Emergency Management
This page intentionally left blank.
## Dubuque County Emergency Management Budget (DCEM)

<table>
<thead>
<tr>
<th></th>
<th>FY 2017 Actual</th>
<th>FY 2018 Budget</th>
<th>FY 2019 Requested</th>
<th>% Change From FY 2018 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Expense</td>
<td>98,593</td>
<td>100,690</td>
<td>103,590</td>
<td>2.9 %</td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>70,939</td>
<td>85,570</td>
<td>88,150</td>
<td>3.0 %</td>
</tr>
<tr>
<td>HAZMAT Expense</td>
<td>7,337</td>
<td>200,000</td>
<td>200,000</td>
<td>— %</td>
</tr>
<tr>
<td>Machinery and Equipment</td>
<td>5,574</td>
<td>4,756</td>
<td>4,000</td>
<td>(15.9)%</td>
</tr>
<tr>
<td><strong>Total DCEM Expenditures</strong></td>
<td>182,443</td>
<td>391,016</td>
<td>395,740</td>
<td>1.2 %</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources (Miscellaneous / Cash Balance)</td>
<td>70,951</td>
<td>72,569</td>
<td>53,959</td>
<td>(25.6)%</td>
</tr>
<tr>
<td>Resources (Federal)</td>
<td>39,000</td>
<td>39,000</td>
<td>39,000</td>
<td>— %</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>7,746</td>
<td>200,000</td>
<td>200,000</td>
<td>— %</td>
</tr>
<tr>
<td>County Contribution</td>
<td>53,406</td>
<td>53,406</td>
<td>53,406</td>
<td>— %</td>
</tr>
<tr>
<td><strong>City Property Tax Support</strong></td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
<td>— %</td>
</tr>
<tr>
<td><strong>Total DCEM Resources</strong></td>
<td>251,103</td>
<td>444,975</td>
<td>426,365</td>
<td>(4.2)%</td>
</tr>
<tr>
<td>Available Cash Balance</td>
<td>70,951</td>
<td>53,555</td>
<td>34,586</td>
<td>(35.4)%</td>
</tr>
</tbody>
</table>

### Emergency Management Fund Balance

- **Available Balance July 1, 2017**: $70,951
- **Estimated Fiscal Year 2018 Draw Down/Addition for Operating Budget**: $(17,396)
- **Balance July 1, 2018 ($17,000 Designated)**: $53,555
- **Estimated Fiscal Year 2019 Draw Down/Addition for Operating Budget**: $(18,969)
- **Balance July 1, 2019 ($34,586 Designated)**: $34,586

- Approximately 20% Working Cash Balance

### Significant Line Items

**Property Tax Support**

1. Property tax support is unchanged in FY 2019.

2. HAZMAT expense remains at $200,000 in FY 2019 and is offset by Hazardous Materials (HAZMAT) reimbursement revenue of $200,000. This will allow the Dubuque County Emergency Management Agency Commission to recover costs for all agencies involved in a hazardous materials incident in the county. The Emergency Management Agency per Dubuque County code of ordinances will gather all agencies costs for response and then will invoice the responsible party. Once paid, the Commission will deposit the check and then reimburse all fire, Emergency Medical Service, Hazardous Material Teams, cities and Emergency Management Agency for their costs of response. The HAZMAT budget gives the Emergency Management Agency the spending authority in the event of a major event or multiple events.
Revenue

3. Federal funding is anticipated to be unchanged at $39,000 in FY 2019, which amounts to 19.9% of the total budget excluding HAZMAT of $200,000 for FY 2019. In FY 2018, the federal share supported 20.4% of the total budget excluding HAZMAT of $200,000.

4. The City’s participation of $80,000 is unchanged from FY 2018 and reflects 51.0% of the total budget excluding HAZMAT of $200,000 and Federal funding of $39,000 in FY 2019 as opposed to 52.6% of the total budget excluding HAZMAT of $200,000 and Federal Funding of $39,000 in FY 2018.

5. The County share of $53,406 is unchanged and reflects 34.1% of the total budget excluding HAZMAT of $200,000 and Federal funding of $39,000 in FY 2019 as opposed to 35.1% of the total budget excluding HAZMAT of $200,000 and Federal Funding of $39,000 in FY 2018.

