



Woodbury County Emergency Management Commission

Meeting Minutes

1-20-2016

6:00pm

The Security Institute

Western Iowa Tech College Campus

4647 Stone Avenue

Sioux City, IA

Commission Attendees: Woodbury County Sheriff (Chairman) Dave Drew, Bronson Mayor Dave Amick, Woodbury County Supervisor Mark Monson, Sioux City Mayor Bob Scott, Hornick Mayor Scott Mitchell, Anthon Mayor Allan Pithan, Cushing Mayor Len Lindquist, Pierson Mayor Thomas Hardie, Sloan Mayor Charles Thorpe,

Also present: Emergency Management Coordinator Michelle Skaff, Asst. Fire Chief Jim Clark

Not Present: Sgt. Bluff, Danbury, Merville, Oto, Salix, Correctionville, Lawton, Smithland.

Sheriff Dave Drew called the meeting to order at 6:12pm.

Motion by Mayor Mitchell, seconded by Supervisor Monson to approve the agenda for January 20, 2015. All in favor.

Chairman Drew called for approval of 11-4-2015 meeting minutes. Motion made by Mayor Thorpe, Second by Mayor Lindquist. All in favor.

Public Hearing was called by Mayor Mitchell, Second by Mayor Thorpe.

Budget Discussion: Coordinator Michelle Skaff explained to the Commission that she asked Dennis Butler what should be entered as the actuals on the budget entry, he advised to enter only what was expended and received since May 1st for EMA, so that is what is included on the FY 2015 actuals. During their conversation, Dennis explained to her that it would not be possible to split out EMS/EMA to include figures for the first 10 months. Also noted, was that although the EMPG funds were received in the amount of \$39,000.00, only \$16,551.00 was placed into the EMA budget and the remaining was placed in the EMS budget since Gary had



been working EMA prior to May. Michelle Skaff did ask if the actuals should at least show a portion of Gary's salary to allow the entire \$39,000.00 to show in the EMA budget on the Dept. of Management website, but Dennis advised that that is not necessary.

Sheriff Drew asked if there is any other discussion. Chairman Monson asked what the salary will be, Sheriff Drew advised that it is going up to \$55,000.00.

Supervisor Monson moved to close the public hearing, second by Mayor Mitchell. All in favor.

Mayor Scott moved to approve the FY 2017 budget, seconded by Mayor Hardie. All in favor.

Information - Coordinator Skaff shared a document and information related to the Outdoor Warning Siren Plan/Best Practices Recommendations. She explained that the document was endorsed by the National Weather Service and Iowa Emergency Management Association (IAEMA). Coordinator Skaff recommended that all of the mayors should look at the highlighted boxes starting on Page 8 to see the recommendations – these are only recommendations that IAEMA would like to see the entire state adopt. She highlighted a few recommendations:

- The date and time of testing is recommended to be 10:00 on the 1st Tuesday of the month
 - Coordinator Skaff advised that she spoke to Communications and Fire about this and at this time, it is not a practical recommendation for this area since we have arrangements with the tri-state area to conduct the testing on the 1st Monday of the month at noon
- Sirens are suggested to only be used for emergencies warnings and testing.
- Two different warning tones are recommended, "Alert" and "Attack"
- Weather triggers that are recommendations to active the warning system include:
 - Tornadoes
 - Extreme winds (70mph or greater and/or reports of trees being blown down)
 - Large Hail (1.75" or greater) - note that this is not currently part of our policy.
- Recommendation to call the sirens: Outdoor Warning Sirens (Do not use the term tornado siren)
 - We should say that the sirens mean: "Seek shelter, and seek information"

EMA Strategic Plan – Michelle presented the EMA strategic plan and explained that at the last meeting Mayor Winkel had suggested to add something about preparing for terrorism to the plan, and now it is incorporated into strategic Goal # 1. Coordinator Skaff would like to have the Commission review this document and possible adopt it at the next Commission meeting.



There was a conversation about Active Shooter events and the “SAVE Yourself” program that is conducted by SCPD Officer Chad Sheehan and WCSO Lt. Tony Wingert. Mayor Scott advised that it might be a good idea if Officer Sheehan might be able to present the program to the mayors group.

Coordinator Skaff provided the Commission with a list of training events and meeting that have occurred in the EOC.

2016 Goals - Coordinator Skaff provided information related to the EMA goals for the year.

- The general concept includes reviewing one Emergency Support Function (ESF) per quarter, then training on something related to that ESF, and then conducting an exercise related to the ESF. Ex – we are currently reviewing the “Fire” ESF – we have had training related to the new policy of Active Threat – Early Treatment – and the fire dept participated in an exercise related to that.
- Coordinator Skaff would like to network with fire/ems more in the coming year – she plans to attend some of the fire association meetings and travel to the communities more often to meet everyone.
 - Sheriff Drew suggested that Coordinator Skaff help out in the Red Cross fire detector installation to help with the networking. Mayor Mitchell advised that every town is going to have the opportunity. Sheriff Drew wants the Sheriff’s Office to help out also.
- Hazmat
 - The Local Emergency Planning Committee (LEPC) will be conducting a Hazmat exercise in July and are looking for a volunteer host agency
 - We also are looking for 3 locations to conduct a 4 hr hazmat refresher course – funded by LEPC grant funds
 - We are looking for one location to conduct a 12 hour operations course – funded by LEPC grant funds
- Project 1: Working with Healthcare Coalition to obtain a credentialing/resource management system. This system will allow us to produce ID tags for individuals and equipment. This allows resources and individuals to be tracked; times are recorded and can be tracked for volunteers and all participants of emergencies. Total cost is about \$13,000.00 for a printer to print the IDs and a Rapid Card printer which creates general cards to be distributed during an incident with accessories and licenses. Cards are created quickly by scanning a driver’s license and transfers names and information to the card. These cards can be made in different colors to signify the role that the individual plays in the emergency. Sustainment will include licensing which is a minimum of \$500.00 (5 licenses to use on 2 devices each) and badge tags – tags to be used as IDs are about \$1.00 each, Rapid tags are less. The



Commission discussed the concept and believes that this is a great opportunity and to proceed.

- The plan is to issue these to everyone local that we work with and all of the equipment/resources in the county ahead of time and use these cards during regular meetings/training/exercises so in the event of an emergency, we are ready and will be efficient in using them.
- EOC ideas
 - White screen for projecting on back wall
 - Exercise table in interop lab will be remodeled to include a white screen top with a projector above it. The intentions are to be able to project a real city from Google maps.
 - Research and strengthen the Recovery Plan
 - Website update
 - All plans will be available on the website. Hope to have it up and running within a month. The links will be sent out when live.

New business discussion – Coordinator Skaff advised that there will need to be one more meeting for elections in the fourth quarter (April, May or June). As we get closer to that date, it will be set.

Old business discussion – none

Public concerns and input - none

Commission concerns and input – Mayor Mitchell advised that he appreciated EMA Coordinator Skaff responding to the Sloan fire.

Sheriff Drew concluded by noting that the EMA Commission process started about a year ago and he wants to thank all of the Commission Members for their dedication. He told Coordinator Skaff that he thinks she had done a great job and he is excited about how the process is going to work since this is how the law intended for it to be done. Sheriff Drew appreciates everyone that can take time from their schedules to meet. The input on the budget and the input on everything is important. Sheriff Drew believes that they have selected someone who is very conscientious and does a very good job. Mayor Mitchell agrees and advised that he does like the monthly reports that Coordinator Skaff sends out.

Motion by Mayor Amick to adjourn, seconded by Mayor Mitchell at 6:53pm. All in favor.