

June 22, 2022 Minutes

**Story County Emergency Management Commission Meeting**

**Call to Order**

The meeting of the Story County Emergency Management Commission was called to order at 7:00 PM by Chair Linda Murken.

**Attendance:**

<u>Jurisdiction</u>	<u>Name</u>	<u>Jurisdiction</u>	<u>Name</u>
BOS	Linda Murken	Ames	John Haila
Cambridge	Bobby Chubbic	Collins	
Colo		Gilbert	
Huxley	Kevin Deaton	Kelley	Kenny Kling
Maxwell		McCallsburg	David Muth
Nevada	Brett Barker	Roland	Andy Webb
Sheldahl		Slater	John Kahler
Story City	Mike Jensen	Zearing	
Sheriff	Paul Fitzgerald	ISU	Clayton Oliver
SCEMA	Keith Morgan	SCEMA	Melissa Spencer
Story County HR	Alissa Wignall		

**Consent Agenda**

Approval of April 2022 Meeting Minutes & Approval of June 2022 Agenda. Haila asked that the full meeting date of April 20, 2022 be placed at the top of the April meeting minutes Motion by Haila, 2<sup>nd</sup> by Barker to approve the Consent Agenda with identified changes. MCU

**Old Business**

**Cash Donations Management Update**

A large-scale disaster or emergency will drive the public to want to make cash donations to fulfill unmet needs of individuals in Story County. In 2010 the Story County Coalition for Disaster Recovery (CDR) was the lead organization to coordinate the dissemination of \$59,382 of funds that benefited 41 Story County families that met the poverty guidelines. When the CDR was dissolved, there is no agency to lead this function.

Mid-Iowa Community Action (MICA), is contracted with the State of Iowa to administer the State Individual Assistance program and has knowledge of families that meet or fall below the poverty guidelines of the program. The United Way of Story County (UWSC) has a bank account for receiving funds that is separate from any other funding streams and can provide a potential tax break to donors.

The Story County Emergency Management Agency (SCEMA) role was to accept the request for activation, initiate and oversee the process and develop the MOU's between SCEMA, MICA and

UWSC. After review by the Legal Advisor, there is a concern that collected funds should be directed through the SCEMA budget. This is not feasible. After discussion with UWSC and MICA, they are going to enter into an MOU with each other and the SCEMA will not be a party. The SCEMA will still serve as the activation point from the jurisdictions and may become part of the selection committee. The SCEMA will continue to assist both agencies with developing the structure for the program which will include an appeal process.

### **Rapid Action Teams for Sheltering (RATS) Update**

As a reminder, the Red Cross will no longer provide liability coverage to the RATS teams unless they become full Red Cross volunteers. After discussion with each team, they believe they can continue to offer RATS team sheltering capabilities under their own liability in their facilities. There will be no need for MOU's with the teams.

### **Hazard Mitigation Grant Update**

In April 2022, the Commission passed a resolution to fund the local cost share of 15% with an in-kind match of time. Since the grant funds are coming from COVID-19 funds, there will not be a local match required. The Feds will cover 90% and the State will recover the remaining 10%. However, we will continue to track what would have been local contributions should FEMA change the grant requirements.

### **Intern Position/Part-time Position Update**

We will continue to explore the shared position with ISU for future staffing needs. We received an outstanding intern candidate, Samantha Scharper, and will bring her on in the beginning of July. She is a Junior at Iowa State and is finishing her criminal justice degree. She has a background in information technology and is a reservist with the Iowa National Guard. Due to the increase of the wage to \$15.00 per hour there will be an additional \$3,120 in salary expenses that will be covered with operational expense savings.

## **New Business**

### **Quarterly Report**

SCEMA staff responded to the shooting at the Cornerstone Church. One of the lessons learned is for the Coordinator to work with the PSAP's and Law Enforcement agencies to determine what types of incidents should SCEMA be at a minimum, made aware of. Staff will not respond until asked for but can start developing strategies to meet the potential needs of the Incident Commander.

The Coordinator responded to a stover fire on 620<sup>th</sup> Ave near 140<sup>th</sup> Street. The fires may have started from a lightning strike. The north set of stacks quickly became engulfed and could not be extinguished. Luckily the prevailing winds for the week were from the south and preserved the remaining stacks of stover at the site. The site is owned by Verbio and they are responsible for monitoring the site as it continues to burn.

Story County experienced heavy rains on June 15, that led to flash flooding in northern portions of the County and riverine flooding in the Skunk River. There were some secondary roads impacted but not enough for a disaster declaration.

SCEMA staff hosted seven training sessions and trained 90 people this quarter. The Incident Command training was well received and the feedback showed individuals increased their knowledge 1.7 steps from before they attended. While the training was well received, there were a lot of empty seats. We ask that jurisdictional executives share the training opportunities and encourage community staff to attend.

Going forward, FY23 will bring the development of six new Recovery Support Functions in addition to the 15 Emergency Support Functions (ESF) already in place. The development of the RSF's will require inputs from the community level to be successful.

The STAR1 Search and Rescue received a Governor's Volunteer Award on June 21<sup>st</sup>. This is a dedicated group of volunteers that have outstanding search and rescue capabilities.

There was a question from the Commission if the State Burn Ban regulations could be extended to cover the use of fireworks during drought conditions. Morgan did not believe the Iowa Code sections included fireworks and was only for open burning. Discussion followed that the possible inclusion of fireworks be added to open burning during drought conditions. Morgan will share the discussion with the Story City Fire Chief who is also part of the statewide volunteer Chief's organization. Morgan also thought this might be something that the Iowa Emergency Management Association might support.