6. Cash balances of $18,610 are being used in the FY 2019 operating budget. The goal is to keep the working cash balance at approximately 20% of their annual operating budget (excluding the designated balance of $24,000). Previously, 10% of working cash balance was kept; however, the working cash balance was increased to 20% in Fiscal Year 2019 based on Moody’s Investors Service’s standard for Aaa rated entities to maintain a 20% cash reserve. The City and County agreed to this approach and the minimum balance to be maintained in the Emergency Management Fund.
EMERGENCY MANAGEMENT

Through an all hazards approach, we utilize resilience as the capacity of our local jurisdictions to plan and prepare for, respond to, and recover from disasters in a coordinated response.

SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

PLANNING
The Emergency Management Director leads a planning process that contains stakeholders from the City of Dubuque, Dubuque County and local organizations to maintain a comprehensive emergency management plan.

PEOPLE
The Emergency Management Director is an Iowa Certified Emergency Manager (CEM) and exceeds the minimum standards as set in Iowa Code and Administrative Rule.

PARTNERSHIPS
The Emergency Management Agency works with the City of Dubuque, Dubuque County and its other cities, fire departments, police departments, sheriff’s office, emergency medical services, area non-profit organizations active in disaster, public health, hospitals, schools and businesses to have a coordinated planning process and exercise schedule to prepare for disasters.
The Emergency Management Agency will gather agency costs for response to a disaster and then will invoice the responsible party. The HAZMAT budget gives the Emergency Management Agency the spending authority in a major event or multiple events.
EMERGENCY MANAGEMENT

Overview
Emergency Management provides a comprehensive emergency management program that includes planning, response, recovery and mitigation from natural and human made disasters. With a focus of building a resilient community, the emergency management director coordinates emergency preparedness training, national incident management training and disaster recovery training to cities, staff, emergency responders and citizens.

Emergency Management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

Through all hazards training and preparedness our municipalities and public safety agencies will be able to respond in a coordinated and efficient manner to lessen the losses of our citizens and to assist them in recovering from events.

Disaster Trainings Coordinated:
- Senior Officials Workshop
- Annual Hazardous Materials Operations Class
- National Incident Management System (NIMS) classes
- Incident Command Classes for EMS and Emergency Responders
- Hazard Mitigation Planning for local officials
- Public Information Officer Classes
- Communications Unit Leader Training (COM-L)

Grants Administered:
- Regional Homeland Security Preparedness and Training Grants
- Local Emergency Planning Committee Grants
- Dubuque Racing Association grant for the Emergency Responder Training Facility
- Assistance to Firefighters Grant for the communications systems upgrade and replacement of county wide air compressor trailer
- Emergency Management Performance Grant, which is a pass through performance grant tied to planning, preparedness, mitigation, response and recovery.

City of Dubuque Tabletop Disaster Exercise - April 2017
EMERGENCY MANAGEMENT

Highlights of the Past Year

• The review, update and revision and ultimately state approval of our Comprehensive Emergency Management Plan maintaining compliance with state and federal regulations.

• Functional severe weather notification exercise with all cities participating with their outdoor warning sirens, visits to vulnerable population centers and emergency responder radios.

• City of Dubuque tabletop emergency operations center (EOC) exercise

• Response to major wind storm and flood in July 2017 in which Dubuque and Dubuque County were designated as a Presidential Disaster Area allowing local governmental entities to be eligible for reimbursement of storm response.

• Organized a response from the Iowa Conference of the United Methodist Church and St. Marks Church, Cedar Rapids, to respond with their disaster chainsaw crews and assist citizens in need of assistance with tree and debris removal.

Future Initiatives

• Planning, conducting and evaluating multiple tabletop and functional exercises at the EOC, which will incorporate the requirements for many local entities and organizations.

• Disaster preparedness outreach is a priority and welcoming the technological advances for warning and coordination.

• Continue to work with city staff on committees that include EOC activation policies, city disaster exercise planning, water main break, levee preparedness and civil unrest developing and updating plans as necessary.

• Participate and continue to develop the Dubuque Community Awareness and Emergency Response (CAER) group, which conducts training and obtains equipment, which is readily available to respond to hazardous materials emergencies along the Mississippi River. This group will focus on limiting damage and maintaining environmental integrity of the community aligning directly with the Sustainable Dubuque goals.

