

*2017 New County Officers School
Iowa State Association of Counties*

Emergency Management

*Homeland Security & Emergency Management for
Boards of Supervisors*



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Phases of Emergency Management

Prevention/Mitigation : activities to avoid, eliminate, or reduce the probability of occurrence or lessen the effects of an emergency or disaster.

Preparedness/Protection : activities to develop or enhance response capabilities needed in emergency or disaster. (Planning, training, exercise, warning systems, public information programs.)

Response : activities to reduce casualties, damage and expedite recovery. (Warning, evacuation, rescue, resource management, operations & emergency support.)

Recovery : activities that restore critical services, provide basic needs, and restoring communities to pre-disaster condition as much as possible. (Housing, feeding, sheltering, restoration, reconstruction.)

Emergency Management Commission

Iowa Code, Chapter 29C.9 requires a local EM Commission. The Commission shall be comprised of a member of the Board of Supervisors, the sheriff, and the mayor from each city within the county.

The Commission and its Agency is a joint municipal-county public agency with jurisdiction within the county to implement and administer the duties and responsibilities set forth in Iowa Code, Chapter 29C and Iowa Administrative Code 605, Chapter 7.

The Commission shall appoint an emergency management coordinator and delegate their authority in order to fulfill the Commission's duties.

Minimum Duties

Establish and maintain an emergency management agency

Determine the mission of the agency

Develop and adopt a budget

Appoint a coordinator

Develop and adopt personnel policies

Provide direction for the delivery of planning, admin, coordination, training exercising and support for local governments and their departments

Coordinate emergency management activities among county and city governments

Conduct hazard vulnerability analysis

Assess and determine operational capability/readiness of the jurisdiction

Assess the emergency management program

Identify, acquire, distribute, account for, and utilize resources essential to emergency functions

Utilize the services, equipment, supplies and facilities of the political subdivisions that are members of the commission

Identify resource shortfalls and develop strategies to overcome

Develop written mutual aid agreements for disaster services and recovery

Develop and approve a countywide comprehensive emergency plan

- Response Plan (Basic, ESFs, Hazard Specific)
- Mitigation Plan
- Recovery Plan

Plans shall: identify roles and responsibilities of internal and external agencies, lines of authority for those agencies, be state approved

Execute and enforce orders or rules of the governor

Shall establish and maintain the capability to effectively direct, control and coordinate emergency and disaster response and recovery efforts

Shall establish a means to of interfacing on-scene management with direction and control personnel and facilities

Support use of the incident command system by all jurisdictional agencies

Designate and train individuals responsible for damage assessment

Identify the means of warning public/key officials, emergency response personnel and persons that may be affected

Identify primary and secondary means of communications to support direction, control and coordination of emergency management activities

Promote operational/procedural planning by agencies to support the county plan

Encourage participation and facilitate training and exercise activities and evaluate outcomes

Designate individuals responsible for public education and public information functions

What is the Commission's "Jurisdiction"

The Commission is the "umbrella" organization for the purposes of emergency management on behalf of ALL the political subdivisions within the geographic county.

29C.1 Because of existing and increasing possibility of the occurrence of disasters, and in order to insure that preparations of this state will be adequate to deal with such disasters, and to provide for the common defense and **to protect the public peace, health and safety, and to preserve the lives and property of the people of the state**, it is the policy of this state:

1. To establish a department of homeland security and emergency management **and to authorize the establishment of local organizations for emergency management** in the political subdivisions of the state.

605—7.1(29C) Scope and purpose. These rules apply to each local emergency management commission as provided for in Iowa Code section 29C.9. These rules are intended to establish standards for emergency management and to provide local emergency management commissions with the criteria to assess and measure their capability to mitigate against, prepare for, respond to, and recover from emergencies or disasters.

So What's a Disaster?

Disaster defined

“Disaster” means **man-made and natural occurrences**, such as fire, flood, drought, earthquake, tornado, windstorm, hazardous substance or nuclear power plant accident or incident, **which threaten the public peace, health, and safety of the people or which damage and destroy public or private property**. The term includes attack, sabotage, or other hostile action from within or without the state. [Iowa Code 29c.2]

“Homeland security” means the detection, prevention, preemption, deterrence of, and protection from attacks targeted at state territory, population, and infrastructure.

“Public disorder” means such substantial interference with the public peace as to constitute a significant threat to the health and safety of the people or a significant threat to public or private property. The term includes insurrection, rioting, looting, and persistent violent civil disobedience.

