

January 2022 Minutes

Story County Hazard Mitigation Plan Review

Call to Order: Meeting called to order by Chair Linda Murken at 7:01 PM.

Special Note: This meeting is being recorded and is originating from the Story County Emergency Operations Center. Public Access provided via Zoom video conferencing platform. Due to recommendations to limit gathering in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via Zoom. Please mute your phones unless you have a question.

The Story County Hazard mitigation plan has a requirement to conduct an annual review for updates. This meeting is the time to review strategies and receive public comment on the plan.

Over the past year there has been one strategy submitted by Roland for backup power generation for addition to the plan. Strategies are generated by the jurisdiction covered by the plan. They are the basis for actions within the community to reduce the risk to the community. Hazard Mitigation grant funds require projects to be tied to the strategies identified by the jurisdiction in the Hazard Mitigation Plan. SCEMA staff can assist jurisdiction with changes at any time throughout the year. A complete revision of the plan is coming in 2023/2024.

No inputs or discussion. Meeting adjourned at 7:09PM.

Story County Emergency Management Commission Meeting

Call to Order

The meeting of the Story County Emergency Management Commission was called to order at 7:09 PM by Chair Linda Murken.

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Attendance:

<u>Jurisdiction</u>	<u>Name</u>	<u>Jurisdiction</u>	<u>Name</u>
BOS	Linda Murken	Ames	John Haila
Cambridge	Bobby Chubbic	Collins	
Colo	Brent Bappe	Gilbert	Jon Popp
Huxley		Kelley	Kenny Kling
Maxwell		McCallsburg	David Muth
Nevada	Barb Mittman	Roland	Andy Webb
Sheldahl	Todd Anderson	Slater	Ken May

Story City	Mike Jensen	Zearing	
Sheriff	Paul Fitzgerald	ISU	Clayton Oliver
SCEMA	Keith Morgan	SCEMA	Melissa Spencer

Consent Agenda

Approval of December 2021 Meeting Minutes Motion by Jensen, 2nd by Kling. MCU
 Approval of January 2022 Agenda- Motion by Haila, 2nd by Fitzgerald, MCU

Election of Officers

Election of Story County Emergency Management Commission Chair (Term Ends 2024)

Haila nominates Linda Murken, 2nd by Jensen. Haila motions for nominations to cease, 2nd by Jensen. No discussion. MCU

Election of Story County Emergency Management Commission 1st Vice Chair (Term ends

2023, Normally a two-year Term, one-time adjustment due to revision of bylaws) Kling nominates Paul Fitzgerald, 2nd by Bappe. Haila motions for nominations to cease, 2nd by Webb. Discussion: This position needs to be aligned with an odd number year. The position could end in 2023 or extended to 2025. The consensus was to vote the position to end in 2025.

Election of Story County Emergency Management Commission Vice-Chair (Term ends 2024)

Motion by Haila to nominate Jensen. Jensen refused the nomination. Haila withdrew the motion. Motion by Webb nominating Haila, 2nd by Jensen.

Discussion: This is a new position created from the bylaws revision to create an odd number of people on the Executive Committee. MCU

Old Business

Public Comment on Story County Emergency Management Commission FY23 Budget

Public Hearing opened at 7:25PM. A budget workshop was conducted in December to review the FY22 re-estimation and proposed FY23 budget. Inputs were provided and the Commission voted to accept the proposed budget for publication.

No public comment. Hearing closed at 7:25PM.

Approval of Story County Emergency Management Commission FY23 Budget

Motion by Haila, 2nd by Mittman to approve the FY23 budget as published and presented. MCU

New Business

2nd Quarter Update

EMA staff responded to two animal transportation accidents, one in Story County and one in Hardin County. There was good coordination with SCEMA, Story County Animal Control and

ISU Vet Med to provide care of injured animals. This further establishes that ISU is a great partner.

On December 15th, Story County experienced a second derecho in two years. The storms packed 70 mph winds and produced a record number of tornadoes across Iowa. EMA staff worked closely with the PSAP's for the activation of the outdoor warning sirens for winds in excess of 70mph.

Significant work has been completed on the Mass Casualty Incident SOG's and plan to include communication pathways on the new radio system. Morgan is working with the Story County Sheriff's Office Communication Commanders to develop radio system training. This work also dovetails with inputs from the Planning, Training and Exercise Survey conducted last year.

Staff met with the new medical examiner to discuss their roles and responsibilities during a mass casualty event.

The Deputy Coordinator graduated from the 12-week National Association of Counties High Performance Leadership Academy. Spencer thanked the Commission and Morgan for their support for her to attend. Spencer learned a lot about her own leadership style and looks forward to implementing what she learned to become a stronger leader.

Morgan hosted an elected official training that garnered great feedback. Morgan is willing to host another session if needed. Haila asked if a workshop for City Councils could be created. Morgan is willing to bring Incident Command Center training or bring a shortened Executive briefing to a City Council Meeting. Morgan will send a scheduling survey to the communities for availability and preferred times. ISU would be interested in attending the workshop as well.

Staff conducted the annual I-35 closure still in October. The drill was an opportunity to refamiliarize agencies and individuals with their roles and responsibilities.

The Story County Amateur Radio Emergency Services (ARES) team reprogrammed the non-StoryComm radios in the Command trailer. The team utilized their knowledge of radio systems to develop a concept for a communication network. Their volunteer time has created a substantial savings to the agency.

Approval of Policies

Recruitment Policy: A new policy that came from the By-laws update. The Bylaws Committee decided it was better to create a recruitment policy rather than have the information spelled out in the By-laws. This recruitment relates only to the recruitment of the Coordinator. The Executive Committee with work with Story County Human Resources and bring recommendations to the full Commission for hiring approval. Morgan reviewed the suggested changes from Murken.

Moving Policy: This is a new policy that goes along with the recruitment policy and parallels the Story County Policy. This would be to potentially provide compensation as specified in the policy to a Coordinator who is hired and moves more than 50 miles to accept the position.

Compensation would have to be approved by the Commission in their offer, but would be administered by the Executive Committee.

Performance Management Policy: This is an update from the By-laws update that shifts employee evaluations from December to April.

Compensation Policy: Grammatical changes only. Currently this does not apply to staff but puts a process in place should additional staff positions be hired that fall onto the Story County Pay Matrix. Also moves action on staff pay increases from January to April meeting.

Travel Policy: A new policy that parallels the County Policy. This policy takes into consideration the human trafficking legislative changes when using public funds for lodging.

Purchasing Policy: This was a revision that per Iowa Code the Coordinator and Chair are the only personnel that can sign claims for the agency. The Vice Chair authority was removed.

Motion by Kling, 2nd by Bappe to approve the policies as presented. MCU

Revised Coordinator Position Description

The Coordinator position description has been reduced to eight essential functions. The proposed lifting requirement was increased from 50 to 100 pounds. There are occasions when staff may be required to lift the 65 pounds trailer hitch when deploying the Command trailer. The recommendation from Story County Human Resources was to increase the lifting to 100 pound which is an HR standard progression. After discussion, motion by Haila 2nd by Jensen to adopt the Coordinator position description with a 50 pound lifting requirement and to work with HR to change to a 75 pound lifting requirement.

Other: Chair Murken welcomed all of the new members of the Commission. She hopes we will all meet in person for the next meeting.

Next Meeting: April 20, 2022 7PM

Adjournment: Motion by Kling, 2nd by Webb to adjourn the meeting. Meeting adjourned at 8:16PM.