

Marion County Emergency Management Commission Minutes
May 30th, 2018 at 6:00 pm
3014 E. Main St. Knoxville, IA

1. Chair Sandholdt called the Marion County Emergency Management Commission meeting to order at 6:07 p.m.
2. Secretary Kim Pettyjohn took a verbal roll call and the following members were in attendance:

City of Bussey	Absent
City of Hamilton	Absent
City of Harvey	Dennis Seibert
City of Knoxville	Jim Mitchell
City of Marysville	Absent
City of Melcher Dallas	Terry Fisher
City of Pella	Robert Bokinsky
City of Pleasantville	Bill Moore
City of Swan	Absent
Marion County BOS	Mark Raymie
Marion County Sheriff	Jason Sandholdt
<u>Also present</u>	
Marion County EMA/911	Jeff Anderson
Marion County EMA/911	Kim Pettyjohn
Marion County Sheriff's Office	Martha Dykstra
Pella Police Department	Marcia Slycord

3. *Approval of the agenda:* There was a motion by Raymie and a second by Mitchell to approve the regular session agenda for May 30th, 2018. All were in favor.
4. *Approval of consent agenda:* There was a motion by Mitchell and a second by Raymie to approve the March 27th, 2018 meeting minutes. All were in favor.
5. *Drone presentation by Aerial Horizons:* Mike Klarenbeek and Tom Simmons gave a presentation on the DJI Matrice 210 drone and how drones can be used in the public safety world. They gave the Commission a live demonstration, talked about available options/packages and price. The Commission asked several questions and advised they would like a formal quote from Aerial Horizons and would like a night demonstration.
6. *Outdoor warning siren best practices document discussion:* Sandholdt advised this item was previous carry over from last meeting and turned it over to Anderson. Anderson advised he has not received any feedback from any Commission members on the document and asked if they believe we have an issue with confusing the public. Chief Bokinsky advised they do have issues in Pella, where they have a fire whistle and the outdoor warning system. They had issues at Tulip Time where people weren't listening to the warning and were still wandering outside despite the siren's going off. Sandholdt asked what Anderson suggests. Anderson advised if there is a want to move forward he can start pulling a document together. Raymie asked what the source of the confusion is. Bokinsky advised lack of education and community preparedness. Raymie asked if the City of Knoxville has a plan. Mitchell advised the businesses do not have a plan. Mitchell advised they do not have a good fire inspection program unless a business sells

alcohol, so there is no means for them to go in and check evacuation plans. Sandholdt asked if Anderson could put together a list of storm shelters in the county. Anderson advised there are zero that are actually built to storm shelter specs. There was additional discussion on what to do. Anderson advised this document isn't about what happens after the warning, that part is easy, move to the inner most part or lowest part of the building. This document is on how we are warning the public. Sandholdt asked if there is a document and Anderson advised IEMA has a document that they've adopted. Sandholdt asked why we wouldn't just adopt that document. Anderson advised he doesn't believe they should just adopt the document as the county as a whole is not ready to make that big of leap. Raymie advised the city's need to look at the document first, so it needs to put on the next agenda and the document needs discussed before then. Anderson will send out the document for review and the Commission members will gather info from their cities.

7. *EMA Commission representative to 911 Service Board:* Sandholdt advised the EMA Commission now has a spot open to them on the 911 Service Board. Mitchell asked who it should be. Anderson stated that is the difficulty in this and the Commission needs to put some thought into it, because if they pick the wrong person it could be a wash vote. Bokinsky asked if it's really needed. Sandholdt said he would like a spot on the 911 Service Board as the Chair of EMA. Raymie thought this was a good idea. There was more discussion on who can or cannot have a seat. Bokinsky asked if BOS and MCSO both have a seat is that going to cause an issue with Marion County having two votes. Mitchell advised if Sandholdt goes to 911 Board as EMA Chair he would be there to represent the EMA Board, not MCSO. Raymie advised the goal is to bring efficiency and effectiveness to both Boards. Sandholdt advised they could make the Chair of EMA always the 911 Service Board representative, so it's a rotating position. Raymie advised you would just have to watch for the loss of a vote. It would have to be made very clear what the intent of that vote is. Mitchell asked what other counties are doing. Anderson advised he isn't hearing anything one way or the other, as there are a lot of boards in the same boat that have the same members on both boards. Raymie asked Anderson to do more research, table the item for now and bring it back to the next meeting. Sandholdt asked again if there is anyone else that wants to do it. Anderson asked that needs to be asked more of the people that aren't in the room, such as the Hamilton's, Swans, etc. Raymie advised we need to come back with draft provisions of the by-laws. Sandholdt advised he will withdraw his idea that he do it or that the chairperson do it. If the board can't decide in this meeting, then there will be issues going forward. Mitchell asked if there is truly a benefit for EMA to be represented on the 911 Board. Anderson advised he will do more research and come back with the provisions. Bokinsky asked to know how many other counties are using the EMA vote. Mitchell would like to know if the 911 Board can make it so both PSAP's have a vote. It was advised the 911 rules are set by state code and PSAP's don't have a vote. This agenda item was tabled until the next meeting.
8. *HazMat 28E w/DMFD:* Sandholdt advised he tasked Chief Mitchell with reaching back out to DMFD. Mitchell advised he spoke with Assistant Chief Patava. Mitchell advised the base rate has not changed, however, insurance will increase and they no longer use ICAP. Primary and access medical would increase and they will not have quotes until after July 1st, which is when this contract was to be effective. The amount would be roughly \$18,931, so \$20,000 would cover it. Raymie asked about the per hour charge. Mitchell advised it's \$750 per hour or if the response and return time to Des Moines is

