

Marion County Emergency Management Commission Minutes  
April 30, 2019 at 6:00 pm  
3014 E. Main St. Knoxville, IA

1. Chair Sandholdt called the Marion County Emergency Management Commission meeting to order at 6:08 p.m.
2. Secretary Pettyjohn took a verbal roll call and the following members were in attendance:

City of Bussey	Absent
City of Hamilton	Pat Silvers
City of Harvey	Dennis Seibert
City of Knoxville	Absent
City of Marysville	Cory Bakalar
City of Melcher Dallas	Terry Fisher
City of Pella	Robert Bokinsky (arrived @ 7:04)
City of Pleasantville	Absent
City of Swan	Absent
Marion County BOS	Mark Raymie
Marion County Sheriff	Jason Sandholdt
<u>Also present</u>	
Marion County EMA/911	Jeff Anderson
Marion County EMA/911	Kim Pettyjohn
Pella Police Department	Marcia Slycord

3. *Approval of the agenda:* There was a motion by Bakalar to approve the regular session 04/30/19 agenda and a second by Fisher. All were in favor.
4. *Approval of consent agenda:* There was a motion by Bakalar and a second by Fisher to approve the 02/27/19 meeting minutes. All were in favor.
5. *Outdoor Warning Siren Best Practices Document and Hazard Mitigation Grant Application:* Anderson advised the Board's last directive to staff was for them to meet with PSAP's directors and come back with recommendations on how to best move toward with complying with parts of the Outdoor Warning Sirens Best Practices. Anderson advised we met and came up with was to make no changes to the current policy until such time we have significant changes to not confuse the public. The second recommendation was to pursue purchasing of software and retrofitting of existing storm sirens to take the human element out of the process of setting of the sirens. Anderson advised that currently the dispatchers at both of our PSAP's have to receive the waring and then have to set off all of the sirens manually. The recommendation was to pursue the software that when the NWS draws a polygon on the radar as we see it at home and on our smart phones, the software recognizes where we have sirens that are inside or outside that polygon. Then pursuant to administratively how we set the software up, only the sirens inside the warned area are sounded and that can be done automatically without a human doing anything, or it can be set up so they can be prompted to sound specific sirens. Anderson advised we were off on the number of sirens we have and he scared a few people with a price tag based on the number thinking we had 32 existing sirens in this county. We only have 23, so that is a significant number when we start talking about retrofitting these sirens to do what we want them to do. Anderson advised the thought

was to ask the BOS for local option sales tax money to help us with this. The agreement would be that the cities would still own and maintain their sirens, but we would use local option sales tax funding through this EMA commission and retrofit sirens to make them capable to do what we want them to do. Anderson advised we estimated based on the fact we thought we had 32 sirens and the cost we thought was associated with that for a total price tag of \$350,000. Anderson stated he has good news followed by what he thinks is even more good news. He advised we don't have 32 sirens and the week before last he had a vendor come and then went to all 23 sirens in the county and inventoried them, make and model and all pertinent information. He advised he does not have the dollar estimate yet, but it sounds like it will be much cheaper than \$350,000, he thinks it would be probably be no more than \$200,000. Along this same time, there was a presidentially declared disaster for the flooding in western Iowa. With that presidential declaration, FEMA passes hazard mitigation funds through the State of Iowa for Hazard Mitigation Projects. Anderson advised we got a new Homeland Security director in January. He met with her one-on-one and specifically asked her, because it is within her powers, if she would be willing to change the priorities and make using hazard mitigation funds for the purchases of new storm sirens and the software like we are talking about to bring all the sirens in a county in to a comprehensive system a priority. She verbally told him she would. He advised the flooding happened, President Trump declared that a disaster and there was a notice of funds availability that came out following that and true to her word she changed the priorities. Outdoor warning sirens are now a priority that we can apply for and expect them to award hazard mitigation funds, as well as the software. Anderson advised 5% of that disaster, which we don't know what the total is because they still have homes with water in them, can be spent on warning sirens and software. Anderson advised he took the liberty and filled out a Notice of Interest and got Marion County a place marker in line for the money. He advised the hazard mitigation office called back within an hour and asked Anderson what he is wanting to do. Anderson advised he explained to him over the phone what we are thinking about, he referenced the document and sent him the document, he sent him the literature on the products and software. He advised the officer called back an hour later and stated they had never done one of these, but he really likes the project. He then advised he thinks the project has a higher price tag then they have money for, but they want to see where it goes. Anderson advised they approved the Notice of Interest which opens the door for us to go through the application process. The Officer then called back again and advised they like the project and to get the application done as soon as possible so we stay at the front of the line for funding. He advised they do not have to go to FEMA and get approval on this project. He advised Anderson that if we fill out an application they at the State of Iowa like, they can green light it. They call FEMA tell them to allocate the money and we are off and running...like months where your typical Hazard Mitigation Project gets hung up for years, meaning we could be spending money in two or three months. Anderson advised that is a big difference for us and would allow us to actually spend money and start retrofitting our sirens this summer and go in to the office season next fall with public education that Martha and Marcia wanted. Anderson advised he is working on the application and has reached out to JEO Enterprises and asked for help and if he had done any of these. He advised JEO has not done them, but thinks it's a great project and they just hired the retired Nebraska FEMA director and they have said they will help write the application for free. Seibert asked if it was just for the sirens currently operated and set off by the county. Anderson advised Harvey's would be included in the retrofit. Sandholdt asked if it's first come first serve or do they prioritize on the amount of money. Anderson advised it is largely first come first serve

