

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	Brent Bappe	Gilbert	Jon Popp
Huxley		Kelley	Kenny Kling
Maxwell		McCallsburg	David Muth
Nevada	Brett Barker	Roland	Andy Webb
Sheldahl		Slater	John Kahler
Story City		Zearing	
Sheriff	Paul Fitzgerald	ISU	Clayton Oliver
SCEMA	Melissa Spencer	SCEMA	David Cooper
SCEMA	Samantha Scharper		

Consent Agenda

Approval of June 2022 Meeting Minutes: Motion by Haila, 2nd by Webb, MCU
Approval of October 2022 Agenda: Motion by Webb, 2nd by Barker, MCU

Old Business

Update on Shared ISU Part-time Position

Due to changes in staffing at Iowa State University (ISU), the process for getting a shared part-time position is on hold. Clayton Oliver, from ISU, elaborated that Environmental Health and Safety is undergoing reorganization and will hire a new Director of Emergency Management with a projected start of January 2023. ISU wants to let the new director get settled into the new position before pursuing the part-time position.

Update on Final FY 22 Budget Close-out

The FY22 budget ended with a savings of \$9036.71 due to not having an intern and savings in fuel costs. Additionally, the SCEMA received approximately \$24,000 in grant funding which offset earlier expenses and \$17,000 ARPA grant funding. The summation of these allowed the SCEMA to start FY23 with \$51,548.75 in total accrued savings.

New Business

FY23 Budget Update

FY23 starts with \$51,548.75 in accrued savings. With the changes to the compensation policy there will be a savings of \$5,052 savings in the Coordinator position. There will be a \$8,054 in savings in the Deputy Coordinator position from what was budgeted to where the new Deputy will start. There is budget savings of \$17,353 for not having a Deputy from July to September based on the budgeted Deputy Coordinator salary. Morgan's payout of \$5279.84 when he retired. Potential additional savings of \$25,179.16 in salaries. We will pin down the figure when the budget is re-estimated before the December budget workshop but could have \$76,727 in accrued savings.

Coordinator Probationary Evaluation

The new SCEMA Coordinator received her initial probationary evaluation from Linda Murken. It was a period marked by great success while dealing with the difficulties of adjusting to the position and being short staffed.

Deputy Coordinator Introduction

David Cooper introduced himself as the new Deputy Coordinator. He is a retiring Chemical Officer from the Nebraska Army National Guard who earned his bachelor's degree at Iowa State. He has experience in emergency management as well as various security programs and holds PMP, AEM, and Six Sigma certifications.

Intern Introduction

Samantha Scharper introduced herself as the new SCEMA intern. She is a junior at ISU studying criminal justice. She is also a member of the Iowa National Guard and Army ROTC.

Quarterly Report

The Coordinator responded to Zearing on September 11, after an isolated storm packing 70-80mph winds and golf ball sized hail impacted the community. The storm caused extensive crop damage for about a mile and a half around the community and two farms lost out buildings. Damages in the community included roof and siding damage along with a large number of downed trees. There were no reported injuries from the storms.

The Coordinator monitored other severe weather events during this time with no reports of damages.

The Command trailer was deployed at the request of the Boone County EMA for the Luke Bryan concert on September 23rd. Allowing neighboring counties to utilize the trailer provides great insight into how we can continue to improve the response capabilities of the trailer. Thank you to Story County Facilities Management for providing staff to assist with the return of the trailer to the storage shed.

The Coordinator has been working with the Pipeline awareness group on planning efforts for the coming CO2 pipelines. Spencer is assisting with the development of a possible ordinance for adoption by the Board of Supervisors.

The Iowa Department of Education and the Iowa Department of Public Safety have started a School Safety Planning program across Iowa. Schools will be eligible for up to \$50,000 in grant

funding per building to improve school security. This program requires them to complete a risk assessment through Iowa Homeland Security or with local law enforcement to qualify for the grant program. The local EMA's and law enforcement will be invited to the assessments and will have access to the reports once they are completed. Currently, assessments are scheduled out through 2023. SCEMA will attend as many as scheduling allows. The assessments will provide greater insight as to the planning, training and exercise needs of school districts and how the SCEMA may assist.

The Coordinator participated in a webinar from Iowa Homeland Security and Emergency Management (IAHSEMD) on their efforts to build equality, inclusion and diversity in emergency management. This effort was as a result of the COVID response the last two years. This information will be integrated with Story County EID training presented on September 7th. Staff will look internally to determine how local plans can better meet equality, inclusion and diversity for the citizens of Story County.

The Coordinator completed a review and update of the Emergency Operations Center (EOC) Standard Operating Procedures (SOP) and developed EOC staff position descriptions in preparation for the functional exercise in 2023. All EOC staff were asked to review and make inputs into their position descriptions. These will be living documents as something new is learned each time we have a training session.

Emergency Operations Center (EOC) staff training was conducted in September to prepare for the functional exercise between the EOC/Ames Incident Command Center on April 27, 2023. These training sessions also reviewed the after-action items identified from the agency response to COVID. As a result of the training, the Coordinator will be recruiting additional EOC staff, develop a committee of staff to review and streamline EOC operations. We anticipate at least one more training session before the April exercise.

On August 12th, the Coordinator evaluated a table top exercise for the Boone County EMA to prepare for the Farm Progress show and Luke Bryan concerts in their county. The exercise was meant to bring local responders together with public partners to identify roles and responsibilities and future planning needs beyond large events in the county.