four hours it would be \$3,000. Mitchell advised if you know the spiller you can recoup those funds. Raymie asked if this amount and this insurance provides the City of Knoxville and City of Pella what they need. Sandholdt asked if they do this then does the local team still need a \$50,000 budget. Raymie stated the Commission needs to decide first if this gives the coverage wanted and the HazMat budget would go from \$50,000 to \$70,000 plus, then they can decide how to adjust it from there. Raymie made a motion to approve the 28E with DMFD, there was a second by Moore. A roll call vote was done and all were in favor. Sandholdt asked Mitchell to work with DMFD and Anderson to start the process of getting the 28E done. Mitchell advised this does come with a training component and that if something happens before the agreement is completed DMFD will respond in good faith.

9. *Update on weather station product:* Anderson advised at last meeting they had questions on what information the product would give them. Anderson showed the features and what it reads. Mitchell asked if this alerts at all. Anderson advised it has updated software where they can now get lighting alerts and it's customizable to who can get that info. Anderson advised his vision with it was to just get started, see if it's useful and then decide from there if they would like to add more or just do a mobile unit. The package includes one stationary and one mobile unit for approx. \$9,750. Sandholdt asked what we gain from this versus NWS just calling Jeff. Anderson advised it would be great for the high impact event area. Moore asked how many of the "readings" would we actually use. Mitchell advised they would use all of them on a hazmat call. Sandholdt asked if there is an increase in liability and it was decided this was no different then someone using an internet app for weather and the staff would still contact NWS. Mitchell asked if Anderson has talked to the racetrack. Anderson advised he wanted to know where the commission was first. Anderson advised this is budgeted for next year, but for less than what actual cost is. Seibert made a motion to table the item until Anderson has talked to Knoxville Raceway. There was a second by Raymie and all were in favor.
10. *Update on merging EMA Commission and 911 Service Board:* Raymie made a motion to table until the next meeting with a second by Seibert. The motions were then retracted due to Anderson having information to share. Anderson advised in 29C.17 the code says the commission is allowed to pass money through for the 911 board when it comes to joint emergency response communications services. Sandholdt asked what the duty of the 911 Board is when it comes to the funding coming in to 911 for the PSAPs. Are they able to decide what the PSAP does with the money? Anderson advised per 34C it is up to the board what the money is spent on. More discussion on purchases and why MCSO's equipment requests have been denied. It was stated that this was a discussion for the 911 Service Board and not the EMA Commission. There was additional discussion on whether or not merging would work. Sandholdt stated because of these issues he thinks the 911 Service Board and the EMA Commission should be kept separate. Mitchell made a motion to close discussion on any merger of the two boards. Fisher seconded the motion and all were in favor.
11. *Approval of updates to Marion County Emergency Operations Plan:* Anderson needs formal approval on updates to ESF's 10, 13, 4 and 9 for the Marion County Emergency Operations Plan as code requirement to Homeland Security. Raymie made a motion to approve the updates with a second by Fisher and all were in favor. Sandholdt asked that

the updated EOP be sent out to the Commission.

12. *Establish next meeting date:* The next meeting was set for 6:00 pm on Tuesday, September 25th at 3014 E. Main Street.
13. *Adjournment:* Before adjourning Sandholdt stated the Executive Board met before this meeting. Their discussion was on how to make these meetings move quicker and how to handle more of the administrative stuff with the Executive Board before the meetings with the entire Board. Sandholdt listed several things they would like to work on such as drills, incident command structure and a review of the by-laws. Mitchell stated they would like to know how to better support the staff of EMA. Sandholdt stated they had discussed county policies and procedures for the staff of EMA and whether these are documented anywhere. Anderson advised it is all in the by-laws. Raymie advised at the next meeting he would have the Commission reaffirm that and adopt the Marion County HR, benefits and Lisa as the HR representative. Bokinsky advised they talked about a strategic budget plan and county readiness. Sandholdt asked if staff has a list of resources available. Anderson advised there is an inventory in each trailer. Mitchell stated he wanted staff to go beyond that, such as each fire truck, each ambulance, etc. There was additional discussion on what is available or how to get it. Raymie advised each agency should have a list of assets with their insurance companies of what they have. There was a brief discussion on the Board's actual responsibilities and Anderson advised it's all in 29c. There was a motion by Raymie and a second by Mitchell to adjourn. All were in favor and the meeting adjourned.