

Marion County Emergency Management Commission Minutes
March 27th, 2018 at 6:30 pm
3014 E. Main St. Knoxville, IA

1. Chair Jim Mitchell called the Marion County Emergency Management Commission meeting to order at 7:02 p.m.
2. Secretary Kim Pettyjohn took a verbal roll call and the following members were in attendance:

City of Bussey	Absent
City of Hamilton	Absent
City of Harvey	Dennis Seibert
City of Knoxville	Brian Hatch
City of Marysville	Corey Bakalar
City of Melcher Dallas	Terry Fisher
City of Pella	Robert Bokinsky
City of Pleasantville	Absent
City of Swan	Absent
Marion County BOS	Mark Raymie
Marion County Sheriff	Jason Sandholdt
<i>Also present</i>	
Knoxville Fire Department	Jim Mitchell
Marion County EMA/E911	Jeff Anderson
Marion County Sheriff's Office	Troy Fisher
Pleasantville Fire/EMS	Mark Clifton

3. Approval of the agenda:
There was a motion by Raymie and a second by Sandholdt to approve the regular session agenda for March 27th, 2018. All were in favor and the motion was approved.
4. Approval of consent agenda:
There was a motion by Raymie and a second by Hatch to approve the February 20th, 2018 meeting minutes. All were in favor and the motion was approved.
5. FY 18-19 EMA Commission budget:
Anderson advised previously the budget was approved as presented with the understanding they would come back and have additional conversation on the listed capital improvement items before initiating any purchases on those. Anderson advised those items were a drone for \$50,000, weather stations for \$1,200, an incident command post trailer and a UTV. Sandholdt asked if the cost of the drone was \$50,000, what comes with it and what it would be utilized for, policies and procedures, etc. Anderson advised in their packets there is a copy of an email from Tonya with the counties insurance. Anderson advised there are currently no policies or procedures and it would be this Board that would make all those decisions. He advised there is no set price on this, the \$50,000 was an amount given to him by several of his counterparts across the state. Raymie asked if there is some kind of mandate for emergency management to have drones now. Chair Mitchell advised that there is not. Sandholdt advised Jasper County has a drone and he wasn't sure if the money needed to be spent to have one of our own. Seibert stated there are other companies using drones that only cost \$1,000, so what does this one have that makes it \$50,000. There was additional conversation on some of the items that would be needed for the drone and the fact that the \$50,000 is not the cost of the drone alone, but all of the added items

and creating the whole "drone program". It was stated that the \$50,000 is merely a place holder for the program and that it most likely could be done for less money. Mitchell advised there may be a need to do more research to see if we can buy a drone and then do add-ons, also see if there are interests in people becoming pilots, what it would be used for and possibly how often it would be used. Bakalar advised the original thought was that the money was put in the budget for the discussion to get started. Anderson advised the incident command post trailer is grant money, the UTV is a combination of budget money and Wal-Mart money. He advised the weather station is out of pocket money, but there has been a development in that and he's unsure it's going to go anywhere. There was additional discussion on whether training on the drone could be combined or if someone else that has a drone could be hired to fly for Marion County. Anderson advised we are just at the very beginning stages of this and the money is the last part of the decision. His recommendation is that we have Aerial Horizons come do a demonstration and talk about what packages are available and then go from there. Chair Mitchell asked Anderson about the other capital improvement items listed. Anderson advised he was quoted an incorrect price of \$1,200 when they are actually about \$6,200, so they are not as affordable as he was lead to believe. He also advised there is a cost of \$1,500 annually to keep it online and make the app work properly. Anderson advised the Board if they would like more information on this to let him know and he gave a quick background on what the weather station was and what it could do. He advised it would be able to give the capability to see the weather conditions in its exact location, for example at the race track, versus the national weather service location at the Knoxville Airport and then pass that information on to the NWS to determine if there is an issue that they aren't seeing. There was additional conversation on what all it could do and that Jeff would get additional information on this to bring back to the Board. Anderson advised the incident command trailer is money in and money out through a grant and will be working on having it built. He advised a discussion will need to be had about how they want to outfit it communications wise and what funding they would like to put toward it, but he would like for it to have 4 workstations. Mitchell asked if there was any debate on the need for the UTV and stated that on previous rescues one UTV has not been enough, so the idea of Marion County being able to provide it is an awesome resource. Sandholdt asked where it would be stored and who would have access to it. Anderson advised it would be stored in the new cold storage building at 3014 E Main and that all agencies would have access to the building to get it. Anderson advised he plans to look into State Fair deals on the UTV. Anderson advised the BOS did budgets a bit differently this year and had Raymie explain this. Raymie advised for EMA it will basically just be an update on how they are doing and what they are spending dollars on. There is then a discussion on making sure the by-laws are updated and the Board taking more action in being involved with the BOS.

