

Cedar County Emergency Management Commission
711 East South Street
Tipton, Iowa 52772
(563)886-3355

Regular Quarterly Meeting: and Public Hearing Minutes

Thursday April 9, 2015, 2015 at **6:45 p.m.**

We will meet at the Law Center following the 911 meeting

Minutes

1. Call meeting to order and Roll Call if necessary

Meeting called to order at 19:59 hour.

2. Approval of Agenda:

Motion to approve the agenda made by Mayor Randolph, seconded by Mayor Wagner

3. Approval of Minutes for: Public Hearing and January 8th, 2015.

Motion by Mayor Wagner to approve the minutes from the previous meeting and public hearings, motion seconded by Mayor Worrell, All in favor: all ayes noted

4. Approval of Expenditures:

	Expense	Revenue
a. Jan.	\$ 8,883.02	\$ 0
b. Feb.	\$ 14,769.27	\$ 0
c. Mar.	\$ 31,772.35	\$ 1,837.40
d. <u>3rd. Qtr.</u>	<u>\$ 55,424.64</u>	<u>\$ 1,837.40</u>

Director Malott informed the EMA Commission of the current budget. The Month of March 2015 and the second quarter of 2014-2015 do not have any Revenue or expenditures because the County Auditor's Office had not released the figures in time for a public posting. EMA Director Malott informed the Commission the funds from the EMA budget (for an insurance claim due to the radio tower being damaged) were being used to fix the radio tower located at the Cedar County Law Center.

5. Old Business:

a. Salamander and Dragonfly programs.

i. Class will be April 14 and 15 at Linn Co.

Director Malott, Assistance Coordinator Brad Ratliff, and Megan from the County Auditor's Office will be attending the training for Salamander and Dragonfly. Both Dragonfly and Salamander are used in conjunction with each other to assist with accountability during disaster as well as designing and implementing Incident Action Plans.

b. Mitigation Plan with AMEC (Plan approved by FEMA Region VII planner)

i. Submitted to the State on March 25th 2015

Director Malott handed out two CD's to each Mayor on the Commission. Director Malott informed the Mayors that these CD's contained the updated mitigation plans which shall be implemented in December of 2015 for all of the communities in the County. Director Malott instructed each mayor to review the content of each disk and let him know if any changes need to be implemented. Director Malott also informed the Commission that current copies of each of these disks were sent to the State

for review. The current feedback which he had received already was that some communities need to review and assign priorities on currently mitigation projects. Director Malott will assist these communities in assigning these priorities if requested. (**In-kind funds still needed \$1500.00 make most up with meeting to adopt plan**) Director Malott updated the Commission about the current In-Kind hours needed. He requested that each Mayor update their current In-Kind hours so that they could be applied to the needed In-Kind hours.

6. Old Training Business

a. G-191 IC interface with EOC Jan 15, 2015 from 9:00 to 4:00 (short on students need 15 e-mails have been sent as reminder)

b. IS 700 and IS-100 January 30 and 31 at Cedar County Courthouse 8:00 a.m. 4:00 p.m. each day

7. New Business:

a. EMA web site cost not to exceed \$500.00.

EMA Director Malott discussed with the Commission about the addition of a Website for Cedar County EMA. Assistance Coordinator Brad Ratliff provided details in to the possibilities of using a website to better distribute frequently needed forms, provider emergency providers with much needed information, as well as to use the website to provide a calendar for training events in the County.

Motion to approve funding for a website by Mayor Worrell, seconded by Mayor Hoffmeier; all in favor: all Ayes

b. Evacuation Policy County wide (general)

Director Malott has been working with Cedar County in established a general evacuation policy that could be applied to multiple scenarios across the County. Director Malott would like the Mayor's to review the policy once it is completed and provide their input. Assistance Coordinator Brad Ratliff added that each mayor should have their police, fire and EMS department head review these policies as well. Assistance Coordinator Brad Ratliff stressed the importance of each community not only review these new procedures but also adopt them into their standard operating procedures. All of the mayor in attendance agreed.

c. IPAW's agreement between 6 Counties

Director Malott spoke with the Commission about IPAWS and the benefits it provides to Cedar County. Currently Cedar County does have access to IPAWS however Director Malott would like to sign an agreement with the six surrounding counties to allow Cedar County EMA to generate alerts for its surrounding communities, as well as for surrounding communities to generate and send alerts to Cedar County.

Motion by Mayor Randolph to sign agreement for IPAWS with surrounding communities, motion seconded by Mayor Wagner. All in favor: All ayes

d. West Branch School Crisis Management Tabletop meeting on May 4th at Hoover Elementary School 6:00 p.m.

