

JASPER COUNTY  
Emergency Management Commission

1030 W. 2<sup>nd</sup> St. S.  
Newton, Iowa 50208

Telephone:  
(641) 792-7555

Coordinator:  
Jim Sparks

**Minutes of December 11, 2014 Commission Meeting**

The Jasper County Emergency Management Commission met on December 11, 2014 at the Armory Annex EOC. Those present were Matt Wormley (Baxter), Denny Stevenson (Board of Supervisors), Dick Reed (Colfax), Kevin Parsons (Lamb Grove), Jarrod Wellik (Newton), Mike Hansen (Newton), Joel Steenhoek (Reasnor), John Halferty (Jasper County Sheriff), Brent Vander Molen (Sully), Kathy Ellis, EM Assistant, and EM Coordinator, Jim Sparks.

The meeting was called to order at 6:34PM 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 Denny Stevenson and was seconded by Mike Hansen. Motion carried.

A motion to approve the June 3, 2014 minutes was made by Matt Wormley and seconded by Dick Reed. Motion carried.

**Emergency Management Updates:**

- EMA Activity Report-Jim Sparks, Coordinator
  - Hazard Mitigation Grant Program reminder of the process to encourage attendance at the Contractor's meetings to satisfy community match requirements and assist in developing a quality plan with community input.
  - Elected Officials are required to have NIMS training and be able to show in a grant audit their communities are NIMS compliant. Potential consequences of non-compliance are loss of Federal preparedness and recovery Grant Dollars.
  - ICS initiatives developed last year and endorsed on behalf of the commission will be reported on by the Public Safety Agencies at the end of the year. Sparks will organize the information into a spreadsheet and send out to the Commission and E-911 Board. Sparks encouraged and offered assistance to the communities in development of their Emergency Response Plans to bridge the gap between community and County, and establish a continuity of government plan.

- ESF Development for the past year has involved Mass Care, Search & Rescue, Animal & Environmental plus the annual revision to Hazardous Materials. In reference to Mass Care, community shelters were identified, and a list was developed then distributed. Please notify the EMA office with any corrections. Sparks explained the goal for each community is to be able to “Stand Alone” for 72 hours until help can come. The ESFs are available on the EMA Secure Page on the website. Contact the office if you need the password.
- The Healthcare Coalition was established utilizing a federal grant to develop Health and Medical Capabilities and functions as an arm of the Commission. In the past fiscal year \$28,000 was used for EOC development and communications equipment. Examples are upgrades to the 800 radio in Truck #55 and upgrades to the MCI Trailer. The Coalition is developing better cohesion among Public Health, the Hospital and Public Safety Agencies which all fall under ESF #8-Health & Medical.
- WENS-Wireless Emergency Notification System
  - Sparks briefed the Commission on the Alert Iowa Mass Notification System which the State has adopted and funded under the Iowa Code. This will save \$14,000 from the Sheriff’s annual budget, provide the same capabilities as CodeRED, allow for desktop alerts, have the potential to respond back, is compatible with FEMA [IPAWS] messaging to all platforms, and will remain under local control. Each community is requested to provide the EMA office with a local point of contact to administer this program at the local level. The Sheriff has suggested an All Call message prior to the conclusion of CodeRED be delivered to notify all County residents of the upcoming switch. The challenge will be to encourage residents to sign up again under the new system, therefore Sparks asked for their assistance in promoting WENS within their communities.
    - A motion was made by Stevenson and seconded by Hansen to move forward with the WENS application. Motion carried
- EMA Program Coordinator
  - Sparks explained this potential new position’s primary role of supporting EMS. Discussion was held and examples given regarding some of the potential duties and responsibilities of the Coordinator’s position.
  - Stevenson stated, this is a Countywide critical position needed to assist with the administrative duties required to remain compliant and maintain EMS service, and this position is a move in the right direction indicating support of a 5 cent/1000 increase in the Emergency Management Levy to fund the EMA budget.

- The Sheriff agreed with both Sparks and Stevenson on the need for this position. As a volunteer with the Mingo Fire Department, he has seen what is required in the code for fire service and believes the legislature is in the process of making requirements for EMS. He stated it's all about the public's perception/expectation of when they make a call, they expect help. This position would facilitate the teamwork needed to move forward in providing quality and consistent EMS service throughout Jasper County.
- Newton Fire Chief Wellik stated the requirements for compliance go up every year and having assistance would be a benefit for all.
  - A motion was made by Brent Vander Molen and seconded by Kevin Parsons to authorize Sparks to develop the EMA Program Coordinator Position and provide further details at the January 2015 meeting. Motion carried

**Agenda Items:**

- Adopt ESFs
  - A motion was made by Wormley and seconded by Reed to adopt the following ESFs. Motion carried
    - ESF #6-Mass Care
    - ESF #9-Search & Rescue
    - ESF #10-Hazardous Materials
    - ESF #11-Animal & Environmental
- Budget Workshop
  - Sparks reviewed the draft budget with the commission highlighting the changes with the increases in expenses due to the new position. The budget includes a 2.5% increase and provides for an increase to Step 4 of the Hourly Pay Plan for the EMA Assistant position.
  - The overall operating budget remains the same.
  - Overall fund balance showed a significant increase due to additional grant revenue.
  - Consensus was received to move forward with the draft budget as presented.
- Set Date/Time for Public Hearing (See below)

**New Business-None**

**Next Meeting:**      Date: Thursday, January 22, 2015  
                                Time: 6:30PM  
                                Location: EOC

Motion to adjourn was made by Hansen and seconded by Stevenson  
Motion carried.

Meeting adjourned at 8:07PM