• Serve as the project manager as we design and implement an upgrade to our 911 emergency radio system. The new P25 phase 2 radio system will meet current federal communications standards. The system will provide interoperability with our mutual aid partners who we call for assistance in a disaster.
EMERGENCY MANAGEMENT

- Continue the process to have our Multi-Jurisdictional Hazard Mitigation Plan approved by FEMA. This plan ties directly to current and future mitigation projects and grant funding to lessen the impacts of disasters on citizens and businesses.


Performance Measures

<table>
<thead>
<tr>
<th>Emergency Management - Activity Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and prepare for, respond to, and recover from natural and human made disasters in a coordinated response utilizing our local government and agency resources.</td>
</tr>
</tbody>
</table>

Goal: Financially Responsible, High Performance Organization

Outcome #1: Maintain an adequate level of disaster preparedness that meets State and Federal planning requirements and minimizes the impact of natural of human made disasters by continuing to maintain the Dubuque County Comprehensive Emergency Plan.

Citizen Impact: Maintaining compliance ensures that all financial recovery grants and loans are available to qualifying disaster victims and municipalities.

In 2015, the comprehensive emergency management plan conversion to emergency support functions completed a five-year transition plan. The plan approved by the State of Iowa Homeland Security and Emergency Management Division, allows local government and public safety agencies to be eligible for federal disaster and emergency preparedness grants and funding. The annual requirement includes submission of 20% of the plan annually. This ensures a five-year review of the entire plan.

Preparedness plans reviewed and updated annually include:

1. Dubuque City/County Severe Weather Plan - includes key information and warning policies and procedures to warn citizens of impending threatening weather. Also includes activation policies on outdoor warning sirens.
EMERGENCY MANAGEMENT

2. Winter Storm Plan - provides guidance in restoring emergency services, maintaining emergency routes to hospitals and other critical infrastructure.

3. Excessive Temperature Plan (In cooperation with City Health Services). This is key to opening cooling centers and providing critical information to residents who need assistance during these events.

4. Multi-Jurisdictional Hazard Mitigation Plan - This plan provides guidance to local governments of projects and other ideas that may be implemented to lessen the effect of disasters to the public and will lessen the effect of a disaster.

Preparedness Activities include:

- Assisting the City of Dubuque Fire Department with the maintenance of the outdoor emergency warning system and conducting regular tests of the system throughout the City and County.
- Testing and operating the local Cable TV over ride system in the event of a local emergency or event affecting the City of Dubuque and Dubuque County
- Providing twenty-four coverage of storm warning and operations at the Emergency Operations Center through a coordinated effort by the staff of the City and County.

Outcome #2: Maintain a working relationship between all City Governments, County Government and public safety agencies to provide a uniform emergency response to reduce the impact of disasters to individuals and minimize damage to property.

All disasters start at the local level and they also conclude at the local level. It is imperative that the county and cities provide mutual aid assistance to one another to start the immediate response to a major event.
EMERGENCY MANAGEMENT

- To provide coordination activities and resources to local municipalities, emergency response agencies and other disaster response partners to provide a holistic approach to responding to disasters.

- The Emergency Operations Center (EOC) includes a key group of command staff that assemble early to assess the approaching weather system, severity and prepare for the impacts. The group can expand or contract as indicated by the event. The key EOC staff include the emergency management director, fire chief, law enforcement and volunteers who respond to provide assistance in the EOC. City staff have radio capabilities to communicate vital information to the EOC and to receive updates from the EOC. This provides early asset deployment to citizen’s request for assistance and provides early notification of impending events to the community.

The key to successful working relationships during a disaster includes:

- The planning process of developing response and mitigation plans. This ensures our stakeholders are familiar with the other entities they will work with and also they have a familiarity of the plans.

- Providing training to local emergency responders and staff that respond to emergencies.

- Maintaining a great working relationship with our partners in neighboring jurisdictions, regional EMA’s, the state and also FEMA.

- Exercising plans and conducting tabletop, functional and full scale exercises with community members.

- Emergency management provides the conduit to request outside mutual aid disaster assistance from other regional municipalities and counties through the Iowa Mutual Aid Compact. This will provide us assistance with personnel and equipment to help us respond to and recover from disasters.

Resilient communities minimize any disaster’s disruption to everyday life and their local economies. Resilient communities are not only prepared to help prevent or minimize the loss or damage to life, property, and the environment, but they also have the ability to quickly return citizens to work, reopen businesses, and restore other essential services needed for a full and timely economic recovery.

**Outcome #3:** Actively promote Emergency Management activities to ensure citizens are prepared for unforeseen disasters and promote an atmosphere of personal security.