..... During emergencies when lives are threatened and extensive damage has occurred to property, **the county and all cities involved shall fully cooperate with the emergency management agency** to provide assistance in order to coordinate emergency management activities including gathering of damage assessment data required by state and federal authorities for the purposes of emergency declarations and disaster assistance

[Iowa Code 29C.9(9)]

For the purposes of EM

COMMISSION

AGENCY

COUNTY

CITY A

CITY B

CITY C

DEPARTMENTS

DEPARTMENTS

DEPARTMENTS

DEPARTMENTS

The Commission represents the executive direction for EM on behalf of their jurisdictions

The Commission delegates its operational authority to the Agency

The Agency coordinates day-to-day with Departments for planning, training, exercise

The Agency coordinates Jurisdictions & Departments during applicable emergencies & disasters

Financing

29C.17 requires a separate emergency management fund created by the County Treasurer

All revenues for EM **shall** be deposited in this fund

Any unencumbered balance **shall not** revert to the County General Fund

The **Commission shall be** the fiscal authority and the chair or vice chair **is** the certifying official

Revenue Options – 29C.17

Countywide special levy pursuant to 331.424, subsection 1

Per capita allocation from county and city general funds or special levies

Each jurisdictions relative share of assessed value within the county

Voluntary share allocation

Other sources allowed by law

Any jurisdiction may elect to provide additional funding to support the agency for special or unique purposes

Expenditures – 29C.17

Shall be drawn on warrants by the County Auditor, supported by claims and vouchers signed by the Coordinator or Commission Chair

Commission may enter into a 28E Agreement to fund joint emergency response communications services through their budget

Budget authority – 29C.17

Subject to chapter 24, **the commission shall adopt, certify, and provide a budget**, on or before February 28 of each year, **to the funding entities** determined pursuant to subsection 2.

The form of the budget shall be as prescribed by the department of management.

Any portion of a tax levied by a county or city to support the local emergency management agency shall be identified separately on tax statements issued by the county treasurer.

Historic Pitfalls

PERSONNEL – many are housed in the courthouse or a county facility and can be assumed as “county” employees. Hiring, firing and personnel policies are the function of the Commission.

OPERATIONS – EM can easily be an afterthought or placed on the back burner. Don't wait until you need to be an active commission member or participating jurisdiction; it will be entirely too late.

Certain department or agencies may not place a priority on EM. It's understandable but does not alleviate the statutory requirement to participate and cooperate with the Agency. This is ultimately the responsibility of Board's leadership.

EXPENSES – board and/or auditor does not have to approve claims of the agency/commission. State Auditor has determined that the coordinator or chair can sign claims authorizing expenditure and the county auditor may pay the claims without standard board review and approval.

REVENUES – all EM associated funding must be deposited in a separate local emergency management fund that is not comingled with county revenues.

UNENCUMBERED BALANCE – cannot be absorbed into the county general fund at the end of the fiscal year. This fund balance is for 1st quarter operational expenses, emergency expenditures, capital projects.

BUDGET AUTHORITY (331.424) – no black and white or clear answer. Code is ambiguous for a reason. The commission has the sole authority to determine, approve and adopt/certify a budget. The Board has the final authority to levy funds through 331.424.

If a Commission's budget causes concern regarding the overall tax strategy of the county, that conversation should have happened before certification and communicated by the Board representative to the commission. **It has to be a two-way** open line of communication focused on the protection of the citizens.

Mitigating the Pitfalls

KNOW YOUR RESPONSIBILITIES FOR PUBLIC SAFETY UNDER

- IOWA CONSTITUTION
- IOWA HOME RULE LAW
- IOWA EMERGENCY MANAGEMENT LAW
- IOWA EMERGENCY MANAGEMENT ADMINISTRATIVE RULE

BE AN ACTIVE COMMISSION REPRESENTATIVE AND BE AN ACTIVE EM BOARD OF SUPERVISORS – THE ENTIRE BOARD SHOULD WANT TO BE UP TO SPEED WITH THE PROGRAM AND PLANS

AVOID A MINE AND YOURS/ US AND THEM MENTALITY – THIS IS A TEAM EFFORT

COMMUNICATE, COMMUNICATE,
COMMUNICATE

PREPAREDNESS IS TEAM SPORT!

Important Info & Resources

IOWA CODE 29C – EMERGENCY MANAGEMENT AND SECURITY

IOWA CODE 29C.9 – LOCAL EMERGENCY MANAGEMENT COMMISSIONS

IOWA ADMIN CODE 605, CHAPTER 7 – LOCAL EMERGENCY MANAGEMENT

IOWA CODE 331.424 – SUPPLEMENTAL LEVIES

YOUR COUNTY EMERGENCY MANAGEMENT COMMISSION BYLAWS

YOUR COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

INTRODUCTION TO HOMELAND SECURITY AND EMERGENCY
MANAGEMENT FOR LOCAL OFFICIALS

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