



SCOTT COUNTY EMERGENCY MANAGEMENT COMMISSION

Mayor Bob Gallagher, Chair
David Donovan, Agency Director
1100 East 46th Street, Davenport, Iowa 52807
Phone 563-484-3050 david.donovan@scottcountyiowa.com

**Tentative Meeting Agenda
April 23, 2020 at 6:00 p.m.**

Via Zoom

David Donovan is inviting you to a scheduled Zoom meeting

Join Zoom Meeting

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Meeting ID: 674 228 605

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Meeting ID: 674 228 605

A - Approval of Meeting Agenda and Minutes

- 1) Changes to and/or approval of Meeting Agenda – today's meeting
Motion_____Second_____Ayes____Nays_____

- 2) Approval of Minutes from the February 20, 2020 Commission meeting (see attached)
Motion_____Second_____Ayes____Nays_____

B - Old Business

- 1) Update on the Quad City P-25 Radio Project
 - a. Project Management
 - b. Tower Sites
- 2) COVID-19 Response and Recovery Update
- 3) Flood Response and Recovery Update

C – Public Hearing

- 1) Motion to open a public hearing regarding an amendment to the Fiscal Year 2020 Budget for the Scott County Emergency Management Agency
Motion_____Second_____Ayes____Nays_____
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- 2) Description of proposed budget amendment
- 3) Public Comment
- 4) Motion to close the public hearing
 Motion_____Second_____Ayes_____Nays_____

D - Actions and Approvals

- 1) Approval of the proposed amendment to the Fiscal Year 2020 Scott County Emergency Management Agency Budget as presented and discussed

Motion_____Second_____

Roll Call Vote:

Bettendorf	_____
Blue Grass	_____
Buffalo	_____
Davenport	_____
Dixon	_____
Donahue	_____
Eldridge	_____
Le Claire	_____
Long Grove	_____
Maysville	_____
McCausland	_____
New Liberty	_____
Panorama Park	_____
Princeton	_____
Riverdale	_____
Scott Co. Board	_____
Scott Co. Sheriff	_____
Walcott	_____

E – Next Meeting

- 1) Next Scheduled Meeting – July 16, 2020, 6:00pm, for a regularly scheduled quarterly meeting.

F – Adjourn

- 1) Motion to Adjourn
 Motion_____Second_____Ayes_____Nays_____

Time_____





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Bob Gallagher, Commission Chair
1100 East 46th Street, Davenport, Iowa 52807
(563)484-3050 david.donovan@scottcountyiowa.com

**Scott County Emergency Management Agency Commission
February 20, 2020 Meeting Minutes**

The Scott County Emergency Management Commission met for a scheduled meeting on Thursday, February 20, 2020, at 6:00 pm, at the Scott County Emergency Management Agency located at 1100 E 46th St Street, Davenport.

Commission Members present:

Bob Gallagher, Mayor of Bettendorf (Chair), Sally Rodriguez, Mayor of Buffalo; Mike Matson, Mayor of Davenport; Ken Schoenthaler, Mayor of Donahue; Ray Allen, Mayor of Le Claire; Michael Limberg, Mayor of Long Grove, Ron Rice, Mayor of Panorama Park; John Maxwell, Scott County Board of Supervisors (Vice-Chair); Tim Lane, Scott County Sheriff; John Kostichek, Mayor of Walcott.

Others Present:

Arnold Alt, Scott County EMA; Dave Donovan, Scott County EMA; Tim Huber, Panorama Park City Council; Brian Payne, Scott County EMA;

Chair Gallagher called the meeting to order at 6:00 pm.

Approval of Meeting Agenda and Minutes

Limberg made a motion to approve the agenda for today's meeting. Seconded by Rice. All Ayes.

Matson made a motion to approve the minutes from the January 16, 2020 meeting of the Scott County Emergency Management Commission. Lane seconded. All Ayes.

Old Business

- 1) Donovan gave a brief review of the budget documents for the proposed FY2021 Budget for the Scott County Emergency Management Agency and fielded questions from the Commission.

Public Hearing

- 1) Maxwell made a motion to open a public hearing regarding the Fiscal Year 2021 Agency Budget for the Scott County Emergency Management Agency. Seconded by Limberg. All Ayes.
- 2) Public Comment – no one spoke for or against the proposed FY2021 Budget.
- 3) Limberg made a motion to close the public hearing. Seconded by Maxwell. All Ayes.

