

Wapello County Emergency Management Commission Meeting

July 19, 2017 Wapello Co. Law Enforcement Center

In Attendance: Jerry Parker, Chair, Sheriff Mark Miller, Mayor Jesse Fridley, Doug Greenlee, Councilmember representing Eddyville, Cindy Hewitt, Mayor Tom Lazio, Mayor Jim Lasley, Coordinator Tim Richmond.

Meeting called to order by Chairman Parker at 6:30 pm.

Agenda. Sheriff Miller moved to approve agenda. Mayor Fridley seconded. All ayes. Approved.

Minutes. Doug Greenlee moved to approve minutes of previous meeting. Sheriff Miller seconded. All ayes. Approved.

Financial report. Coordinator Richmond provided a copy of the expenditure report summary for end of FY17. Chairman Parker explained to the Commission that monies for the Commission is a designated fund and the money rolls over. Left over money does not go to the county general fund because the Commission is a separate entity. Mayor Lasley moved to approve. Sheriff Miller seconded. All ayes. Approved.

HSEMD site visit for EMPG compliance. Coordinator Richmond discussed a site visit in April from Iowa Homeland Security and Emergency Management. Coordinator has not yet received a follow up report from the site auditor. The auditor indicated the Commission needed to provide a copy of a federally compliant procurement policy. Previous meeting minutes from 2015 indicates a policy had been approved but no signed copy could be found. Coordinator Richmond found a copy of a policy Nick had drafted then and asked that it be reapproved and signed. Chairman Parker recommended we forward a copy to HSEMD and indicate in a letter this was initially approved in 2015. Sheriff Miller moved to approve the procurement policy. Mayor Lasley seconded. Sheriff Miller amended the motion to reflect this policy was originally approved in 2015. Mayor Lasley seconded. All ayes. Approved.

EMPG funding changes. Chairman Parker indicated there has been changes proposed before and he has attended meetings where this was discussed. Changes always seem to benefit larger counties and take away from smaller counties. This version seems to be more of the same. Last proposal failed.

ICAP site visit. Coordinator Richmond reported the auditor from the pool talked about online resources for information on some policies and procedures the Commission may need to adopt in the future. Coordinator Richmond discussed the need to create policies and procedures regarding wearing different hats with multiple organizations. Coordinator has been responding to fire scenes throughout the county to offer support and be present in response community.

Education about the Agency. Coordinator Richmond distributed a one-page information sheet adapted from Johnson County that visually explains how the Wapello County Emergency Management Agency functions. Coordinator Richmond will utilize this sheet in meetings with city councils to educate them on how Emergency Management works.

ICAP safety grant. Coordinator Richmond indicated ICAP safety grant is available again. Coordinator would like to spend this money on safety apparel for the winter time which is allowed under the grant. Coordinator had questions about claim approval process. Uniform claims were denied for payment.

ESF update approvals. ESF 10 Haz-Mat. Coordinator discussed process of updating. Coordinator spent time researching background behind the EPCRA rules and talking to Iowa DNR learning about Tier II reports. Coordinator talked about what EHS (Extremely Hazardous Chemicals) were and why they are called out in the ESF 10. Coordinator discussed maps that are included in the ESF 10. There was a lot of collaboration with Wapello County GIS to update the maps. Coordinator discussed a future process for approving ESF 10 will include the local LEPC looking at the ESF prior to it coming to the Commission. Cindy Hewitt provided some updated contact information for ambulance services. Sheriff Miller moved to approve ESF 10 with updated ambulance service contact information. Mayor Lasley seconded. All ayes. Approved.

ESF 13 Public Safety and Security. Phone numbers were updated in the ESF. Changes were mainly due to the county changing phone systems. Coordinator asked Sheriff if there were any additional 28E agreements that needed included. Mayor Lasley moved to approve. Sheriff Miller seconded. All ayes. Approved.

ESF 5 Emergency Management. Updates included removing Eldon PD and Ottumwa PIO. Coordinator indicated the need to discuss the role of the PIO and the recent elimination of the Ottumwa PIO leaves a big void. Coordinator stated the Commission should be very familiar with ESF 5 since it relates specifically to the Agency and how it functions. Coordinator indicated our EOC has some needs and he will recommend some future changes to prepare us for its use. Sheriff Miller moved to approve. Mayor Fridley seconded. All ayes. Approved.

ESF 3 Public Works & Engineering. Updates included updating support agencies, removing Eldon Fire and Blakesburg PD from Page 20, Add Agency and Blakesburg Public Works to Page 21. Coordinator indicated the need to spend more time with public works agencies and building that relationship. Sheriff Miller moved to approve. Mayor Lazio seconded. All ayes. Approved.

Certification document for plan updates. Sheriff Miller moved to approve the 2017 plan certification document. Mayor Lasley seconded. All ayes. Approved.

Senate File 500 passed in legislature. Recognizes Emergency Management as a public safety entity and allows EMC to have a seat on the 911 Service Board.

Training progress. Coordinator provided a report to the Commission on his progress on required training for certification.

Outdoor warning sirens. Coordinator discussed lack of a follow up loop closure. There is no person to report results of monthly tests. Coordinating is willing to be central point of contact and assist with troubleshooting.

Equipment needs. Radio in SUV is not functioning. Coordinator would like to add remote head in rear of SUV for command operations as well as add wifi in vehicle. Currently has Verizon hot spot but does not work well around county. Digital radios were not purchased for the EOC when radio system was updated. Mayor Lazio moved to spend up to \$11,000 on repairing and purchasing radio equipment, and purchasing vehicle wifi equipment. Mayor Lasley seconded. All ayes. Approved.

Activity report. Coordinator presented a written activity report.

Open discussion. Mayor Lazio reported Ottumwa no longer has a PIO. Department heads take care of their own press releases. Chairman Parker indicated he felt chairman of Commission should take care of those responsibilities if need arises unless someone else would be available.

Adjourn. Mayor Lasley moved to adjourn meeting. Mayor Fridley seconded. All ayes. Meeting adjourned at 8:26 p.m.

Tim Richmond, Coordinator