6. Outdoor warning siren best practices document discussion:

Anderson advised this document has been out for about two years, but he had not brought it before the Board until now as he wanted to see what the reaction across that state was going to be. He advised the Board needs to have this discussion to make sure that the public is not being confused. We now have the Marion Alert system and there may be an issue where the sirens are sounded and they aren't getting any alerts on their phone. Anderson anticipates this being a yearlong conversation and to make sure that what we are currently doing is the best thing. Some of the bigger counties are now also sounding sirens for winds above 70 mph and hail bigger than a certain size. Anderson advised he is not advocating that, but it will need to be part of the discussion as well. He provided the Board and attendees with the document and asked they all

read it. Mitchell advised it's a great homework assignment, take it and read it and it can be discussed at the next meeting. Anderson advised if they would like someone from the NWS to come and talk or AJ Mumm from Polk County EMA he would be happy to have any of them come and discuss. Bakalar asked about the past talk of putting more sirens up. Anderson advised that will all be part of this discussion as well.

7. Election of Officers:

The nominations for Vice Chair were opened. Sandholdt nominated Bakalar to remain as Vice Chair with a second by Raymie. Bakalar made a motion that nominations cease. All were in favor and the motion was approved. The nominations for Chair were opened. Raymie nominated Sandholdt for Chair with a second by Bakalar. Raymie made a motion that nominations cease. All were in favor and the motion was approved.

8. American Red Cross MOU:

Anderson advised he is willing to answer any questions, but again this is another document for homework that needs to be read. He would like to put it in front of ICAP before he would even consider signing it. Sandholdt asked if Ed Bull had read it and recommended that the Board has him read it as well. Anderson advised there are still a few things in this MOU that he feels are fairly vague. It was advised that all Board members take this back to their cities and come back to the Board for discussion on questions and concerns.

9. EMA Commission By-Laws review

Anderson advised he didn't feel that there was anything that really needed addressed at this point, but as a general practice it's good to review them every few years. Anderson requested the Board members go through them. Mitchell indicated that they may need to look at Article 8 on finance to make sure it is adjusted to whatever the BOS needs and also on the sections on purchased over \$10,000. It was requested and suggested that all Board members read through the By-Laws and send any questions/concerns to Jeff before the next meeting so they could be compiled and won't take as much time going through every single by-law.

10. EMA Commission representative to 911 Service Board

Anderson advised Iowa Code 34a was changed last year that specifically allows the local EMA Commission a voting seat on the 911 Service Board of that county. It will be up to the Board on how they fill that role. Currently several Board members are already on the 911 Service Board and has in their by-laws a prohibition of one person carrying two votes, so this Board needs to give some thought and have some conversation on who they want to send so someone isn't capitalizing on a vote. Bakalar asked who on the EMA Commission doesn't already sit on the 911 Board. Sandholdt doesn't as long as Raymie attends, Bakalar advised he doesn't and Chief Bokinsky as long as Slycord attends. By law it is required they address it, but Anderson advised they don't have to fill the spot if they choose not to. Mitchell stated he feels that they should think about it and make a decision at the next meeting. Anderson advised the 911 Board has had issues with quorum so feels that it taking an active member from this Commission would be a good move for the 911 Board. Bakalar made a motion that they appoint someone to the 911 Board. Raymie asked if you can merge boards. It was confirmed you can. Raymie advised from a BOS perspective it's difficult to make it to so many meetings and to him 911 is a subset of Emergency Management. Mitchell stated he feels they are two completely different entities and what the 911 Board has going on right now needs a lot of attention. He feels that the EMA Commission has been neglected because the 911 Board has taken a lot more attention. Mitchell does not feel