EMA Director Malott discussed with the Commission the upcoming tabletop exercise at the West Branch High School. Director Malott stated that the West Branch Community School District is looking at doing a table top surrounding the scenario of a pipeline leak or explosion near inside of the City of West Branch. Director Malott stressed the importance of this future drill emphasize two topics,

evacuation and communications. Director Malott also requested that members of the Commission attend this meeting to provide their input.

Director Malott also stated that EMA is providing a third party to facilitate this meeting as he will not be able to attend. Lastly Director Malott mentioned that Bennett has also shown interest in having an active shooter drill for their school. Mayor Randolph noted that the County should consider a rail road spill drill in the future.

e. Salary's

- i. Tim EMA Coordinator set at 22.64 hr. starting 1 July, 2015
- ii. Brad Asst. Coordinator EMA. Set at 14.18 hr. starting July 1, 2015

Supervisor Bell made a request for motion to send updated pay information to the Cedar County Auditor to be effective for both Director Malott's and Assistant Coordinator Ratliff's pay on July 1st, 2015. The Motion was made by Mayor Randolph; motion was seconded by Sheriff Wethington. All in favor: all eyes

f. Tim's out May 4 2015 medical FMLA (Brad and Johnson Co EMA (if needed) will be covering)

Director Malott informed the Commission that he will be taking personal leave beginning May 4th and will be out of the office for approximately one month. During that time period, Assistant Coordinator Ratliff will be covering Cedar County, if he needs any additional assistance he will contact EMA Director Dave Wilson at Johnson County, who has agreed to assist if needed.

8. 5 Year Plan:

a. Community planning for growth

The LEPC has been doing a commodities flow study which should be completed here in the upcoming months. Once this information becomes available, the EMA commission will be assessing the study and determining if any mitigation plans are needed. Director Malott also discussed the same with looking at pipelines that come through Cedar County. Director Malott indicated that there are drills being scheduled with a local school to help prepare for a possible pipeline rupture.

b. ESF's we need to review 20% of them and submit each year by August 1. Tim

Director Malott is currently reviewing the ESF to keep them updated.

c. Adopt Hazard Mitigation plan prior to January 2016 plan submitted to State at this time and will go to Federal review next.

Director Malott informed the EMA Commission that the Hazard Mitigation plans have been passed by the State of Iowa, pending several small changes, and will be ready to be adopted by all of the communities in Cedar County. Director Malott stated that he will wait until the end of the year to have these plans adopted, as once the plans have been adopted, they only last for five years.

d. Continues to work with NGO and start CERT programs this year to improve whole community. Brad

Director Malott discussed with the EMA Commission about the future goal of forming a CERT Team, he stated that the first step will be to get training for a CERT, train the trainer course. Director Malott also stated that Assistance Coordinator Brad Ratliff will begin looking at working with NGO's in the future to provide coordination in the event that NGO groups are requested to assist for an event.

Training:

Training requirement for 2014-2015 is to submit one improvement action item from previous AAR and 3 exercise reports.

Director Malott stated that EMA will use the upcoming table tops from the schools as events needed for an AAR as well as events needed for exercise. (Each event should move from a table top to a drill)

Complete 26 hrs. Of continue education. Completed

Director Malott informed the Commission that he is up to date on all required continuing education for Iowa Homeland Security and Emergency Management.

Will be doing exercise with (Coalition Cedar/Johnson June 15th 2015)

Director Malott stated that the Johnson County EMA had asked if Cedar County EMA would like to assist in an upcoming Ebola drill which is being conducted at the UIHC. Both Director Malott and Assistance Coordinator Brad Ratliff will be attending this drill as observers.

Brad and Tim to attend training April 21 and 22 for NEPA 1600 in Polk Co.

Director Malott informed the Commission that both Assistance Coordinator Brad Ratliff and he will be attending NEPA 1600 on April 21st and 22nd. The course focuses on Emergency Management and resource management.

LEPC report:

Next meeting scheduled for May 12th 2015

Cedar County is having commodity flow study completed this year.

Director Malott once again touched base on the current commodity flow study being conducted in Cedar County. Director Malott stated that this year will be the year that the EMA Commission gets back the study on hazardous materials going through Cedar County via rail, highway 30 or I-80. Director Malott the stated that the Commission will then take this information and use it next year to assess what type(s) of equipment that Fire would need to respond to a hazmat event, and then the year following, how to pay for such equipment.

9. OPEN:

a. Input from citizens, Group or Org. None

b. Members of the Commission:

Mayor Randolph inquired about the date of the next meeting. The next meeting is scheduled for July 9th.

10. Next meeting: 7:00pm (July 9, 2015); Adjournment

Motion made by Mayor Wagner to adjourn the meeting, motion seconded by Mayor Worrell. All in favor: Meeting ended at 2027.