New Business

- 1) Donovan outlined a proposed memorandum of understanding with the Iowa Department of Homeland Security and Emergency Management to host one six-inch pump and one four-inch pump at Scott County Emergency Management Agency.
- 2) Donovan and Payne outlined a proposed grant with the Iowa Department of Homeland Security and Emergency Management to install a back-up water well at the Genesis East Hospital Facility. The match for the proposed grant would be paid by Genesis with a written agreement for the operation and maintenance of the well and associated equipment once completed.

Agency Report

Staff reported on, and a brief discussion ensued on several agency activities. Donovan outlined a proposed trip for a learning opportunity regarding the coordination of homeland security activities in the Kansas City area.

Actions and Approval

- 1) Maxwell made a motion to approve a Memorandum of Understanding with the State of Iowa to host two pumps at Scott County EMA and authorizing the Director to sign said agreement. Lane seconded. All ayes.
- 2) Kostichek made a motion to approve a grant agreement with the State of Iowa to complete an emergency well in the amount of \$417,375 and authorizing the Director to sign said agreement. Limberg seconded. All ayes
- 3) Maxwell made a motion to adopt and approve the proposed Fiscal Year 2021 Budget for the Scott County Emergency Management Agency as recommended and published. Allen seconded.

Roll Call Vote:

Bettendorf	Aye
Blue Grass	Absent
Buffalo	Aye
Davenport	Aye
Dixon	Absent
Donahue	Aye
Eldridge	Absent
Le Claire	Aye
Long Grove	Aye
Maysville	Absent

McCausland	Absent
New Liberty	Absent
Panorama Park	Aye
Princeton	Absent
Riverdale	Absent
Scott Co. Board	Aye
Scott Co. Sheriff	Aye
Walcott	Aye

Next Meeting

Next Commission Meeting – April 16, 2020 at 6:00 pm, for a regularly scheduled quarterly meeting.

G – Adjourn

Limberg made a motion, and Matson seconded to adjourn at 6:28 pm. All ayes.

Date	Business	Category	Down Payment	Owed	Total Amount	Department that Purchased	How it was purchased	P-Card User	Notes / Details	Bill to Agency	Billable Amounts	Have Receipts	ERP Validation
3/13/2020	Jimmy Johns	EOC Meals	\$0.00	\$0.00	\$39.32	EMA	P-Card	Brian	Dinner for EOC Staff	N/A	\$0.00	Yes	
3/15/2020	Walmart	Segregation	\$0.00	\$0.00	\$248.74	EMA	P-Card	Brian	EOC Segregation Supplies (Separate EOC staff & consolidated Dispatch Staff)	N/A	\$0.00	Yes	
3/19/2020	Altorfer	PPE	\$0.00	\$0.00	\$1,284.70	EMA	P-Card	Brian	P95 Masks & Safety Glasses	N/A	\$0.00	Yes	
3/19/2020	Quad City Safety	PPE	\$0.00	\$0.00	\$1,357.50	EMA	P-Card	Brian	Face Shield set-up & N95's	N/A	\$0.00	Yes	
3/23/2020	Public Safety Center	PPE	\$0.00	\$0.00	\$8,945.00	EMA	P-Card	Brian	Gloves	N/A	\$0.00	Yes	
3/20/2020	Tobacco Outlet (Gas Station)	EOC Meals	\$0.00	\$0.00	\$24.13	EMA	P-Card	Brian	Breakfast for EOC Staff	N/A	\$0.00	Yes	
3/19/2020	Grainger	PPE	\$0.00	\$0.00	\$1,614.67	EMA	unknown	PO (?)	Tyvek suites for covering personnel during healthcare work	N/A	\$0.00	Yes	
3/23/2020	Menards	Misc. Parts & supplies	\$0.00	\$0.00	\$55.66	FSS	P-Card	Molly	Supplies to repair shower trailer for shelters	N/A	\$0.00	Yes	
3/24/2020	Happy Joes	EOC Meals	\$0.00	\$0.00	\$56.57	EMA	P-Card	Jim	Lunch for EOC Staff	N/A	\$0.00	Yes	
3/14/2020	Happy Joes	EOC Meals	\$0.00	\$0.00	\$58.97	EMA	P-Card	Jim	Lunch for EOC Staff	N/A	\$0.00	Yes	
3/26/2020	Chick-fila-A	EOC Meals	\$0.00	\$0.00	\$36.94	FSS	P-Card	Jennifer	Lunch for EOC Staff	N/A	\$0.00	Yes	
3/25/2020	Tallgrass	PPE	\$0.00	\$0.00	\$5,225.00	EMA	P-Card	PO (?)	50/50 down payment for PPE supplies (N95 & Simple Masks) Second payment is below as a PO	N/A	\$0.00	Yes	
3/24/2020	Haymans	Misc. Parts & supplies	\$0.00	\$0.00	\$18.36	FSS	P-Card	?	Copies of keys for shower trailer	N/A	\$0.00	Yes	
3/23/2020	US Adventure RV	Misc. Parts & supplies	\$0.00	\$0.00	\$599.74	FSS	P-Card	?	Supplies to repair shower trailer for shelters	N/A	\$0.00	Yes	
3/25/2020	Minhs Gourmet	EOC Meals	0.00	\$0.00	\$32.24	EMA	P-Card	Jim	Lunch for EOC Staff	N/A	\$0.00	Yes	
3/12/2020	Happy Joes	EOC Meals	0.00	\$0.00	\$81.16	EMA	P-Card	Jim	Lunch for EOC Staff	N/A	\$0.00	Yes	
3/16/2020	Zoom	Virtual EOC / Meetings	0.00	\$0.00	\$160.39	EMA	P-Card	Dave	Zoom for meetings, but will need tax taken off (will be less)	N/A	\$0.00	Yes	
TBD	Zoom	Virtual EOC / Meetings	0.00	\$0.00	\$160.39	EMA	P-Card	Dave	Zoom for meetings, but will need tax taken off (will be less) Put on Dave's personnel card.	N/A	\$0.00	No	
3/25/2020	Zoom	virtual EOC / Meetings **Upgrade** one account	0.00	\$0.00	\$34.52	EMA	P-Card	Dave	This is a monthly charge & (prorated because of date) to increase number of users on the zoom calls	N/A	\$0.00	Yes	
3/25/2020	Grace Engineered Products	PPE	0.00	\$0.00	\$4,500.00	EMA	P-Card	Dave	Face Shields	N/A	\$0.00	Yes	
3/26/2020	Postage	Communication	0.00	\$0.00	\$157.42	EMA	unknown	PO (?)	Mailers for faith based groups in both county's. Need's an invoice to	Rock Island County	\$91.12	No (Email)	
3/28/2020	Mississippi Distillery	PPE	0.00	\$0.00	\$10,000.00	EMA	P-Card	Brian	Hand sanitizer (80% proof)	N/A	\$0.00	Y	
3/27/2020	Peaceful River Promotions	PPE	0.00	\$0.00	\$4,414.00	EMA	P-Card	Jim	Infrared Thermometer: Checking Temps for Personnel	DPD- 4 & DFD 11 & BFD (?)	\$1,324.20	y	
3/27/2020	Midwest Cards	Inventory Operations	0.00	\$0.00	\$750.00	EMA	P-Card	Brian	Inventory Application Purchase (annual)	N/A	\$0.00	y	