they should be joined due to time restraints and the differences. Sandholdt agrees with Raymie in that it should at least be looked at for efficiency. There was additional discussion on how the Boards can join through a 28e and researching who and how it has been done. Anderson advised the 911 Board and the Commission both have requirements cast upon them by code, so compiling both responsibilities by code would be a good starting point. Bakalar's original motion died due to discussion. Bakalar remade his motion to appoint someone to the 911 Board. The motion died due to a lack of a second. Sandholdt advised it needs researched a little more. Mitchell advised there needs to be more discussion on the boards joining, but he recommends filling the open position before then and asking the 911 Board if there is even an interest by their Board to join with the EMA Commission.

11. Federal Grant Audit

Anderson advised this is a formality and determines our risk for going array with federal grants. Zero is a no risk and it goes from there. Our risk was zero. Anderson advised we will take credit for what we do in the office, but this is largely financially based and that credit goes to Jake and the auditor's office. There was a motion by Raymie to receive and file the federal grant audit with a second by Bakalar. All were in favor and the motion was approved.

12. HazMat 28E with DMFD

Mitchell advised this discussion has been going on since 2014. There was previous discussion on whether we need a 28E with Des Moines HazMat. There was concern on duplication of efforts and conversation on making sure we had a back-up plan for the current HazMat team and a fall to if things really get bad. Mitchell stated his opinion is that we keep the current Marion County HazMat team in place and they would be the go-to and then with consultation with the fire chief or incident commander and the HazMat team leader they would decide when the need for additional services might be necessary. There was discussion about the cost of it and it was previously approximately \$18,600. Mitchell advised he has not contacted them since, as the commission has done nothing with it. He would like to know from the commission if this is something they do want to move forward with and if not he will drop it. Mitchell advised Pella and Knoxville on their own would have written contract with Des Moines, but Des Moines will not write a contract with individual cities, it has to be with the county as a whole. Raymie advised the counties opinion is this is all based on the liability issues and what happens if the situation is bigger than what we can handle. Raymie advised his first action on getting on the BOS was going to Jasper County with Jeff and telling them they weren't going to pay \$140,000 a year for their HazMat truck, however \$18,000 for peace of mind is acceptable. From a BOS standpoint if Knoxville and Pella are still wanting to move forward with this he is okay with it. Raymie believes the Marion County HazMat team is well-trained and will be able to handle most hazmat issues that arise in Marion County, but he is okay with giving them the peace of mind. Anderson advised they had him send the contract to Todd at McKay's for ICAP review, who reviewed it and basically put all of the liability back on the County. He was then advised to tell Todd that a number was needed for what the risk was worth and has never heard back from him. Raymie advised he has talked to Todd and that it's an unknown number. Mitchell advised in his personal experiences with insurance and hazmat teams he has no idea why it would cost the county anymore liability coverage then it does now. He advised if Knoxville gets dispatched for a hazmat incident, he is the authority having jurisdiction over the Marion County HazMat and any other agency that he would ask to come mutual aid, so if ICAP is saying that there is an increase in insurance by bringing in a specialty expert he's going to challenge that. Raymie stated

