

JASPER COUNTY
Emergency Management Commission

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Telephone:
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Coordinator:
Jim Sparks

Minutes of December 8, 2016 Commission Meeting

The Jasper County Emergency Management Commission met on December 8, 2016 at the Armory Annex EOC. Those present were Stephen Smith (Baxter), Dennis Stevenson (Board of Supervisors), David Mast (Colfax), Mark Frymoyer (Kellogg), Pat Edwards (Lambs Grove), Jarrod Wellik (Newton), Mike Hansen (Newton), Chad Alleger (Prairie City), Rex Satterlee (Reasnor), John Halferty (Jasper County Sheriff), Brent Vander Molen (Sully), Mike Vander Molen (Sully), Jim Sparks, EMA Coordinator, Josh Harding, EMA Program Coordinator, and Kathy Ellis, EMA Assistant.

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.

Halferty expressed his appreciation for the commitment Dennis Stevenson has made over the past eight years serving on the commission as the Board of Supervisors representative.

A motion to approve the agenda was made by Stephen Smith and was seconded by Chad Alleger. Motion carried.

A motion to approve the January 26, 2016 minutes was made by Alleger and seconded by Mike Vander Molen. Motion carried.

Agenda Items:

- Emergency Management Updates:
 - EMA Activity Report-Jim Sparks reported on the following projects:
 - WENS- The system has been refined to improve the NOA weather alerts being sent out. An auto feed from the NOA alerts to the EMA Twitter account has been added. Residents will be able to see all Jasper County current NOA alerts by following EMA on Twitter @JasperCountyEMA. Facebook will also be added in the future. Sparks suggested the members add information to their community websites encouraging residents to sign up for WENS.
 - EMPG Performance Audit has been completed and the EMA has been found in compliance and exceeding all requirements.

- State Auditors Report has been completed with the EMA in compliance. The reoccurring issue found is having only one person open up the mail. Stevenson stated this is sited in many other departments with small staffs.
 - Sharepoint will feature a site in 2017 for the Emergency Management Commission. The members will be able to access Commission documents such as the by-laws, reports, Emergency Support Functions (ESFs), etc. online. An URL link along with a temporary password will be sent out when it's available.
 - Communications upgrades have been made to repurpose Truck #55 to respond as a "Mobile Command Post". It is available to Jasper County communities to assist their first responders during an incident to provide communications capabilities, internet access/printing, etc. A request can be made through Dispatch.
 - Airforce 2 (EMA Drone) was made possible via a grant received through ICAP. Once the license/insurance has been completed it will be available to assist with search/rescue and other operations within the County. There are four designated pilots who can operate it to record videos and photos using GPS software. Law Enforcement will use it in conjunction with their own policies regarding warrants.
 - EMA has completed an assessment and MOU with the American Red Cross (AMR) to become part of the National Shelter System. The next step will include the AMR completing surveys with designated County shelter locations.
 - The 2016 Jasper County Hazard Mitigation Plan has been adopted by the County and approved by FEMA. This plan will last for five years and was funded by a grant in the amount of \$28,000.
 - Winter Weather Assistance training is available through the EMA.
- EMA Program Coordinator-Josh Harding distributed a Jasper County EMS 2016 Summary including the following 2016 Highlights and Things to look forward to in 2017 points:
 - System wide adoption of EMS treatment protocols.
 - System wide adoption of a standard CQI policy.
 - Increased use of ZOOM to deliver training to services.
 - Introduction of system wide quarterly skills assessment.
 - System wide quarterly chart audits.
 - Use of grant dollars to support services in preparation for 2017 Elite transition.
 - Ground work set for transition to pharmacy based meds for ALS.
 - Creation of the Jasper County Sheriff's Office EMS service.
 - For EMS week the Medical Directors were recognized by the Board of Supervisors for their role in EMS.
 - John Halferty was the recipient of the EMSA 2016 friend of EMS award winner.

- Two Jasper County Services were awarded Mission Life Line grants to purchase new cardiac monitoring equipment.

Things to look forward to in 2017:

- 4 full quarters of system wide skills assessment.
 - A full year of standard system wide chart audits.
 - Enhanced EMS protocol format, for easier use in the field.
 - At least 12 ZOOM delivered EMS trainings, providing formal training hours.
 - Full integration of pharmacy based meds for ALS services.
 - Addition of the Iowa Speedway EMS to the Jasper County EMS System.
 - Finalization of the process for county wide provider interoperability.
 - Continued EMS innovation lead by the Service Directors.
- Budget Workshop-Sparks reviewed the draft budget with the commission.
 - Salary Increases Suggested:
 - Jim Base Salary Increase 2.5%
 - Josh Base Salary Increase 5%
 - Kathy Plan Increase 2.25% + move to step 6 Range 8 to \$20.32/hour
 - The operations part of the budget decreases by .5% from the previous year. The current year operations budget had an overage of \$12,000 in the HazMat line item for communications upgrades to Truck #55. Grant funding was used in combination with this overage for the repurposing it into a "Mobile Command Post".
 - Grant funding is pass through and has a neutral effect on the budget. Grant funding will decrease next year due to Jasper County moving into a six county Coalition and no longer acting as the Coalition's fiscal agent.
 - No changes in Per Capita or EMS levy proposed.
 - Overall fund balance for FY17 is estimated to increase significantly due to EMPG FY16 received in the current year.
 - Budgeted on the assumption will not receive this grant.
 - If receive EMPG funds, use it to build up the reserve funds for replacement of trucks and capital 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.
 - Volunteer Employee Policy: Sparks relayed the discussion he had at the recent Chiefs' meeting regarding volunteer fire fighters. The volunteer is an employee of the city. Therefore, the city is held liable for costs associated if an employee becomes injured on the job. He recommended that the communities within Jasper County have strong pre-employment medical screenings and background checks. Develop a process to

determine a healthy baseline as a pre-employment requirement. Harding reinforced this as a NFPA identified issue.

Next Meeting: Date: Tuesday, January 26, 2017
 Time: 6:30PM
 Location: EOC

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

Motion carried.

Meeting adjourned at 7:26PM