

MEETING MINUTES

Linn County Emergency Management Commission

Tuesday - June 15, 2010

6:00 PM

Called to order at 6:02 p.m.

Representatives Present:

Ron Hoover	Alburnett
Don Gray	Central City
Bill Grove	Ely
Paula Gunter	Palo
Ben Rogers	BOS
Dave Paustian	Prairieburg
Brian Gardner	Sheriff
Dar Harmening	Bertram
Terry Jackson	Marion
Ian Cullis	Robins
Mike Nesslage	Hiawatha (via pbx)
Dave Yanecek	Fairfax

Guests Present:

Tom Clymer
Bill Mau
Rich Struve
Scott Haney
Leslie Wright
Tom Hess
Mike Davis

EMA Staff:

Michael Goldberg
Dawn Nelson

- 1. Roll Call** – Roll call was taken and we were two members short of a quorum present at 6:02 p.m. A quorum was present at 6:40 p.m.
- 2. Approve Agenda** – Motion by Ben Rogers and second by Bill Grove to accept the agenda as presented. Motion carried.
- 3. Public Comments – Agenda Related** – Rich Struve referenced 6.4.1.5 and noted an antenna was put up during the Flood of 2008 and maybe another one could be put up with out Kirkwood, for backup. Mike Goldberg said EMA staff has tried a digital antenna and we can't pull it at the moment. Kirkwood Community College is sending us a proposal. Rich said he would assist. Leslie Wright with United Way and Linn Area Community Organization Active in Disaster (COAD) (see attach) gave a presentation. COAD administered unmet needs grants. Mike Goldberg reiterated that COAD's services are available outside the metro area.
- 4. Consent Calendar**
 - 4.1. Minutes - 04/20/2010 Commission Meeting. – Motion by Dar Harmening and second by Paula Gunter to approve the consent calendar items. Motion carried.

5. Business (discussion and action may be taken on any of the following)

- 5.1. Approve and authorize Chair to sign agreement with AFSCME Local 231 for the period of July 1, 2010 – June 30, 2012. – Motion by Ben Rogers and second by Don Gray to authorize the Chair to sign the agreement with AFSCME Local 231 for the period of July 1, 2010 through June 30, 2012. Motion carried. (Mike Nesslage via pbx at 6:40 p.m.).
- 5.2. Appoint committee for review and update of Personnel Policy Manual for management/confidential employees - Brian Gardner will appoint a committee. Mike Goldberg will go through the current policy and bring items to the committee to be reviewed. If you are interested in being a committee member, let Brian know by the next meeting.
- 5.3. Cedar County Request for reduction in annual HazMat retainer associated with reduced coverage.
Tim Malott – Cedar County EMA - requesting that Linn County HazMat, to pro-rate Cedar County because we only want support for the North half of the County 286 square miles of the county that would be North of 220 Street/Hwy 130 minus the city limits of Tipton. This would include the communities of Mechanicsville, Stanwood, Clarence and Lowden. We feel that splitting the County with HWY 30 and the RR in the North and Interstate 80 Cedar River and 3 major gas pipelines in the South. We would think that the area, number of business and family homes in this area would warrant a reduce price when you said that your group would cover the complete County for \$4,000.00 and this is just under 50% of the county and 40% of the population. We are very pleased with the service that Linn County HazMat provides. We have reduced the number of HazMat teams that cover Cedar County from 3 to 2 to provide the very best service for our citizens at a cost that can fit our small budget. – Mike Goldberg gave the history of the service coverage. Motion by Don Gray and second by Paula Gunter to authorize half the fee for half the coverage for Cedar County, as requested, for their annual HazMat retainer in the amount of \$2,000. Motion carried.
- 5.4. Update on FFY2010 EMPG application – Mike Goldberg said the application is being signed tonight and being sent in. The cap is at \$39,000. This is federal money that comes through the state.
- 5.5. Report on May 19 DAEC exercise evaluated by FEMA – Mike Goldberg asked Mike Davis to speak reference the FEMA evaluated exercise and Mike Davis stated the exercise went very well and there were no problems noted. Mike Davis added that there were good comments received from FEMA regarding the Linn County EOC and the coordination with other groups (State, Benton Co, etc). He concluded with saying thank you to everyone for their participation, from DAEC.
- 5.6. *Introduction to Homeland Security and Emergency Management for Local Officials* – booklet review – Mike Goldberg spoke reference the booklet. Everyone present tonight should take one and share it with

others. We will go through the sections at future meetings.

6. Coordinator's Report (since last report)

6.1. Administration

- 6.1.1. Initiated direct access & entry to JPMorgan P-card system (more timely preparation and better information on reports)
- 6.1.2. Initiated EMA equipment resources catalog project (direction given to Operations & Logistics) – Review draft PowerPoint
- 6.1.3. Time Loss (vacation/holiday/personal time) update activity covering past 3 years involving all EMA staff – HR – Auditors office
- 6.1.4. ISAC – Legislative Policy Group meeting representing Iowa Association of Emergency Managers – Des Moines (5/26)
- 6.1.5. Homeland Security and IAEM Region meetings (6/8)
- 6.1.6. Participated with Plans Officer at meeting for Lisbon/Mt. Vernon hazard mitigation plan project (6/9)
- 6.1.7. Staff Meetings

6.2. Financial (Budget, Grant, Etc)

- 6.2.1. Filed second quarter report for EMPG FFY2010
- 6.2.2. Monthly Report – on line. Questions?

