

# Jasper County Emergency Response Coalition Advisory Group Meeting Minutes

Date: February 11, 2015  
Time 0900  
Location: EOC

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Members present: Bill Henninger, Duane Rozendaal, Jim Sparks, Kathy Ellis, Kevin Luetters, Rex Heisdorffer, Ron Cook, Tammy Stapp, and Wes Breckenridge.

The meeting was called to order at 0910 AM by chairman, Jim Sparks.

A motion was made to approve the minutes of the December 3, 2014 meeting by Rex Heisdorffer and seconded by Tammy Stapp. Passed

Sparks stated the order of the agenda items would be changed to move more quickly through all the Coalition business.

## New Business

- NIMS - The EOC Command structure was reviewed and it was determined to substitute Ron Cook into the secondary position of Planning Chief to replace retiring Police Chief Hoebelheinrich. Discussion was held on the positions and the certificates required by June 30, 2015 for the Coalition to remain NIMS compliant.
- The Newton PD Staff was asked to identify a replacement(s) for Chief Hoebelheinrich with the Coalition and their starting date to be determined by the outgoing chief.
- 71<sup>st</sup> CST Exercise May 13, 2015 – The following grant requirements will be incorporated into the exercise. The Coalition needs to identify objectives to be included to make sure those components are completed by June 30<sup>th</sup>, 2015.
  - PHEP/HPP Capability 14-Responder Safety & Health
    - Measure 1 Demonstrate Resource Management Plan for pharmaceutical prophylaxis and/or treatment.
    - Measure 2 Demonstrate Resource Management Plan for Personnel Protective Equipment.
  - PHEP Capability 7-Mass Care
    - Measure 6 Demonstrate ability to fill identified roles and responsibilities.
- ESF Reviews – Sparks stated the following Emergency Support Functions will be reviewed and would like to get them on the calendar prior to the May exercise.
  - ESF #6 – Mass Care
  - ESF #7 – Resource Support
  - ESF #8 – Health & Medical

## Old Business

- Financial – The Coalition monthly budget was reviewed with the group detailing the funds available minus three identified projects and administration time leaving approximately \$17,572.73 of the grant funding still available. Sparks prompted the group to identify needs, anything which would enhance the response to these capabilities and measures for public health and public safety. The exercises will also show where the needs are.
- Coalition’s Projects for FY14-15 - This led into a review for the benefit of the new members in attendance of the Capabilities required by the grant plus the goals and priorities determined by the Advisory Group at the beginning of the year.
- Fiscal Policy Discussion – The following points were made during the discussion over the revision to the fiscal policy.
  - Reimbursement needs to be fair and consistent among all agencies within the Coalition.
  - Time should not be reimbursed when the duties are a part of the Position/Agency’s normal roles and responsibilities.
  - Questionable to begin reimbursing for the exercises since this could consume most of the grant funding.
  - Other opportunities for spending the grant dollars on equipment.
  - Should Coalition be reimbursing for functions that a person is incumbent to perform as part of their job duties?
  - Reimbursement limited to items the Coalition is asking an agency/individual to perform as a requirement of the grant. Example PIO=G290 course
  - Question is what does the Coalition want to reimburse as far as people’s time?
  - Operative question is what to spend the grant dollars on?
  - Pull back from spending on time, leave more funding available for development of equipment, processes, and to contract for services.
  - Reimburse a person for their time which is outside the normal realm of their job duties. Secondly, if it’s within their normal realm of duties their organization should pay for it.
  - Reimburse for anything the Coalition has asked them to do on behalf of the Coalition. Example Mass Care Review for Capability #7

The conversation of not reimbursing time is a new conversation or policy clarification. The group decided to have Tammy, Jim and Kathy work on this clarification in the fiscal policy giving consideration to the above points, and email the revision out prior to the April meeting for formal adoption in April.

- Grant Funding List – It was recommended to develop a list of strategic categories such as; Education, Technology, Safety, etc. to assist with long range planning. The members were asked to submit by email any items they identify corresponding to a Capability, Interoperable Comms, or NIMS Compliancy. Following is the list of the items discussed as examples during the meeting:
  - Training
  - Equipment

- NIMS Compliance/ICS Courses
- Exercises will identify needs
- Digital Radios
- Learning Management Systems
- Webcams
- Badge/key fobs at Hospital
- Responder Safety & Health Category
- Safety Training for nursing staff home visits
- Canned Educational Materials/DVDs
- EMS Program Coordinator (Office setup/training/etc.)

The meeting adjourned at 10:30 AM.

Next meeting is to be determined.