

JASPER COUNTY
Emergency Management Commission

1030 W. 2nd St. S.
Newton, Iowa 50208

Telephone:
(641) 792-7555

Coordinator:
Jim Sparks

Minutes of December 10, 2015 Commission Meeting

The Jasper County Emergency Management Commission met on December 10, 2015 at the Armory Annex EOC. Those present were Matt Wormley (Baxter), Pat Edwards(Lambs Grove), Jarrod Wellik (Newton), Mike Hansen (Newton), Lennie Smith (Oakland Acres), Chad Alleger (Prairie City), Rex Satterlee(Reasnor), Tami Weishaar (Reasnor), John Halferty (Jasper County Sheriff), Mike Vander Molen (Sully), Kathy Ellis, EMA Assistant, Jim Sparks, EMA Coordinator, and Josh Harding, EMA Program Coordinator.

The meeting was called to order at 6:35PM 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 Chad Alleger and was seconded by Matt Wormley . Motion carried.

A motion to approve the May 27, 2015 minutes was made by Lennie Smith and seconded by Mike Vander Molen. Motion carried.

Agenda Items:

- Emergency Management Updates:
 - EMA Activity Report-Jim Sparks reported on the following projects in progress by the EMA office:
 - Communications- The Sheriff has tasked Sparks with developing a comprehensive communications plan for all public safety agencies' response to multi-jurisdictional incidents including:
 - How to respond/what frequencies
 - Goal-totally interoperability among public safety agencies/hospital/public health
 - Josh working on setting up meetings with surrounding counties to discuss
 - All working off same expectations
 - Develop equipment capabilities and procedures
 - Plan in place by February
 - Develop Tiered Emergency Asset Management System (TEAMS) Card System-A way for Fire/EMS to develop an automatic mutual aid response with pre-designated equipment.

- Automatic-will save time
 - Staffing smaller communities with mutual aid response
 - Does not empty all resources out of one community
 - Assist Dispatch with Pre-Incident and Pre-Thought out procedures
- Information Management Project
 - 1) Migrate away from County Server
 - a. Following the state lead (Homeland Security) to use the cloud.
 - b. Cloud is more secure with these companies hiring teams of individuals to watch and stop hacking
 - c. County security with firewalls makes remote access to documents and emails difficult
 - 2) Develop greater Social Media presence
 - a. Interactive EMA website with a public side and backside for sharing documents between public safety agencies.
 - b. Twitter account to inform the public instantly
 - 3) Video conferencing opportunity with the Newton Community School District
 - 4) EMA Vehicle development of additional equipment capabilities
 - a. EM Coordinator respond and assist in multiple agency/jurisdictional response.
 - b. Alleviate some administrative duties of the Incident Commander.
- Coalition-Meeting held with the new emergency preparedness coordinator at Skiff and IDPH. Plan to meet with the new public health administrator when hired.
- EMA Program Coordinator-Josh Harding explained he was tasked with assisting the EMS system to work together more efficiently during responses.
 - Issues identified in the 2012 state evaluation which mirrored the newly developed Strategic Plan.
 - Systemize to become more efficient and effective
 - Assist in finding and retaining volunteers
 - Working with the Service Directors
 - Service Directors to work on gaps and draft policies
 - Develop Countywide protocols and policies approved by the medical directors
 - 2016 Quality Improvement Protocols to be vetted through the end users.
 - Common protocols/common procedures equals ability to function on any ambulance within the County to transport patients to the hospital
 - Result is easier to volunteer within the County

- Timeframe to be ready within one year, but important to be doing it right rather than be rushed to complete.
- Website-push for Public Safety Part utilizing a cloud based system
- Video Conferencing-all departments on the ZOOM system.
 - Long-term goal 2017 each service able to host training and broadcast via ZOOM.
 - Participants watch live, interact with the trainer, and be able to count as required training.
- Budget Workshop-Sparks reviewed the draft budget with the commission.
 - The overall increase of 2.1% in personnel costs is due to:
 - Insurance costs
 - Salary Parts; increasing salary bases by 2.25%, providing for an increase of two steps on the hourly pay plan for Kathy and 5% increase on top of the base for Josh at completion of his first year.
 - The operations part of the budget decreases by 1.8% due to no particular needs at this time but does includes a bump up for HazMat/truck maintenance.
 - Overall increase in personnel and operations is 1.3%
 - Grant funding is pass through and has a neutral effect on the budget.
 - Overall expenditures from FY15-16 to FY16-17 are identical.
 - Revenue side, no need to increase per capita in the near future.
 - Overall fund balance showed a significant increase due to EMPG.
 - Budgeted on the assumption would not receive this grant.
 - If receive EMPG, use it to build up the reserve funds for replacement of trucks and equipment.
 - Workshop not committing but will formalize at the public hearing in January.
 - Consensus was received to move forward with the draft budget as presented.
- Set Date/Time for Public Hearing (See below)
- Budget Amendment for FY 15-16: The commission was informed of the possibility of a budget amendment due to the Public Health Grant in May. This has a neutral effect on the EMA fund balance. These funds pass through the EMA budget only.

New Business

- Twitter Handle was requested for the EMA office:
 - @JasperCountyEMA

Next Meeting: Date: Tuesday, January 26, 2016
 Time: 6:30PM
 Location: EOC

Motion to adjourn was made by Vander Molen and seconded by Smith.

Motion carried.

Meeting adjourned at 7:45PM