6.3. Planning, Projects, Events

- 6.3.1. Attended/Participated in events relating to FEMA evaluation of Radiological Emergency Response Plan
 - Emergency Worker Mass Decon (EWMDS) Tabletop (5/6)
 - Hiwatha Ambulance Evaluation (5/12)
 - Mercy Hospital – Treatment and patient decon (5/12)
 - EWMDS – Dress Rehearsal (5/13)
 - Marshall County Reception Center evaluation (5/17)
 - Alburnett School transportation evaluation (5/18)
 - Cedar Rapids Community Schools transportation evaluation (5/18)
 - EWMDS Evaluation (5/18)
 - EOC & DAEC Exercise (5/19)

- FEMA Preliminary Findings meeting and public hearing (5/21)
- Johnson County Reception Center off year walk-thru (5/27)
- 6.3.2 Freedom Festival planning meeting for July 4th fireworks (6/8)
- 6.3.3 Attended Cedar River Watershed Coalition meeting (4/30)
- 6.3.4 Linn Area Long Term Recovery Coalition Strategic Planning meetings
- 6.3.5 Meeting with Aegon business continuity planners relating to Safeguard Iowa resource typing.
- 6.3.6 Community Organizations Active in Disasters (COAD) development meetings
- 6.3.7 Completed Mitigation Planning course as part of Advanced Professional Series
- 6.3.8 Disaster Volunteer Coordination Committee (Numerous meeting).
- 6.4 Functional Area Report
 - 6.4.1 Operations
 - 6.4.1.1 EMA equipment resources catalog
 - 6.4.1.2 DAEC exercise and EWMDS
 - 6.4.1.3 Equipment maintenance – generators and vehicles
 - 6.4.1.4 Generator status panel relocation into Comm Room.
 - 6.4.1.5 Meeting with Kirkwood on add KCRG –DTV9.2 to system for monitoring of weather.
 - 6.4.1.6 Post Office Biological Agent Detection System walk-thru
 - 6.4.1.7 Weather presentation and safe shelter reviews
 - Storm spotter class – Center Point Fire
 - Shelter review – Johnson Ave.
 - 6.4.2 Plans
 - 6.4.2.1 Working on reformatting of Linn County Emergency Response Plan to the Essential Support Function (ESF) format.
 - ESF 1 - Transportation – Draft Completed
 - ESF 2 - Communications – Draft Completed
 - ESF 3 - Public Works and Engineering – Draft nearly completed

- ESF 4 - Fire Fighting – Draft nearly completed
 - ESF 5 - Emergency Management – Draft 90% done
 - ESF 6 - Mass Care, Emergency Assistance and Human Services -started
 - ESF 10 – Oil and HazMat Response -98%
 - Basic Plan -started
- 6.4.2. Working on hazard mitigation plan for Mt. Vernon/Lisbon
- 6.4.3 DAEC Exercise
- 6.4.3 Logistics
- 6.4.3.1 Coordinated Special Needs verification & updating call activity – 2 day event with volunteers
- 6.4.3.2 DAEC & EWMDS exercise
- 6.4.3.3 Radiological detection equipment maintenance and deployment.
- 6.4.3.4 Weekly indoor 800 radio maintenance
- 6.4.3.5 Weekly indoor alert system radio maintenance
- 6.4.3.6 Assisted with EMA equipment resources catalog
- 6.4.4 Volunteer Hazardous Materials Team
- Calls
- Hazmat Standby for Mechanicville Fire for an Anhydrous Ammonia Leak on April 12, 2010.
 - Hazmat Response for Atkins Fire for a Diesel Leak from a truck due a 10-50PD on May 6, 2010.
 - Hazmat Response for Hiawatha Fire for an Oil Spill on June 7, 2010.
- Training
- Conducted three (3) Hazmat Ops Refresher class.
 - Hazmat Ops Ref – Monona Fire – Tuesday April 20 @ 6:30pm – 22 People
 - Hazmat Ops Ref – Vinton Fire – Thursday May 20 @ 7pm – 28 People
 - Hazmat Ops Ref – West Bertram Fire – Thursday June 3 @ 7pm – 8 People
 - EWMDS Drills with CR Fire, DAEC and FEMA on May 13, 2010 and May 18, 2010
- Meetings
- Two Hazmat Meetings

- 6.5 Community/Media Relations
 - 6.5.1 Presentation to Iowa Contingency Planners (5/12)
 - 6.5.2 New siren guidelines – media activities
 - 6.5.3 CRFD Fire Chief swearing in (5/10)
 - 6.5.4 Marion Hy-Vee: Kid's Safety Day and KCRG weather radio event (5/1) (Goldberg/Nelson)
 - 6.5.5 KCRG Weather radio event – Marion Hy-Vee (4/28)
 - 6.5.6 Linn County Fire Association Meeting in May

Mike Goldberg noted Safeguard Iowa is sponsoring a Bomb Incident course on June 22nd here at EMA in the EOC. EMA is hosting/co-sponsoring this course. Mike Goldberg and Dawn Nelson met with Dee Baird, Tom Kaldenberg and Jennifer Fischer with Kirkwood Community College today to review the lease. Mike stated the budget looks to be in good shape and concluded with stating the HazMat portion has \$11,000 unspent.

7. Travel/Conferences Requests (Take action)

To be presented during meeting as necessary. – The state is having a train the trainer course for CERT June 28 and June 29th. Tom Ulrich, Brad Ransford and Don Vincent would like to attend. This is a free class. Brian Gardner will sign off so all three can go.

- 8. Public Comments – Non-Agenda Related** – Ian Cullis noted he has been working with Curtis Dickson with Linn County Public Health regarding securing the school in Viola. It is on the historic registry and he has been working on it. It has been vandalized. He appreciates the support he has been receiving. Mike Goldberg said there is a power point printout, included in the packets, of the assets and also noted a Critical Employee Emergency Planning (CEEP) course scheduled on November 2 in Des Moines (see attach).

- 9. Adjournment** – Motion by Paula Gunter and second by Ben Rogers to adjourn at 6:47 p.m. Motion carried.