

**HOMELAND SECURITY AND EMERGENCY MANAGEMENT
DEPARTMENT[605]**

Notice of Intended Action

Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”

Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.

Pursuant to the authority of Iowa Code section 17A.3, the Homeland Security and Emergency Management Department hereby gives Notice of Intended Action to amend Chapter 7, “Local Emergency Management,” Iowa Administrative Code.

The proposed amendment of subrule 7.4(4) makes two changes related to training requirements for local emergency management coordinators. The first change reduces the time frame to complete baseline and professional development training from five years to two years. The second change removes the list of ten specific baseline courses from the subrule and allows the Department Director to develop the needed courses in consultation with the Iowa Emergency Management Association and to maintain the list on the Department’s Web site.

The ideas for the amendment were brought forth by the Statewide Training, Exercise and Planning Collaborative (STEPC). STEPC is composed of local and state emergency management personnel. STEPC feels that the present five-year time frame to complete these training requirements is excessive and that a two-year time frame would provide adequate time for completion. Additionally, STEPC recognizes that the courses which make up the baseline training requirement are subject to renaming, renumbering, or elimination by those agencies that create and manage the courses. Any one of those actions then requires that the administrative rule be changed as well, a process which STEPC views as cumbersome and one that can cause delay for the local emergency management coordinator. Allowing the Director to determine the courses and to notify the affected audience directly by publishing the list of courses on the Department Web site will improve the efficiency of the program.

Consideration will be given to all written suggestions or comments on the proposed amendment received on or before May 31, 2016. Such written materials should be sent to the Administrative Rules Coordinator, Department of Homeland Security and Emergency Management, 7900 Hickman Road, Suite 500, Windsor Heights, Iowa, 50324; by fax to (515)725-3260; or by e-mail to john.benson@iowa.gov.

Also, there will be a public hearing on May 31, 2016, at 11 a.m. in the Department of Homeland Security and Emergency Management Cyclones Conference Room at 7900 Hickman Road, Suite 500, Windsor Heights, Iowa, at which time persons may present their views either orally or in writing. At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the amendment.

Any person who intends to attend the public hearing and has special requirements, such as those relating to hearing or mobility impairment, should contact the Homeland Security and Emergency Management Department and advise of specific needs.

After analysis and review of this rule making, no impact on jobs has been found.

This amendment is intended to implement Iowa Code chapter 29C.

The following amendment is proposed.

Amend subrule 7.4(4) as follows:

7.4(4) Local emergency management coordinator continuing education requirements. Each local emergency management coordinator shall meet the following educational development requirements. The director may extend the time frame for meeting these continuing education requirements upon request from the commission.

a. Within ~~five~~ two years of appointment as a local emergency management coordinator, the person must complete ~~the following~~ a set of study courses: prescribed by the director and developed in consultation with the Iowa Emergency Management Association. The listing of courses shall be maintained on the department's Web site.

- ~~(1) A Citizen's Guide to Disaster Assistance IS-7.~~
- ~~(2) Emergency Operations Center (EOC) Management and Operations IS-775.~~
- ~~(3) Emergency Manager: An Orientation to the Position IS-1.~~
- ~~(4) Are You Ready? An In-depth Guide to Citizen Preparedness IS-22.~~
- ~~(5) An Introduction to Hazardous Materials IS-5A.~~
- ~~(6) Introduction to Incident Command System IS-100.b.~~
- ~~(7) ICS for Single Resources and Initial Action Incidents IS-200.a.~~
- ~~(8) Radiological Emergency Management IS-3.~~
- ~~(9) Introduction to Hazard Mitigation IS-393.a.~~
- ~~(10) Emergency Management Program Development.~~

b. Within ~~five~~ two years of appointment as a local emergency management coordinator, the person must complete the professional development series of courses as prescribed by the Federal Emergency Management Agency.

c. Upon completion of the requirements established in ~~subrule 7.4(4)~~, paragraphs "*a*" and "*b*;" of this subrule, a person must complete annually a minimum of 24 hours of state-approved emergency management training. Since completion of the annual training will follow the federal fiscal year, October 1 to September 30, the requirement to complete 24 hours of annual training will commence on the next October 1.

d. The local emergency management coordinator must document completion of courses by submitting a copy of the certificate of completion, a letter indicating satisfactory completion, or other appropriate documentation.

e. The Iowa homeland security and emergency management department, in ~~conjunction~~ consultation with the Iowa Emergency Management Association, may substitute courses when deemed appropriate.

f. An emergency management coordinator who has met the baseline requirements prior to October 1, 2006, will not be required to take any of the ~~new~~ study courses listed above prescribed by the director in accordance with paragraph "*a*" to reestablish the person's baseline.