We have contracted with Crawford and Associates to develop and facilitate a functional exercise between the Ames ICC and Story County EOC on April 27, 2023. Chief Rich Higgins and Spencer are the planning committee and are working closely with the contractor to develop the exercise. Crawford is the same company who completed the agency COVID AAR. The cost of this project will be paid with a \$30,000 grant from the Homeland Security Grant Program.

Considerable time has been invested in the hiring of the Deputy Coordinator. The position received 23 applications with 8 individuals selected for initial interviews. In person interviews were conducted with two individuals. David Cooper accepted the offer of employment, moving from Nebraska and started October 17th. Thank you to Story County Human Resources and Supervisor Murken for their significant assistance in this process.

Intern Samantha Scharper was brought on board in July as our newest intern. Samantha is a junior at ISU in the Criminal Justice program and a member of the Iowa National Guard and ISU ROTC program. She has dived right in and taken on three large projects addressing Rapid Action Teams for Sheltering (RATS) training, reunification planning and physical donations management.

A Memorandum of Understanding (MOU) has been developed and reviewed by the County Attorney's office. This agreement allows the City of Ames to deploy the Command Trailer for incidents within the community without the direct assistance from SCEMA Staff. Spencer will ensure the City of Ames has the appropriate equipment and training to use the trailer.

On-boarding the Deputy Coordinator will be a focus the next quarter.

Anticipate starting the Economic Recovery Support Function (RSF) planning process. This plan will require considerable outreach to community organizations to develop the plan. This is a new planning process that is in addition to the required 15 Emergency Support Functions (ESFs)

It is time to start the process to update the Story County Multi-Jurisdictional Hazard Mitigation Plan. We hope the grant will be awarded by October so we can start planning meetings in January. The grant will allow us to hire a contractor to complete the update.

EOC staff recruitment is a focus moving forward. Staff has resigned and needs to be replaced to ensure depth in each EOC position. We thank the Board of Supervisors for their continued support of our efforts by allowing county employees to serve. It is our hope to look at our business partners to recruit new staff.

Due to the change in personnel in SCEMA, the Coordinator will send an email to the Commission members with updated contact information.

During the conversation of the quarterly report, Mayor Webb addressed an issue he faced with communication with Alliant Energy while trying to find out a timeline for recovering power service. The company did well in restoring power, however he was unable to talk to the company to provide a timeline on restoration to his community. He suggested that SCEMA get in touch with Alliant Energy to establish a point of contact for future issues so that communities can contact SCEMA for information and SCEMA can work directly with Alliant. This would save Alliant from having to deal with multiple communities on large-scale incidents.

EOC Expansion Discussion

Spencer initiated a discussion on expanding the current EOC by removing the wall between the EOC and the hallway and creating a new doorway to the hall so that the EOC will gain approximately 300 sq. ft. of space. This expansion, with accompanying upgrades for A/V equipment and wiring and additional tables, will cost up to \$50,000. Additionally, based on a Story County space needs assessment, the EOC is forecasted to move to Ames on an undetermined timeline and at an unknown cost. The move to Ames will increase the SCEMA footprint by approximately 1300 sq. ft. The move to Ames will make the EOC large enough to

accommodate the existing ESF structure as well as future needs based on the projected economic recovery support functions, and provide space to accommodate visiting supporting agencies (FEMA, IAHSEMD, etc.).

If and when the SCEMA and EOC move to Ames, their existing space in Nevada will become storage. The removal of the EOC wall may happen when the area becomes storage anyway. Because of this, a point was made that if SCEMA pays for this now, then the county could repay the SCEMA by paying for modifications to the Ames location as needed.

The commission asked that the SCEMA provide an analysis of the impact of expanding the EOC on the plan to move the EOC to Ames – if it is expanded would it still need to move? They further requested more information on the timeline and costs associated with the move to Ames.

Strategic Planning Committee

The SCEMA needs to update the agency's strategic plan and requested three personnel representing various sized municipalities to serve as committee members. The members would mostly meet virtually 1-2 times per month to develop the goals and objectives for the organization. Linda Murken, Kenneth Kling, David Muth, John Haila, and Clayton Oliver agreed to participate.

Command Trailer MOU with Ames Approval

Motion from Sheriff Fitzgerald and 2nd from Mayor Barker to approve adoption of the MOU; MCU. The MOU will allow select individuals from Ames Fire Department to access the SCEMA command trailer if needed. This will allow them to use the trailer without having to wait for a SCEMA representative to bring it to them. The MOU will require personnel with access to the trailer to receive training from SCEMA and has been reviewed by Story County legal representatives for liability concerns.

Outdoor Warning Sirens Project Discussion

Many of Story County's outdoor warning sirens are old and require updating. The timeline for the SCEMA to coordinate replacement of the sirens would be much longer than if the municipalities coordinated the replacement individually. The commission agreed to look at individual replacement as the way ahead, but also asked that SCEMA assist in writing grants and give guidance for what kinds of sirens to get. SCEMA will look into how old the county's existing sirens are and assess the value in standardizing sirens across the county.

Sheriff Fitzgerald and Mayor Muth worked out a process to help McCallsburg get their sirens back online.

Next Meetings:

Budget Workshop December 14th 7 PM

Budget Hearing and Approval January 18th 7 PM (Need quorum of 9 elected officials present)

Adjournment: Motion by Kling, 2nd by Webb to adjourn the meeting. Meeting adjourned at 8:21PM.