and they have the ability in house to say they like a project because it has a positive effect on nine communities and x number of residents, they have the ability to weight that in our advantage or disadvantage if they don't like it. Sandholdt asked out of a \$200,000 project do they do \$20,000 or \$180,000. Anderson advised they do 85%, so we would have 15% local to do this. Raymie confirmed they would do \$170,000 of the \$200,000. Sandholdt then asked if the \$30,000 could be paid out of the EMA fund. Anderson advised that the funding is there for that. Sandholdt advised he thinks they should jump on that then. Anderson apologized for not coming to the Board first, but it was time sensitive. Sandholdt advised Anderson did a good job of jumping on that and if it's 85% of a \$200,000 project to him it's a no brainer. Fisher agreed. Bakalar asked since they also had to put in an NOI are they included in with Marion County or are they on their own. Anderson advised he had to make some command decisions on the fly and what he deduced from that was all the others cities that have paid for the sirens it would only be fair for them to pay to get a siren. Once they get a siren we can bring it on to the system and pay for the licensing, but they would have to pay to get their siren. Sandholt asked what the price is on a siren. Anderson advised it is under \$20,000. Bakalar advised when he was working on his NOI it was about \$20-25,000 but they are still waiting on the estimate. Anderson advised when he and the vendor drove through Marysville and Hamilton it was advised they could them for under \$20,000. Sandholdt asked if one siren would cover both. Anderson advised topographically it would not. Silvers advised he is two miles outside of Bussey and he can't hear theirs. Bakalar advised depending on which way the wind blows he can hear Bussey's, but for the most part he can't. Sandholdt thought if the tower was in certain locations, you might hit Hamilton and Marysville and split the difference. He's not saying put it one town versus the other town, but if you could find a piece of ground right in between, you might be looking at a mile and half to two miles either direction at the most. Silvers asked if they would have to be outside in order to hear. Bakalar explained that they are outdoor warning sirens and are not meant to be heard inside. Silvers asked if there was one in town it would blow everyone out of the house even in your sleep. Bakalar stated that is a possibility, but he can't always hear Des Moines at work. Sandholdt advised if he is outside listening for it he can hear Knoxville's at his house 5 miles outside of town. He advised you'd have to ask the vendor what the range is. Anderson advised part of the information he will send is a propagation map to show what the area covered would be. Now that he knows the make and model he can build a propagation map for each existing siren and you'll be able to see the coverage area for each of those sirens. Seibert stated at times he can hear Pella's. Silvers confirmed Anderson had said the cost per city/town would be about \$3,000. Anderson advised yes, they would be in the same position where they would be covering 85%. Anderson advised they went sidebar to the mayors and asked them to fill out the NOI and apply. Bakalar advised he applied for one for Marysville for \$20,000, so they will have to come up with \$3,000 and he applied for a Marion County Foundation grant to cover that. Bakalar advised push comes to shove he could probably come up with the \$3,000 he could, but if he can work it where he can get it all that is better for them. Anderson advised chances are better now, as downtown Davenport is flooding. A hesco barrier breached and they are rescuing people from rooftops, so the disaster just got bigger as far as dollars, which will only bring in more dollars. Sandholdt asked how that works if you have like Scott County or southwestern Iowa impacted, does it not matter where that money goes, we are still just as eligible for the funding since we are in the state of Iowa. Anderson confirmed because we are in the state of Iowa and we have an approved hazard mitigation plan we are eligible. He advised he knows that's the system that goes along with it, but it's like robbing Peter to pay Paul. Raymie stated you

