quickly as there would only be MOU's done and no money involved. Chief Van Gorkem does not want to put any fire members in the situation that they can't handle it and right now HazMat has no back up. He advised this needs resolved now and not 6 months down the road. Sandholdt advised this is where his concern comes in and wants the secondary teams to be more capable and he's afraid the other teams, such as Mahaska and Jasper, are going to say the same thing. Anderson is under the premise we should have agreements with all of them, especially if two agreements are free. Sandholdt is not comfortable as a commission on bringing on this risk and other than going with a Plan B that is a step above Marion County HazMat we are bringing liability and risk upon the commission. Chair Van Ness advised the only place we have to go is up, even Newton's agreement is with Des Moines. Sandholdt would like all of the information gathered and compared before any decisions are made. Anderson will look at all potential adjacent HazMat teams in the area within the next month. Sandholdt asked Chief Van Gorkem if a month was fair to them. Chief Van Gorkem advised this needs to be taken care of soon or he will be pulling his team members from the team as they have no back up right now. Chief Mitchell seconded Sheriff Sandholdt's original motion that was withdraw earlier in the meeting for Anderson to get information from surrounding HazMat teams of Newton, Mahaska, Ottumwa and Des Moines. City of Pella asked if this was an actual action item. It was asked that Sandholdt's motion be read back to the commission. Missy Poffenbarger read back the motion stating Sheriff Sandholdt is wanting to discuss with all surrounding

HazMat teams including Des Moines and comeback with a list of fees, liability, cost to Marion County, pros and cons and we wanting qualified or more qualified than what Marion County has on their own team. Dan Turner stated the progress made tonight has been great and that as a HazMat team member he and his fellow team members believe the back-up team needs to be higher trained than what Marion County currently is. He believes the manpower backup with Jasper and Mahaska County is great, but that there also needs to be a team with technical expertise to back them up and that it needs to be done as soon as possible. All commission members were in favor of the motion.

D. E911 information

E911 Chairperson Marcia Slycord passed out the proposal the E911 Board is presenting to the EMA Commission. She advised on March 19th, 2015 at the E911 Service Board meeting Mark Raymie seconded and it was voted unanimously in favor a motion for her to meet with Lisa in HR and draft a proposed job description incorporating the Emergency Management proposal to be then taken back to the EMA board. That's what this proposal encompasses. She worked with Lisa Shives and attached to the proposal are the job descriptions for the Assistant, as well as the EMA Coordinator. The items in red are changes and the additions to duties added to the job descriptions. Slycord asked the EMA Board to make some steps to move forward and she is at their mercy to bring this item up at a future meeting in the next few weeks as they progress and move forward with the grant funding that will be available after July 1st. The comment was made that all additions had the word "assist". Slycord advised the verbiage was done by HR. For consistency she stated that the EMA assistant, the EMA coordinator and the E911 director are Marion County employees and that they wanted to dovetail those job descriptions. She also provided John McCoy's old job and Lisa was able to take items from that job description to incorporate into these. It was asked who was in charge of the 28E agreements. Slycord advised Anderson will oversee all of it, but that the commissions would still stand as the official decision. Sheriff Sandholdt asked what time is going to be taken out for the additional duties. Slycord advised the duties will be absorbed, they did not allot specific time. Sandholdt asked if the hours remain the same, Slycord advised they would like to see Pettyjohn have full time. Sandholdt asked if Anderson and Pettyjohn are still EMA commission employees and that the commission still directs their work. Slycord just the same that the 911 board would direct 911's portion of the work. Sandholdt then asked if the 911 board splits the cost of the positions. Slycord advised the financial would be decided by the BOS and HR. Sandholdt didn't believe the code allows that and that it could be checked. There was no action taken, as this was discussion only.

7. Adjournment:

- ❖ City of Knoxville motioned and Indiana Township seconded to adjourn the meeting and all were in favor.

Respectively submitted

Kim Pettyjohn