



**Meeting Minutes**

**POTTAWATTAMIE COUNTY EMERGENCY MANAGEMENT COMMISSION**

**Thursday, January 25, 2018 – 6:00 p.m. – Board of Supervisors Hearing Room**

- A. The meeting was called to order by Vice Chairman Zimmerman at 6:00 p.m. Introductions were conducted and a quorum was determined present. The following commission members were present:

City of Avoca	-	Mayor Long
City of Carson	-	Mayor Todd
City of Carter Lake	-	Mayor Cumberledge
City of Council Bluffs	-	Fire Chief James
City of Crescent	-	
City of Hancock	-	
City of McClelland	-	Mayor Kay
City of Macedonia	-	Mayor Wax
City of Minden	-	Mayor Zimmerman
City of Neola	-	Fire Chief Ward
City of Oakland	-	
City of Treynor	-	
City of Underwood	-	
City of Walnut	-	Mayor Larsen
County of Pottawattamie	-	Supervisor Wichman, Supervisor Belt
Pottawattamie County Sheriff's Office	-	Lieutenant Arkfeld

- B. Emergency Management Budget Study Session:

**[2018-2019 Proposed]**

Director Reed reviewed the proposed 2019 fiscal budget previously distributed to commission members for review. Budget highlights and changes to line items (+ or -) were discussed. Programs within the budget line items and how they support preparedness, response, and recovery were discussed.

During discussion Fire Chief James recommended emergency management investigate possible drone limiting solutions to help secure emergency sites from the invasion of private and media drones in secured areas. Supervisor Wichman requested clarification on ICAP coverage limits and the difference in requested tax revenues compared to expenditures. Director Reed provided the coverage limit numbers and explained to the commission that the reserve fund has excess dollars that need expended, reducing the amount of tax revenues required to fund the proposed budget expenditures.

Mayor Kay asked clarification on miscellaneous receipts in the proposed budget. Reed briefed that program reimbursements, training reimbursements and grants were not

budgeted as revenue since they are never guaranteed and many times won't get receipted until the fiscal year after the actual budget year.

**[2017-2018 Amendment]**

Director Reed advised the commission that an amendment to the current budget would be needed, as anticipated and discussed during last year's budget process. To date, EMA has received an additional \$96,000 in revenues and the requested amendment would not require any additional tax revenues. Reasons for amendment primarily included the transition of (1) PTE to FTE status and bids for the joint storage facility coming in over budget. In addition, a request was made to use a combination of additional revenues and reserve funds for needed technology upgrades in the EOC and other response and supporting systems.

**Motion** by Mayor Larsen; second by Mayor Kay to approve the change in the joint building project and technology upgrades as part of the budget amendment. Unanimous vote, motion passed.

- C. **Motion** by Supervisor Wichman; second by Mayor Larsen to set the public hearing for the 2017-2018 Budget Amendment and the 2018-2019 Proposed Budget for Thursday, February 15, 2018, 6:00 p.m. at the Board of Supervisor's Hearing Room or an alternate location as required. Unanimous vote, motion passed.

Vice Chair Zimmerman instructed Director Reed to prepare and publish the necessary filings and inform the commission on the selected location for the public hearings.

- D. Current Program Priorities:

The commission was briefed on the update released to the National Incident Management System and that a new implementation plan may be on the agenda for the next meeting for approval.

Mitigation Plan update is in progress with the new risk assessment completed in partnership with all the jurisdictional fire chiefs and other stakeholders. Information will be coming out to city clerks to help update the status on current and projected mitigation activities/projects.

A new initiative will start in late spring or early summer to coordinate the preparedness posture of the private sector in the county. A business security summit will take place to form a county chapter of the Safeguard Iowa Partnership; the state's public-private partnership program.

- E. **Motion** by Mayor Larsen; second Mayor Todd to adjourn the meeting. Unanimous vote, motion passed. Meeting adjourned at 7:07 p.m.