3/27/2020	Midwest Cards	Inventory Operations	0.00	\$0.00	\$1,059.76	EMA	P-Card	Brian	Purchase label printer & supplies	N/A	\$0.00	y	
3/27/2020	Peaceful River Promotions	PPE	6,962.50	\$6,962.50	\$6,962.50	EMA	PO	PO (?)	Gowns, masks, N95	N/A	\$0.00	y	
3/30/2020	Amazon	PPE	0.00	\$0.00	\$152.55	Purchasing	P-Card	PO (?)	knit elastic	N/A	\$0.00	y	
3/27/2020	Hardees	EOC Meals	0.00	\$0.00	\$25.12	FSS	P-Card	Jennifer	Lunch for EOC Staff	N/A	\$0.00	Y	
3/27/2020	Menards	PPE	0.00	\$0.00	\$5.58	FSS	P-Card	Molly or Jennifer	storage bags for PPE items	N/A	\$0.00	Y	
3/30/2020	Amazon	Inventory Operations	0.00	\$0.00	\$201.45	EMA	P-Card	Brian	Printer & ink cartridges	N/A	\$0.00	Y	
3/25/2020	Grainger	PPE	0.00	\$0.00	\$129.03	EMA	P-Card	Brian	Face Shields (These were returned & I will be reimbursed. Will input return once completed)	N/A	\$0.00	y	
3/31/2020	Theisens	Segregation	0.00	\$0.00	\$5.99	FSS	P-Card	Jennifer	pad lock for port-a-potty	N/A	\$0.00	y	
3/20/2020	Amazon	PPE	0.00	\$0.00	\$499.71	EMA	P-Card	Brian	Brown paper bags for N95 Masks	N/A	\$0.00	y	
3/15/2020	Tech Smith	Virtual EOC / Meetings	0.00	\$0.00	\$287.53	EMA	P-Card	Brian	Camtasia record screen & training (I need to get tax reimbursed)	N/A	\$0.00	y	
4/1/2020	Menards	Inventory Operations	0.00	\$0.00	\$169.99	FSS	P-Card	Jennifer	hand cart to move goods around for pickup	N/A	\$0.00	y	
3/31/2020	Tallgrass	PPE	0.00	\$0.00	\$5,225.00	EMA	PO	Cameo	This is the secondary payment for the items above.	N/A	\$0.00	y	
3/30/2020	Grainger	PPE Returned	0.00	\$0.00	-\$129.03	EMA	P-Card	Brian	These items were returned because we couldn't obtain the hoods like they said we could.	N/A	\$0.00	y	
4/3/2020	Office Machine Consultants Inc	EOC Operations	0.00	\$0.00	\$6,050.00	EMA	PO	Barb	Purchased copy machine because are problems with current machine	N/A	\$0.00	y	
4/2/2020	Theisens	Inventory Operations	0.00	\$0.00	\$14.95	EMA	P-Card	Jennifer	Purchased zip lock bags for ind. Inventory supplies	N/A	\$0.00	y	
4/3/2020	Staples	EOC Operations	0.00	\$0.00	\$169.66	EMA	PO	Brian/Cameo	purchased office supplies for COVID Event	N/A	\$0.00	y	
4/3/2020	Advantage Advertising	PPE	0.00	\$0.00	\$148,250.00	EMA	Wire Transfer	N/A	150,000 sugical mask, 1000 faceshields, 10,000 KN95	N/A	\$0.00	y	
4/5/2020	Light in the box	PPE	0.00	\$0.00	\$458.63	EMA	P-Card	Dave	5 Infrared Thermometers	N/A	\$0.00	y	
3/30/2020	Grainger	PPE	0.00	\$0.00	\$1,058.20	EMA	P-Card	Brian	Ratchet Faceshiled Assembly (item # 2AUB7) Qty 37	N/A	\$0.00	y	
3/30/2020	Grainger	PPE	0.00	\$0.00	\$886.60	EMA	P-Card	Brian	Ratchet Faceshiled Assembly (item # 2AUB7) Qty 31	N/A	\$0.00	y	
4/1/2020	CPR Savers	PPE	0.00	\$0.00	\$7,211.14	EMA	P-Card	Dave	Dispasable Basic Medical Gowns 50/case	N/A	\$0.00	y	
4/6/2020	Menards	PPE	0.00	\$0.00	\$59.70	EMA	P-Card	Brian	Spray bottles for hand sanitizer	N/A	\$0.00	y	
4/6/2020	Hy-Vee	EOC Operations	0.00	\$0.00	\$55.00	EMA	P-Card	Jennifer	Stamp roll for invoice mailing	N/A	\$0.00	y	

