

## **Black Hawk County Emergency Management Commission Meeting**

Thursday January 20, 2022

Meeting began at 4:01 pm

Roll Call of Members Present: Black Hawk County Sheriff, Black Hawk County Supervisor, Cedar Falls, Dunkerton, Elk Run Heights, Hudson, La Porte City. Also present Chief Bostwick,

1. Motion to approve the agenda by Board of Supervisor, second by Cedar Falls, motion carried.
2. Motion to approve Minutes of October 2021 meeting minutes by Hudson, second by Dunkerton, motion carried

### **Coordinator report**

October/November/December 2021 January 2022

#### Trainings/Drills

- Google Drives Training for EMA's across the state
- Taught Emergency Management Performance Development training to new Emergency Managers, my focus is on Training.
- Attended an update on Salamander system.
- Table Top Exercise at Evansdale Fire Department. 8 Entities, 17 People in attendance.

#### Meetings

IDHRC, District 6, Iowa Emergency Management Association Meeting, Mentoring Meeting for IEMA, State 911 meeting, ISICS board meeting (EMA appointee), IEMA Awards Committee Meeting, Step-C, Black Hawk County 911, ISAC Education Workgroup, Safety Committee for Waterloo, and Cedar Falls Schools. Black Hawk County LEPC.

#### Misc.

- Did the November outdoor warning siren test on the "new" backup system, which is the old Compulert system. That test was successful. Will be working with Rick & Paul from RC systems to get the other items for this system accomplished.
- Errant WENs message on 10/22/21 working with the State of Iowa as well as Inspiron. We are still waiting on Inspiron to release their findings on this errant message. Each time I've called and spoke to Nick he advises they are "researching" this message. He's also assured me that our previous system has been locked down and the message recipients have been removed from receiving any further messages. The State of Iowa is also pushing Inspiron on this matter too.
- EMPG reimbursement for the 2021 grant was submitted & check received. \$39,000.
- Notice of Interest for the EMPG 2022 grant was submitted
- Continuous work on next year's ESF's which are 6 Mass Care, 8 Public Health, 11 Agriculture, 10 Hazardous Materials
- Have been polling/resetting sirens on Mondays as weekly checks.
- Have been locating and reviewing Plans, SOP & SOG.
  - currently looking at Evacuation/Reentry. There is one written for Cedar Falls/Waterloo. Do other communities have one in place?
  - Mass Casualty & Mass Fatality Plan-Plan needs updated, 2018 was last update.

- SOP & SOG for my office.
- Through the Regional LEPC-Northeast Iowa Regional Response Group we were provided a table top exercise on a hazardous materials reponse, Evansdale responders were chosen at random. Multiple agencies/attendees were invited. That TTX was held on December 1<sup>st</sup> at 6PM at the Evansdale Fire Department. Invites have been emailed out.
- Are there any other items that commission members would like myself to do on a regular basis? Or start planning for, for the future? Items such as community outreach? Hosting training sessions? Being more involved in various groups/activities?
- Worked with BH PC for their PH accreditation.
- Fiscal year 23 budget
- Are there any other items that commission members would like myself to do on a regular basis? Or start planning for, for the future? Items such as community outreach? Hosting training sessions? Being more involved in various groups/activities?

### Old Business

- A. COVID-19- The County has been working with Public Health regard to test kits, DPS is supplying them to county through Public Health, there are 3-5 pallets delivered every week to be distributed to hospitals and clinics. EMA also stated there is still an abundance of PPE available to anyone that is affiliated with the patient care. Waterloo has also placed signage at their city buildings of for masks required.
- B. Drone Update-The Drone was used to assist the Sheriff's Office with a juvenile last month. Sheriff also indicated that they are looking at a new tactical drone that has the ability of a payload. It would be for drop phones, supplies, etc.

### New Business

- A. **Black Hawk County EMA Procurement Policy-** EMA informed the commission members present that the Procurement Policy that was submitted for their review is required by FEMA for grants. The information came directly from CFR2. Other Emergency Managers across the state have also been required to provide updated policies. Cedar Falls made motion to accept the updated policy, second by Dunkerton.
- B. **Black Hawk County EMA Standard Operating Procedures & Policies-**EMA brought information to the members present that there were several policies & Procedures that were outdated and or would be suggested addition. Commission members agreed that updating as well as expanding the policies & procedures would be in our best interest. EMA will look at adding a social media policy, EMA notification policy, updating the vehicle policy and cell phone policy.
- C. **Civil Air Patrol Request-** Cedar Falls Mayor Green recused himself from this topic due to his involvement in Civil Air Patrol (CAP). Captain Paul from the CAP was present via zoom to discuss their aircraft hangar as it currently stands. CAP previously had free hangar space at the Waterloo Airport. The Iowa State Patrol air division has since been moved into their fee free hangar space. Linn County EMA assists the CAP in Cedar Rapids with hangar fees. Since those fees are paid directly by CAP. CAP budget is rather small and a donation from EMA

- would go a long way in assisting them. There is still room to hangar aircraft at the Waterloo Airport, at this time CAP is checking if Black Hawk County EMA would or could assist with financial assistance for the hangar fees. Motion by Hudson second by Supervisor for the add \$1000 to the budget 2023 to assist with the fees for CAP. If there was also assistance for hangar fees for fiscal year 2022 there is funds in the EMA budget for that as well.
- D. **CERT Team-** EMA received an email from Jerome Palas in regard to a Black Hawk County CERT Team. His letter is attached to these minutes. Commission members present discussed the topic and would like to see how many people would be interested in volunteering with CERT as well as how to keep those members engaged. It was brought to attention of the Commission that there was a previous push to start a CERT team in Black Hawk County, volunteers went through the required training and then the group dissolved. It was also suggested that if prospective persons who would want to start at CERT Team also work in coordination with VCCV. EMA will contact Jerome and let him know of the questions, and suggestions.
  - E. **EMPG 2022-** EMA informed the commission that she has received grant reimbursement from EMPG 2021. EMPG 2022 grant application has been submitted and we are awaiting to be awarded. On the EMPG APRA 2022 has been awarded the grant is up to \$34,000. The list of items that were in the grant were approved for purchase from the commission.
  - F. **EMA Budget Review for Fiscal Year 2023** – EMA held discussion with commission members in regard to the preliminary budget that has been worked on. Commission members would like to see the addition of a part-time person in the office in Fiscal Year 2023. EMA will obtain salary as well as any benefits from Black Hawk County Human Resources.
  - C. **Items for General Discussion-**
    - a. Derecho AAR-Mayor Green is working on a spreadsheet on the AAR from Linn County and City of Cedar Rapids. Once he is completed, he will reach out to EMA for discussion and presentation. EMA inquired if there would be an interest in a workshop with elected officials as well as department heads from the cities and county as to the findings of the AAR as well as firsthand experience by the EMA while employed with Tama County Emergency Management.

Next meeting February 17, 2022, 4:00pm

Motion to adjourn by Cedar Falls, second by Board of Supervisor