have an emergency declaration intended for flooding. Silvers asked what the maintenance would be. Anderson advised Pleasantville wants to dive into with this vendor. Pleasantville and Pella has several now, where they have gone to completely solar operated and they aren't even connected to 110 power and that keeps your cost down because you're not paying a monthly socket fee for an electrical service. Anderson stated the vendor advised you can build your maintenance contract to be whatever you want it to be. Sandholdt asked what the total maintenance fee for all 23-25 sirens would be. Anderson advised he has no idea, as he doesn't know what they are charging and he's never been a part of this. Fisher advised for their three sirens they just put \$4,500 in to radio receivers to activate two of those, but yearly maintenance has been very little. Sandholdt advised he would entertain EMA Commission funding the maintenance. Bakalar discussed maybe getting a better deal if you lump them all together. Anderson advised that probably makes sense, as part of recommendation is that we not only get the software that sets the sirens off, but we get the monitoring software that tells when there is an issue. Sandholdt advised his issue is if the Commission passes this, it then puts financial strain on smaller communities that would have to pay for maintenance, etc. Slycord advised Pella has 9 sirens, some are 6, 8, and 10 cell, and as you look at propagation it will tell you how much each of these sizes can cover. Pella advised they have the two-way communication and they have already retrofitted that, it will help diagnose issues on the siren. They have budgeted \$7,000 each year, but it's never been used. She advised batteries will last about 5 years and they have some electric and some solar. They do get struck by lightning and insurance has paid for all but the deductible. Sandholdt asked how many you give per capita for funding and maintenance. Anderson advised if we get the money and set them up how we want, any additional sirens would need to be bought configured with the two-way communication. Sandholdt is asking more about maintenance and how to keep that per capita. Anderson advised software covers up to 250 sirens and they may want to leave maintenance separate. Raymie advised the county may have to have a siren fund. There was additional discussion on insurance. Raymie asked if there would be any kind of break on a contract for all siren maintenance. Sandholdt stated you would need 28E agreements. Anderson advised it would be good to continue where we are going. He will be getting a call tomorrow from JEO to finish the application, then will be looking for approval from the Commission to finish and submit the application. There was a motion by Raymie and a 2<sup>nd</sup> by Silvers that Anderson is directed to move forward to submit the grant application for outdoor warning sirens. All were in favor. Anderson then showed a one minute video on what the software does.

6. *ICAP Loss Control Visit Recommendations:* Anderson advised every two years this commission, by law, is required to have a liability policy. The EMA Commission has it's own tort liability policy separate from the county. This has never been brought to the commission before as it's never been a big thing. Anderson advised we got a new representative and have never had any recommendations, but this year she gave two formal recommendations. Anderson showed them on the screen and advised the Commission to see the ICAP handout. Anderson advised he has issue with insurance stating we need to create a policy we don't already have. Raymie asked if the Commission had adopted Marion Counties HR handbook. Anderson advised we have and Raymie advised then there is no need for this. Bakalar advised it's just a recommendation and Sandholdt agreed. Raymed advised to send her an email and see what she says. Raymie asked if that had been done. Anderson advised he has called and emailed her and gotten no response. Sandholdt advised he thinks it's premature to act

without her response. Anderson advised he has to reply within 60 days on what we are doing to fix it. Raymie advised the EMA Commission has adopted the Marion County HR policy and procedures as our formal process manual, therefore; we have everything in place to meet this requirement. If she comes back saying she wants something different that would affect rate, then we can do something.

7. *Discussion regarding relationship between Commission By-Laws and Iowa Code 29C:* Anderson advised he doesn't feel like he's done a good enough job clarifying roles and responsibilities of the Commission and what they do. He advised he started cross-referencing by-laws and Iowa Code, as sometimes it is questioned where he gets his information. He asked if they want him to continue with this, would it be beneficial and how do they want him to keep them up to speed on their requirements and codes. Sandholdt stated he thinks it's a good start and to continue what he's doing. Once that is completed they can come back to it, send it out, let people review and if there are issues and concerns tackle the items of concern. Anderson advised staff works with it every day, so we don't always have to ask where things come from, but we need to put it back to the Commission to make you aware. Raymie advised with all Boards there should be Board education and at some point a bullet point or 20 minute presentation of responsibilities and liabilities. Sandholdt suggested maybe at the times of elections this is done as review and he just asks that Iowa Code be put first and then subsection. Anderson advised there is a booklet already printed up and it can be disseminated to everyone. He will dive in to insurance to see what is covered. Bakalar stated if you don't have background you don't understand it or get it, so it would be good to have this information for their own communities. Anderson advised he is willing to do whatever is needed to help the Commission understand their roles and that if they have questions, reach out and ask.
  