## **Plans Adoption**

### **ESF 6-Mass Care**

References to the CDR were removed as they no longer exist. Reference to RATS were added. While reviewing this plan, staff worked with the Red Cross to examine shelter agreements and identify new shelter sites in Ames. Murken asked for Community Services to be changed to General Services in the plan.

### **ESF 11-Pets/Ag/Natural Resources**

Removed reference to Iowa Homeland Security and Emergency Management plans and the Iowa Veterinary Rapid Response Team. SCEMA worked with an Intern from ISU Veterinary Medicine to develop Continuity of Government plans for the Story County and Ames Animal Shelters.

Motion by Fitzgerald, 2<sup>nd</sup> by Barker to approve both ESF's with the identified correction to ESF 6 MCU.

### **Preliminary FY22 budget Close-out**

This preliminary closeout is based upon the May end of month report and estimation of June spending. Grant affected the year end significantly. Revenues decreased by \$31,066.44 which was due to \$27,855.02 of EMPG ARPA grant funds that were not spent in FY22. This expense will be carried over and expended in the FY23 budget. There was also \$3,211.42 of grant funds not expended for the backup EOC computer project. There will be an additional \$18,105.02 from the EMPG ARPA Grant that will not have an expense and will increase revenues in FY23.

Expenses decreased by \$40,362.00 with a majority of the decrease associated with grant funds that will be expended next budget year. There was additional savings of \$5,090.55 from not having an intern and \$2,127.55 from an over re-estimation of fuel costs. Overall estimated operational saving of \$9,295.77 (3% of operational costs) from the budget re-estimation to end of year.

We will provide final year end budget numbers after the end of June.

### **Memorandums of Understanding**

We had a request to enter into an MOU with Jasper County for staffing. The language is the same as the MOU executed with Boone County. Motion by Webb, 2<sup>nd</sup> by Deaton to approve the MOU with Jasper County. MCU

The Amateur Radio Emergency Services (ARES) MOU was reviewed as it has been 5 years since it was signed. Only change was an update to the required Federal Emergency Management Agency (FEMA) classes. Motion by Deaton, 2<sup>nd</sup> by Kling to approve the updated MOU. MCU

### **COVID-19 After Action Review**

Crawford and Associates conducted the review of SCEMA operations during COVID-19. They poured through mountains of documentation and conducted surveys with local stakeholders. Morgan accepted the report on June 5, 2022. Strengths included the jurisdictional conference calls; the use of situations reports and the strong collaboration between jurisdictions at the local level. Areas for improvement are depth of EMA and EOC position staffing, training for jurisdictional executives and conducting exercises. In order to conduct successful training and exercises, there needs to be community support with attending training sessions.

### **Changes to Story County Compensation Schedules**

The Board of Supervisors conducted a compensation study that reviewed position descriptions and pay scales. The Board of Supervisors adopted the new schedule that will start on July 3<sup>rd</sup>. Human Resources Director Alissa Wignall explained there are 27 pay grades with 15 steps inside of each paygrade. The Deputy Coordinator position is a class 17 and the Coordinator is class 22. Each step progresses by 2.5% each year with longevity added.

Discussion centered on the decrease to the Deputy position and if the responsibilities of the position had changes. The survey of like counties showed the market for a Deputy Coordinator supported the change. It was asked if a Deputy could be started at a higher step if the individual comes with skills. It is allowable to start someone at a higher step in the position pay grade.

The current compensation policy will be updated to reflect the new schedule.

### **Appointment of New Coordinator**

The Executive Committee conducted the recruitment and screening for the Coordinator position. Thank you to Human Resources Director Alissa Wignall and Connie Toresdahl, Sheriff's Office Administrative Commander for their assistance through this process. A total of 27 applications

were received with all individuals meeting the requirements of the position. Eight individuals were offered interviews with one declining. Due to open meetings requirements interviews were conducted in open and closed sessions. On July 1, 2022 the Executive Committee selected Melissa Spencer for recommendation to the Commission. The offer was made on June 2, 2022 and Melissa accepted on June 3, 2022. The salary offered at that time was \$78,156.52, which is a 5% increase per the current policy. With the new compensation study the Coordinator position starting salary is \$79,812.29. With the longevity and equity piece, Melissa's starting salary would go up two steps to \$83,852.79. Motion by Deaton, 2<sup>nd</sup> by Jensen to approve the appointment of Melissa Spencer as the Emergency management Coordinator at the starting pay of \$83,852.79. MCU

### **July Commission Meeting**

The Commission by-laws state the Commission should meet for regular business meetings on the third Wednesday of January, April, July and October to conduct business of the Commission. Since business was conducted during the special June 22, 2022 meeting, does the Commission want to have a July meeting? Motion by Webb, 2<sup>nd</sup> by Barker to skip the July meeting and meet again on October 19, 2022. MCU

### **Other**

Reminder that Morgan's retirement party is June 30<sup>th</sup> from 2-4 PM in the Emergency Operations Center. Haila recommended a proclamation be presented to Morgan for his service to the Commission and County.

**Next Meeting: Oct 19, 2022 7PM**

**Adjournment: Motion by Kling, 2<sup>nd</sup> by Fitzgerald to adjourn the meeting. Meeting adjourned at 8:16PM.**