

JASPER COUNTY
Emergency Management Commission

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Telephone:
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Coordinator:
Jim Sparks

Minutes of December 5, 2013 Commission Meeting

The Jasper County Emergency Management Commission met on December 5, 2013 at the Jasper County Emergency Operations Center (EOC). Those present were Steve Smith (Baxter), Matt Wormley (Baxter), Dennis Stevenson (Board of Supervisors), Dick Reed (Colfax), Curt Babbitt (Kellogg), Carl VanDer Kamp (Prairie City), Chad Alleger (Prairie City), John Halferty (Jasper County Sheriff), Mike Vander Molen (Sully), and EM Coordinator, Jim Sparks.

The meeting was called to order at 6:30PM by Chairman John Halferty. Roll call was taken. Those representatives listed above were present and accounted for.

A motion to approve the agenda was made by Dennis Stevenson and was seconded by Steve Smith. Motion carried.

A motion to approval the minutes of the May 22, 2013 meeting was made by Dick Reed and was seconded by Mike Vander Mollen. Motion carried.

Emergency Management Update

- Jasper County Emergency Response Coalition

The Coalition, which is made up of Public Health, Skiff Medical Center, and Public Safety Agencies is designed to enhance coordination between all agencies and jurisdictions. The initial focus of the Coalition continues to be to enhance County wide communications and Incident Command practices. As a result, grant dollars have been applied for and used to purchase items for the Emergency Operations Center (EOC).

- Budget Amendment - Public Hearing

The Coalition asked the EMA to become the fiscal agent and the Commission agreed to this. Due to the Coalition Grant Funds coming in and being expended out through the EMA budget, the bottom line of the budget will change. Therefore, it is necessary to do a budget amendment to account for these funds at the Commissions' public hearing in January.

- Web Site-Commissions Secure Site

On the EMA website there is the EM Commission Page which provides the meeting agendas, minutes, and other public information. There is also an EMA Secure Site Page which has links to the Emergency Support Functions and other restricted information. By the next meeting, the password for the secure page will be sent out to the Commission.

- EMA Activity

The items on this activity report have been submitted to the state which is required under the grant guidance. This shows you where the EMA has focused its time and effort as an agency. We want to make sure this aligns with the way the Commission sees the agency moving forward.

- Questions

The question concerning development of the hazmat agreement with Marion County was presented and explained that it will not be happening. They have decided to go with Mahaska County.

Agenda Items

1. Adopt ESF's

- #5 Incident Management
- #7 Resource Management
- #10 Hazardous Materials
- #12 Utilities

A motion was made to adopt the listed ESFs by Vander Mollen and seconded by Curt Babbitt. Motion carried.

2. Budget Workshop

Expenditures - Sparks reviewed the draft budget worksheet noting a significant increase in personnel costs for FY14-15 with a significant increase in insurance costs. Operations expenditures are projected to decrease. Grant expenditures will increase due to the PHEP/HPP grant which will have a neutral effect on the EMA budget as the dollars pass in and out.

Revenue - On the revenue side, he has been discussing a strategy with the board of supervisors to eliminate the practice of depending on federal grants to conduct EMA business as outlined in Iowa Code. These grants continue to diminish and are often several months to a full year behind in disbursing funds. BOS Chair Stevenson explained that the board of supervisors has agreed to increase the Hazmat Levy. Right now the levy is 5 cents per \$1,000 and runs through the Emergency Management Agency. The option of increasing the levy from 5 to 7 cents which would result in approximately \$28,000 is to recover the federal grant dollars going away. He would like to go for the full two cents now which should cover everything in the foreseeable future.

Sparks went on to explain EMA has a truck reserve fund and would like to establish a second reserve fund for Capital Equipment. The intention would be to

continue to apply for the federal grant dollars and if received, place the money in these funds for future expenditures.

The increase in personnel cost was discussed. The insurance increase of 11 percent this year and an estimate of 21 percent based on the county having to budget out 18 months ahead. John Halferty stated the 2.5 percent cost of living increase is consistent within the county. Sparks explained he wanted to bump up Kathy Ellis' pay to range 7/step 2 to \$15.89/hour due to job description changes being more technical handling the grant management.

A motion was made by Smith and seconded by Stevenson to move Ellis to pay range 7/step 2 at \$15.89. Motion carried.

Halferty asked for questions concerning the proposed budget. There being none it was determined there was unanimous consensus on this budget to publish it as is. The following time/date/location was determined for the public hearing.

3. Public Hearing
 - a. Time 18:30
 - b. Date January 23, 2014
 - c. Location Armory EOC

New Business

Steve Smith discussed an upcoming mayors' meeting in February/ March and the requirement to get all the communities to be Incident Command System [ICS] trained. He explained the mayors' role and responsibilities during a disaster situation and the importance of elected officials to be able to function within an ICS Structure. He discussed the requirement for the communities to provide documentation of ICS training in their communities and /or a plan on doing so. They [E911 Board] have discussed holding back money from the enhanced E911 funds which has been distributed in the past to purchase radios, etc. for the communities until documentation of ICS trained individuals have been provided to Sparks in the EMA office.

Finally, Sparks encouraged all communities to develop an Emergency Response Plan. If you do not have one, he offered to assist with the process. Most of the items to be included have been gathered in plans he has developed already with a few communities.

Motion to adjourn was made by Vander Mollen and seconded by Smith. Motion carried.

Meeting adjourned at 7:13PM