the cost of the insurance is not the issue, the issue is who will get sued. Mitchell advised it's still the jurisdiction where the issue occurs. Raymie advised, that the city insurance would kick in, but the county has more money and it would fall with the 28e. Sandholdt stated he thinks on a hazmat situation it falls back on the fire chief and he relies on the fire chiefs, BOS and mayors to say if it's worth the \$18-20,000 a year to have that back up. Raymie advised we are dealing with a lot of unknowns on a liability stand point and he is okay doing a 28e if the counties 2 largest city's want that back up. Sandholdt confirmed that if we don't do a 28e with Des Moines and we need them they will not come and asked who at this point are we calling if we need additional help and what level higher are they then Marion County. Anderson advised we would currently call Jasper County and they have been able to handle everything they've ever been called to for 30 years. Sandholdt asked why then are they wanting \$140,000. Anderson advised that was before Marion County had a team and they would have handled everything, we currently have a 28e with them and they would come for nothing. If something really big happens does Knoxville, Pella and Jasper feel comfortable handing that. Mark Clifton advised having been on the HazMat team from day one he would go with the Des Moines contract because they would do more than just respond for a hazmat issue, they would also come for something like a tech rescue and would allow for training. Mitchell is concerned that Jasper may be understaffed and not be able to respond. There was additional discussion on what Des Moines could offer with the contract. Sandholdt asked if there is anyone that disagrees with doing this and why. Bokinsky asked if they would still honor the previous contract and asked to make sure that the three-shift training is in there. Mitchell advised he will take lead on this. Sandholdt asked that this be ready by the next meeting so a decision can be made. Anderson advised he believes the contracts go from July-June, so they should be able to get a full contract. Mitchell advised he will have the contract ready for the next meeting. There was additional conversation and the question was asked if there is an incident who would make the final call that Des Moines would be called. Mitchell advised in almost all cases it is the Sheriff or EMA, but he believes it should be the decision of the incident commander, EMA and the HazMat team lead that make that call. There was additional discussion on who should be involved in making that call and it was stated that the bill comes through the EMA Commission, therefore they need to be involved as well. Mitchell advised there will be no motion tonight, discussion will cease and he will have the contract ready for the next meeting.

13. Hazard mitigation grant funding changes

Anderson advised in the past every 5 years when this has needed updated we have applied for HSEMD grants to cover this and it has usually been \$50,000. We have always hired a contractor to do this work for us. HSEMD has decided this is no longer financially sustainable, so they are no longer giving out single county grants for \$50,000, they are only giving out funds for "regional" products. Our plan was done in August 2016 and is good for 5 years, so we will need to have a new plan in the works by 2019. Warren County EMA, Troy Bass, has contacted Anderson asking about a partnership, as once you have two counties you become a region and you can apply for the grant funds. Anderson suspects it will cost a little bit more than that normal 10% out of pocket that we have paid, but there is no way to know until an RFP is done and see what the contractors are going to charge us. Bokinsky asked if state EMA was going to try to organize any regions. Anderson advised they have been hands off as they had to deliver the news from the federal government. Sandholdt asked if it benefits to have more than two counties. Anderson advised he does not know at this point because previously the limits were set and contractors knew how much they could charge. Anderson advised their thought is in late 2018 or early 2019, they as two counties, will

do the RFP process to see what the going rate is going to be with the contractors and then if they see something they don't like or they see opportunities to add more counties to their region then they have time to do that. Mitchell asked if it was just a flat \$50,000 or if it was based on population. Anderson believed it was on population, but then also learned that everyone else was also getting charged \$50,000. Bokinsky advised so the advantage now is leverage on providing them more counties and getting a discounted rate. Anderson advised there may be more advantages to going with other or more counties, but the prime advantage of going with Warren is that both counties used the same vendor last time and were very happy with them. Sandholdt advised he thought it would be beneficial to start doing research and to keep it on our radar. Anderson asked if there would need to be a 28E because we'd be sharing money. Raymie advised you would have to start with that assumption. Anderson confirmed he was to start with Warren County and go from there. There was a motion by Bakalar with a second by Terry Fisher to proceed with Warren County and look at options. There was a bit of additional discussion on reaching out to ADLM EMA Mike Lamb as he is already doing the work for four counties. All were in favor and the motion was approved.

14. Annual program update-compliance

Anderson stated he is required by code to update the Board annually to advise them, that they as the Board, through the employees they are compliant on planning, training and exercise per required by 29C of the Iowa Code. There was a motion to accept this by Raymie with a second by Sandholdt. All were in favor and the motion was approved.

15. Establish next meeting date

The next meeting date was set for Wednesday, May 30th, 2018 at 6:00 p.m. at 3014 E. Main St. in Knoxville.

16. Adjournment

There was a motion by Seibert with a second by Hatch to adjourn the meeting at 9:15 pm. All were in favor and the motion was approved.