3/25/2020	Grainger	PPE	0.00	\$0.00	\$680.40	EMA	P-Card	Brian	Headgear & faceshields (qty 42) Item # 2KfW7	N/A	\$0.00	y	
3/25/2020	Grainger	PPE	0.00	\$0.00	\$97.20	EMA	P-Card	Brian	Headgear & faceshields (qty 6) Item # 2KfW7: charged speratly because shipped from diff. warehouse	N/A	\$0.00	y	
4/6/2020	K & K Hardware	PPE	0.00	\$0.00	\$1,918.85	FSS	P-Card	Jennifer	Gloves	N/A	\$0.00	y	
4/2/2020	Peaceful River Promotions	PPE	0.00	\$0.00	-\$4,414.00	EMA	P-Card	Jim	Returned do to vendor banking problem. They had to switch to new CC vendor. See transaction below	N/A	\$0.00	y	
4/10/2020	Peaceful River Promotions	PPE	0.00	\$0.00	\$4,654.44	EMA	P-Card	Jim	Thermometer order plus shipping, and Transaction charge	N/A	\$0.00	y	

Down Payment	Owed	Total Amount	Total Amount is a complete total that includes the owed Column	Total Amount	\$228,563.87
\$6,962.50	\$6,962.50	\$228,563.87		Invoiced Amount	\$4,425.15
				EMA's Total Expense	\$224,138.72

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**Scott County Emergency Management Agency****Fiscal Year July 1, 2019 - June 30, 2020**

The Emergency Management Commission of the above-named County will conduct a public hearing for the purpose of amending the current budget for the fiscal year ending June 30, 2020

Meeting Date:	Meeting Time:	Meeting Location:
April 23, 2020	6:00 pm	1100 E. 46th St. Davenport, IA 52807

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

PROPOSED EXPENDITURE SUMMARY

EXPENDITURES:	From	To	Reason
Administration and Operations	8,326,756	8,726,756	To support COVID19 Emergency Operations
Capital Outlays			