The emergency management director participates in educating the citizens for emergency preparedness activities and talks to schools, groups, organizations and citizens to provide information to help them prepare their emergency plans.

When a local disaster exceeds the response and recovery capabilities of the local and state governments, federal aid can be requested by the Governor and awarded through a Presidential Disaster Declaration.
EMERGENCY MANAGEMENT

As you can see from the chart, there have been local disasters that qualified for a Presidential Declaration. The information in the chart below shows the total dollar amount of public assistance damages for all governmental entities and non-profits for each of the presidential disasters since 2001. By having a compliant comprehensive emergency management agency, local jurisdictions are eligible for disaster recovery assistance from the State of Iowa and FEMA.

Note - Dubuque County was declared a disaster area in 2017, however the current damage figures are not available as jurisdictions are in the process of submitting all paperwork.
<table>
<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>Account Title</th>
<th>FY16 Actual Revenue</th>
<th>FY17 Actual Revenue</th>
<th>FY18 Adopted Budget</th>
<th>FY19 Recomm'd Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>53620</td>
<td>REIMBURSEMENTS-GENERAL</td>
<td>1,558</td>
<td>1,656</td>
<td>1,524</td>
<td>1,656</td>
</tr>
<tr>
<td>53</td>
<td></td>
<td>MISCELLANEOUS</td>
<td>1,558</td>
<td>1,656</td>
<td>1,524</td>
<td>1,656</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>DISASTER SERVICES TOTAL</td>
<td>1,558</td>
<td>1,656</td>
<td>1,524</td>
<td>1,656</td>
</tr>
<tr>
<td>Fund</td>
<td>Account</td>
<td>Account Title</td>
<td>FY16 Actual Expense</td>
<td>FY17 Actual Expense</td>
<td>FY18 Adopted Budget</td>
<td>FY19 Recomm'd Budget</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>--------------------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>100</td>
<td>62,110</td>
<td>COPYING/REPRODUCTION</td>
<td>0</td>
<td>173</td>
<td>0</td>
<td>173</td>
</tr>
<tr>
<td>100</td>
<td>62,421</td>
<td>TELEPHONE</td>
<td>1,220</td>
<td>1,135</td>
<td>1,044</td>
<td>1,135</td>
</tr>
<tr>
<td>100</td>
<td>62,436</td>
<td>RENTAL OF SPACE</td>
<td>480</td>
<td>480</td>
<td>480</td>
<td>480</td>
</tr>
<tr>
<td>100</td>
<td>62,614</td>
<td>EQUIP MAINT CONTRACT</td>
<td>0</td>
<td>311</td>
<td>0</td>
<td>311</td>
</tr>
<tr>
<td>100</td>
<td>62,761</td>
<td>PAY TO OTHER AGENCY</td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
</tr>
<tr>
<td>62 -</td>
<td>SUPPLIES AND SERVICES</td>
<td></td>
<td>81,700</td>
<td>82,099</td>
<td>81,524</td>
<td>82,099</td>
</tr>
<tr>
<td>100</td>
<td>72,418</td>
<td>TELEPHONE RELATED</td>
<td>0</td>
<td>349</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>71 -</td>
<td>EQUIPMENT</td>
<td></td>
<td>0</td>
<td>349</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15 -</td>
<td>DISASTER SERVICES TOTAL</td>
<td></td>
<td>81,700</td>
<td>82,448</td>
<td>81,524</td>
<td>82,099</td>
</tr>
</tbody>
</table>
### Recommended Expenditure Budget Report by Activity & Funding Source

15 - DISASTER SERVICES

**DISASTER SERVICES** - 15100

#### FUNDING SOURCE: GENERAL

<table>
<thead>
<tr>
<th>Account</th>
<th>FY17 Actual Expense</th>
<th>FY18 Adopted Budget</th>
<th>FY19 Recomm’d Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT</td>
<td>349</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>SUPPLIES AND SERVICES</td>
<td>82,098</td>
<td>81,524</td>
<td>82,099</td>
</tr>
<tr>
<td>DISASTER SERVICES</td>
<td>82,447</td>
<td>81,524</td>
<td>82,099</td>
</tr>
<tr>
<td>DISASTER SERVICES TOTAL</td>
<td>$82,446.62</td>
<td>$81,524.00</td>
<td>$82,099.00</td>
</tr>
</tbody>
</table>
This page intentionally left blank.