8. *Annual Evaluation of the EMA Coordinator:* Anderson advised he sent out the form given to all departments by the HR department. Anderson advised the BOS gave a directive that they intend all departments to have evaluations done on all employees by July 1<sup>st</sup>. Raymie advised legal liability for HR related issues will fall back to Marion County for the actions of our staff, even with our ICAP policies. This is why all Boards, such as the EMA Commission and E911, have adopted Marion County HR policies, so they are consistent across the board. A component of that is to have a consistent performance review plan in place. The BOS has been deficient in this as well, but it has been turned to BOS Member Jahner to line up all of our staff and they have been going through this systematically to make sure they do annual performance appraisals on all Marion County employees. Bakalar asked Anderson if each of them are supposed to fill out the appraisal form for him. Anderson advised the by-laws are written that they as a Board are to work together and fill it out. Sandholdt advised it is to be the Executive Board. Anderson advised by-laws say the Executive Board on day-to-day basis will supervise the director and formal action on hiring and etc., requires a quorum vote. Anderson advised there is a question on whether that is a quorum vote of Executive Committee or of the full commission. Sandholdt stated the way he reads it is of the Executive Committee, Bakalar agrees. Raymie advised that is normally an Executive Committee function as that reads. Sandholdt stated if you go to the Executive Committee definition in the by-laws that defines that. Anderson advised he has yet to do Pettyjohn's evaluation, but plans to do that later this month, but it states he needs to submit it back to the Commission. Sandholdt advised to the Executive Committee and they will then review his evaluation of her for final approval. Anderson advised can they agree on that,

so he is clear of what he is doing. Bakalar advised that is how he reads it as well, but he wants to know if he gives Pettyjohn her appraisal and then it goes to the Executive Committee or does he go to the Executive Committee first, and then give the appraisal. Sandholt advised he thinks he would write it up, send it to the Executive Committee for review and then if there is any discipline/termination it would be discussed before action is taken on the employee. Andersons stated there has to be a connection between the commission who is responsible for all of the employees, there can't be a disconnect in there. He advised he is interpreting it the same way they are. He will write the review, submit it to them and before it gets filed in the employees personnel file the Executive Committee has to weigh in on in it. Sandholdt advised it would come to them before he even gives the employee the review, so he would write it, have them review it and then do the employee's review. Raymie advised the way it is structured for this type of commission is that Anderson will come up with a performance evaluation, he will then talk through the results with the Executive Committee and there is no action on that, just discussion. They will come to an agreement with the final review and then give the form back to the employee who can sign it or disagree and have a conversation with the Executive Committee. Anderson stated with respect to Pettyjohn's evaluation he's a believer in allowing her the ability in the 30 days before to weigh in on her strong points, weak points and to have a voice in setting goals for the next year. He advised he will be doing that part quickly before he does a write up for the Committee. Slycord asked if HR wants to see it before Pettyjohn does. Anderson advised she just needs a copy for files. Raymie advised when it's final from the Board, the department does the review, the final form will get filed with HR, who will review the form and make sure everything has been completed, make sure there are no discrepancies or there are no disputes. Slycord advised theirs goes to Chief, then to HR, who does a review, so she was just curious and wanted to compare the process. Anderson advised that may change, this is our first stab at it. The form they are using may not be the form used in the future. Raymie advised this is the first form and from a reviewer perspective be careful of what you put in comments. The other thing the Board can do is have HR sit in at the same time to keep them on track. Anderson advised he explained it to her that her primary role was to be the repository for the forms when they were done to go in personnel file and to maintain a global position where these evaluations are applied equally across the county workforce. If she sees one group going off the reservation and doing their own thing then it is her job to pull them back in and keep them consistent. Sandholdt stated the department head or whoever it is if all evaluations are really good it's not as big of an issue, but if there is a concern and corrective action needs to be taken you would pull in HR to make sure that is documented. Bakalar asked who the Executive Board was. Sandholdt stated it is him, Bakalar and Chief Bokinsky. Anderson advised Chief Mitchell was a member. Sandholdt asked Anderson to go back up and look at the number of people. Anderson advised Chief Mitchell needs replaced. Sandholt stated he thought it was a total of five, the Chair, Vice Chair and three others. Sandholdt asked staff to confirm who was on the Executive Board. Bokinsky asked if with a new Chair if there is a new Executive Committee. Raymie agreed with that. Bokinsky asked about the section regarding the Executive Board doing annual performance evaluation and having a "Quorum" vote, asking if it has to be unanimous or a majority. Sandholdt thinks it's a majority of the Quorum, so like three of the five members would come up with a recommendation. Bokinsky advised he thinks there might be a definition for a Quorum vote. Raymie advised they need to re-write the by-laws. He stated he doesn't disagree with Sandholdt's interpretation, but if everyone doesn't understand or agree on this then the by-laws need re-written, is it a Quorum of the Executive Committee or the

