



Woodbury County Emergency Management Commission

Meeting Minutes

12-13-2018

6:00 pm

The Security Institute

Western Iowa Tech College Campus

4647 Stone Avenue

Sioux City, IA

Commission Attendees: Woodbury County Sheriff (Chairman) Dave Drew, Bronson Designee Dave Amick, Correctionville Mayor Nathan Heilman, Sloan Mayor Charles Thorpe, Cushing Mayor Don Joy Jr, Sioux City Mayor Bob Scott, Board of Supervisor's Rocky Dewitt, Danbury Mayor Michael Buth, Moville Mayor Jim Fisher, and Salix Mayor Stan Johnson.

Also present: Emergency Management Coordinator Rebecca Socknat.

Not Present: Smithland, Lawton, Hornick, Danbury, Oto,

Sheriff Dave Drew called the meeting to order at 6:04 pm

Motion by Mayor Fisher, seconded by Mayor Thorpe to approve the agenda for December 13, 2018. All in favor.

Chairman Drew called for approval of June 11, 2018 meeting minutes. Motion by Mayor Joy, seconded by Supervisor De Witt to approve the minutes. All in favor.

Rebecca began with an Emergency Management update which included a brief update on the status of the Hazard Mitigation Plan rewrite. Originally, Woodbury County had been approved for the grant, along with Cherokee County to begin the process of contracting with SIMPCO to do individual county rewrites. The rewrite is due every five years, with Woodbury's being due in September 2019. Shortly after the approval, the state denied the grant requests stating they wanted regional plans. The LEPC, which consists is Woodbury, Plymouth, Cherokee, Ida, and Monona, decided since we were all due within a few months of one another, we would form a region. SIMPCO agreed to write the regional plan; and Plymouth County put in the grant



application for all 5 counties. A few weeks ago, the state has now stated there does not need to be regional plans. After discussions, SIMPCO and the five counties will proceed with county plans and work on them in the order they expire. This does not change our county's portion, which is \$6000.

Rebecca also discussed the upcoming large-scale exercise in September 2019. Rebecca was asked back in the fall of 2018 if Woodbury would like to host the Iowa's Air and Army Guards annual statewide communications exercise. The intent is to also include a cyber and chemical piece to the exercise as well. Along with this exercise, Woodbury was also chosen to host a rural HAZMAT exercise, in which Salix's Fire Chief Justin Iversen agreed to host. It was the intent to get one of the communities near the Port Neal area, as that was the chosen place for the exercise in September. Rebecca also mentioned with the new Senate File which requires every accredited school to have an emergency operation plan and it must be coordinated with the county emergency manager and the local law enforcement. As part of the senate file, each school must conduct an active shooter drill of some degree, whether it be just with staff, a table top, of a full scale exercise like Sioux City's North High completed this past October. These drills and plans must be completed by June 30, 2019. The CMS requirements that were effective last year continue for each healthcare facility to have an emergency plan and to conduct a full scale and a drill each year. The regional healthcare coalition has started discussions on working with county coordinators to facilitate this. Also, that annual statewide tornado drill, if the facilities choose to participate, would count for this requirement as well.

Next, Rebecca provided an update on the USAR team. After the last meeting, Rebecca spoke with Sioux City Fire's Chief Everett and have determined that if there is a need for USAR assets in the county, responders can request them via mutual aid as Sioux City Fire assets. This will provide the coverage for the entire county, until the state activates the other USAR team.

The FY20 budget discussion began with Rebecca stating there was roughly \$3700 carryover from FY18 and continued stating the county's budget analyst shows the EM budget has \$42 more than what Rebecca shows. Rebecca explained the few changes that were proposed to the operating budget. Rebecca had already mentioned the large-scale exercise in September of 2019, but also explained due to no longer receiving a grant for the CERT training, she increased the education and training budget \$2500. Rebecca explained the CERT class was held every year and participants who complete the course will be certified in CPR and receive a weather radio and a small first aid kit.

Rebecca explained the increase in typing and printing; although the hazard mitigation plan rewrite was contracted to be completed by SIMPCO, there is forecasted to be some costs with printing the completed plan and making it available to all the jurisdictions in Woodbury County. Rebecca estimated the typing and printing costs to increase by \$1000.



Rebecca also mentioned discussing the Hazard Mitigation Plan rewrite/update that was budgeted for FY19 but may not be fully paid until FY20. Woodbury's portion is \$6000 and what is not expended this fiscal year will go to reserves and be paid out on FY20. There will be a line item for this in both years, but no additional funding is needed. Rebecca also asked for \$3000 for the Volunteer Reception Center project Woodbury County is currently working on. This would be for larger items and be stored at the EOC until the need for a VRC arises. There will also be smaller administration kits available at each identified VRC location.

Rebecca also proposed reducing the Emergency Management Performance Grant (EMPG) funding. In the past Woodbury has received \$39,000. The state of Iowa had discussions last year of reducing this amount and the Commission approved reducing the revenue received to \$35,000. For FY20, Rebecca proposed reducing that further to \$32,000.

Lastly, Sheriff Drew and Rebecca explained the 10% raise she is asking for salary. Sheriff Drew asked Rebecca to explain the role of Sioux City Fire on the EOC team. Rebecca explained when Gary and Michelle held the EMA coordinator position Jim Clark from SCFR also sat in the EOC full time. When Rebecca was hired in the fall of 2016, it was explained that Jim Clark's position was dissolved within the fire department and Tom Standish would be available part time. This is no longer the case; the two from SCFR are now an equal part of the EOC team, just like Sioux City Police and City Planner and the Woodbury County Sheriff's Office personnel.

Sheriff Drew made some comparisons to what Rebecca is proposing (\$66,062 annually) and mentioned this still leaves Rebecca as one of the lowest paid coordinators in comparison to the six counties comparable to Woodbury County (size and population). Amick also pointed out, compared to the other counties Woodbury and Dubuque only have one position. Amick asked how Rebecca felt she was doing meeting the current requirements and if she felt she could continue to meet the demands and objectives that continue to grow with the position. Rebecca replied she felt she was managing her time and requirements. Mayor Scott also showed concern as he was not comfortable with such large raise if Emergency Management would be asking for a second position in the near future. She went on to explain the EOC team concept and felt that if the team continues to help, there should not be a problem meeting any of the requirements. She compared the EOC team to several part time positions as well as mentioning her appreciation for all of them. Mayor Scott asked who the representatives of the EOC team are; SCFR's Frank Fulton and Ryan Collins, SCPD's Kevin Heineman and Chris Groves, WCSO Don Armstrong and Charlie Hertz, and Sioux City Planner Jeff Hanson.

Rebecca went on to explain the benefits' figures were received from the deputy auditor with the proposed salary, with the exemption of FICA. Due to forecasted FICA expenses for FY19, they will be almost \$200 more than projected so Rebecca calculated the proposed FY20 FICA,



which was \$200 more than the reported figure from the deputy auditor. Mayor Scott thought it should be lower; Rebecca said she would recheck the figure.

Motion by Sheriff Drew, seconded by Supervisor De Witt to approve the FY20 budget as proposed. 9 in favor, 1 abstained. A public hearing was scheduled for Thursday, January 10, 2018 at 6 pm.

New business discussion – None

Old business discussion – None

Pubic concerns and input - None

Commission concerns and input – None

Motion by Mayor Thorpe and seconded by Supervisor De Witt to adjourn at 6:48 pm. All in favor.