

JASPER COUNTY  
Emergency Management Commission

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

Telephone:  
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Coordinator:  
Jim Sparks

**Minutes of December 12, 2017 Commission Meeting**

The Jasper County Emergency Management Commission met on December 12, 2017 at the Armory Annex EOC. Those present were Stephen Smith (Baxter), Genny Popenhagen (Baxter), David Mast (Colfax), Mark Frymoyer (Kellogg) via ZOOM, Jarrod Wellik (Newton), Chad Alleger (Prairie City), Rex Satterlee (Reasnor), Tami Weishaar (Reasnor), John Halferty (Jasper County Sheriff), Brent Vander Molen (Sully), Mike Vander Molen (Sully) via ZOOM, Jim Sparks, EMA Coordinator, Josh Harding, EMA Program Coordinator, and Kathy Ellis, EMA Assistant plus guests; Brad Shutts (Jasper County Sheriff's Office) and Kelsey Angle (National Weather Service).

The meeting was called to order at 6:30PM by Chairman John Halferty. Introductions were made around the room for the benefit of the mayors elect in attendance. Roll call was taken. Those representatives listed above were present and accounted for.

Halferty expressed his appreciation for the commitment the outgoing mayors have done; Stephen Smith (Baxter), Mark Frymoyer (Kellogg), and Rex Satterlee (Reasnor) serving on the commission representing their communities.

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

A motion to approve the June 1, 2017 minutes was made by David Mast and seconded by Brent Vander Molen. Motion carried.

**Agenda Items:**

- National Weather Service: Kelsey Angle presented Chairman Halferty the Storm Ready Sign "We Are Storm Ready-Be Prepared" and certificate recognizing the EMA's completion of the qualifications to become a Storm Ready County.
- Jasper County Sheriff's Office: Brad Shutts, Communications Supervisor, detailed the process of updating the County communications over the next couple of years beginning at the end of October with law enforcement first to go online and work out the bugs. RACOM will offer 0% financing through January 2018 for equipment orders of \$10,000 with half the payment due at the time the order is placed. Lt. Shutts is willing to meet with mayors

(especially incoming) to clarify what is expected and training for departments with the goal to have fire departments on by the end of 2020.

- Emergency Management Updates:
  - Jim Sparks distributed the attached Jasper County EMA-Goals/Project Highlights 2017 report for the commission members to review.
  - Sparks distributed the attached Iowa Code 29C.9-Local Emergency Management Commissions which describes the commission's authority to manage the incident by establishing priorities for state resources/aid between communities and to coordinate activities.
  - HazMat/Mobile Command Truck #55 is an asset available for the communities to use for incidents; major fires, windstorms, etc. This will enhance command/control procedures/policies to help in the field.
  - UAV (drone) is available for Search & Rescue operations with added thermal camera and additional night vision binoculars.
  - ZOOM Conferencing used during the meeting for mayors to participate remotely is available for each community via pods. It provides the ability to have virtual meetings anywhere and to share screens. Setup and refresher training is available through EMA.
  - 2018 EMA Workplan Development-If mayors have suggestions, send an email to [em@jasperema-hls.org](mailto:em@jasperema-hls.org).
  - EMA Program Coordinator-Josh Harding briefed the commission on the following activities:
    - Systemize EMS with the goal being County agencies will do common things in common ways leading to better integration with better patient outcomes.
    - Each service has the same bag therefore making it simpler for EMTs to work in another community if needed.
    - Jasper County has been awarded five Lucas Devices worth \$50,000 via a grant. These are automated CPR devices providing consistency and will be available in April.
    - Another grant will provide every County agency with hemorrhage control kits.
    - Deployed the Salamander Credentialing System which provides a common ID and credentialing system throughout the County. It has a photo ID which identifies your member as a part of your public safety agencies to provide security during incidents.
    - Most paramedic transport services in the County moved under Skiff Pharmacy to provide their drugs to save the departments money and better oversight by the pharmacy.
    - ZOOM Conferencing has provided 12 hours of continuing education training within the County. Each month a service puts on a one hour training via ZOOM. Providers go to the station, sign roster and receive one hour of continuing education.

- Work with Public Health Department to provide lower cost TB testing for providers.
  - Year 2 County wide protocols which is the playbook where EMS providers are following the same protocols. Its advantage is for when two providers from separate agencies work together following the same protocols no catching up is necessary.
  - Work with IDPH to gain access to the state charting system via the County level to review patient/illness/accident trends.
  - The EMS Association in 2018 will be in the process of reviewing their by-laws and strategic plan.
  - Emergency Medical Dispatch (EMD) training for dispatch with a series of prescriptive questions to determine what's going on and to allocate the appropriate resources. By calling dispatch you receive patient care via talking you through scenarios like choking, child birth, etc.
- Budget Workshop FY 18-19 – Sparks began by reviewing the estimates of the current fiscal year budget FY17-18. Then he reviewed the attached draft budget with the commission.
    - Salary Increases Suggested:
      - Jim-Base Salary Increase 2.9%
      - Josh-Base Salary Increase 2.9%
      - Kathy-Plan Increase 2.9%, move to step 7 Range 8 @ \$21.63/hour.
    - The operations part of the budget has been flat or decreased in the last few years, if had any increase it was due to a pass-through grant in which we receive the revenue to offset the expense and has a neutral impact on the budget.
    - Revenue Projection-No changes in Per Capita based on US census every ten years so stays flat based on the \$1.50 per capita that the commission established many years ago.
    - Overall fund balance for FY18 is estimated to decrease and Sparks reviewed the breakdown of the reserve and undesignated fund balances.
    - Workshop not committing but will formalize at the public hearing in January.
    - Consensus was received to move forward with the draft budget as presented.
  - Projections FY19-20 were shared by Sparks showing the point where expenditures are beginning to exceed revenue and would begin to utilize the reserve funds. If we continue to receive the EMPG performance grant, that will make a difference. If we continue to have the flat line in revenue with expenditures projected to increase by 5% (insurance costs mostly), Sparks showed the impact on the reserves just to maintain operations. Even if the EMPG grant is received, we are still okay for FY19-20 with a healthy fund

balance but a decrease in the unreserved/undesignated fund balance. Sparks pointed out even with the EMPG grant funding over the next three years out, we will begin deficit spending. At some point in the next year or two, we will have to discuss how to remedy the situation through a significant reduction in expenses or look at revenue; by increasing the County wide levy and/or Per Capita to increase revenue. Sparks wanted the Commission to be aware and that this was something they had on their radar for the future.

- Winter Storm Preparedness POW WOW – December 19<sup>th</sup>, 2017 with 30 individuals attending to discuss winter preparedness. Sparks implored the members to go back and speak with their fire/police chiefs/public works departments plus elected officials to discuss their preparedness.... Where to put people, where they can come to get a meal and be warmed up? The goal is to try to be self-sufficient as a community and to have a plan.
- Halferty reiterated the importance of the mayors attending the Commission Meetings and staying advised plus pre-planning/preparing are both critical for incidents to run smoother.
- Smith stated if you must use the Incident Command System it works from experience in Baxter with seven days without power.

**Next Meeting:**      Date: Tuesday, January 30, 2018  
                                 Time: 6:30PM  
                                 Location: EOC

Motion to adjourn was made by Smith and seconded by Rex Satterlee.

Motion carried.

Meeting adjourned at 7:52PM