Commission, he advised it's not clear. Anderson stated he interprets it as a Quorum of the Commission. Bakalar stated he agrees with that. Anderson asked if they could take the first step toward that and asked what they want it to be, because they are going to have to have another meeting about grant applications and evaluations. Sandholdt stated his two cents on it he would keep it as the Executive Committee that supervises day-to-day activities, if it's not going to be Executive Committee it needs to say the Board on the day-to-day basis will do it otherwise, if you have core group that is responsible for supervising, yet otherwise everyone else has a say on what happens you defeat the purpose on a small group doing the day-to-day operations. Anderson advised he doesn't disagree with what he is saying, but the Executive Committee has to do their due diligence to reach out to all other members to get their input that goes in to that. Sandholdt advised then it should say Board. Raymie stated you have management and you have actual hiring and firing, promotion, raises, those things. He continued saying the management function; he thinks the intent of that is the Executive Committee, which oversees the day-to-day stuff, so if you have an immediate question you have to have answered you go to that core group, if it's going to be some type of action involving those other things, that would be a Board function. The Executive Committee could bring those to the Board, but that second sentence looks like it's a Board function and that would be in line with the counties other Boards. He stated for example Kim Dorn is responsible to the Board of Health, there is no Executive Committee, if they take any disciplinary action it's a majority vote of the Board. Sandholdt confirmed that is how the Board of Health is set up and then stated if that is how other Boards are set up then that makes sense along those line. He stated if she can't hire, fire, demote, anyone on her own then he would agree. Raymie stated subsidiary actions, but what he thinks that sentence is intending is for the Director only and that it's just not written well, they went from Director to this, but what it is intending is the Board has functions on hiring, firing, evaluations for the Director. Anderson stated section 2 lays out that the Director has roles and responsibilities over the employees. Sandholdt stated you would need to change section 2 then to Commission and not Executive Committee. Raymie stated with Part 2 it means Anderson will supervise Pettyjohn and give her day-to-day direction, but if he is going to take any action he has to come to the Board. Sandholdt stated it should say the Board also, Raymie stated that was fine with him. Anderson advised it makes it cleaner. Sandholt recommends it be the same either way. Raymie advised the direction would be to come up with a re-write for those two sections and anything else that may need fixed. Anderson advised we will do a review of the by-laws and see what we come up with. Anderson asked if they want to do his performance review at that point. Raymie advised they need to have one review in a Board setting, don't have everyone sign off on their own. Raymie advised them to give some thought to the form and at the next meeting it's an agenda item. Sandholt stated the problem is we won't have a meeting before July 1<sup>st</sup>. Bakalar advised the could call a special meeting. Raymie asked if they were ready to do it. Sandholdt stated he doesn't think it's fair to Pettyjohn that she doesn't get any input on hers. They could vote to change the by-laws to say it's a Quorum vote of the whole Board. Raymie advised the way they have done it is they give everyone notice, they come in and do their review, the BOS as a closed session discuss that review and come up with one assessment, pass it back to the employee where they can decide to sign it or debate it. Bokinsky asked about the section on the review that would require them to need Anderson's job description. Sandholdt stated 29C talks about his job description. Anderson advised he has an actual job description, but there are components of 29C that discuss duties of an EMA. Anderson advised he has asked for his job description to be updated, but he will send both his and Pettyjohn's job

descriptions out to the Board.

9. *Establish next meeting date:* The next meeting was set for Tuesday, June 25<sup>th</sup> at 6pm at 3014 E Main St.
10. *Adjournment:* There was a motion by Seibert and a second by Raymie to adjourn the meeting. The meeting was adjourned at 7:30pm.