

**605—7.4 (29C) Emergency management coordinator.**

**7.4(1)** Each county emergency management commission or joint commission shall appoint an emergency management coordinator who shall serve at the pleasure of the commission. The commission shall delegate to the emergency management coordinator the authority to fulfill the commission's and coordinator's duties as provided in Iowa Code sections 29C.9 and 29C.10, as further described in subrule 7.3(4), and as otherwise assigned and authorized by the commission.

**7.4(2)** Political activity.

*a.* A member of a local or joint commission shall not be appointed as the emergency management coordinator.

*b.* An individual serving in a full-time or part-time governmental position incompatible with the position of coordinator shall not be appointed as the emergency management coordinator.

*c.* Any employee of an organization for emergency management shall not become a candidate for any partisan elective office. However, the employee is not precluded from holding any nonpartisan elective office for which no pay or only token payment is received.

**7.4(3)** Emergency management coordinator qualifications. Each person appointed after July 1, 1990, as an emergency management coordinator shall meet the following requirements with regard to education, abilities, experience, knowledge and skills:

*a.* Demonstrate a knowledge of local, state, and federal laws and regulations pertaining to emergency management.

*b.* Demonstrate an understanding of communications systems, frequencies, and equipment capabilities.

*c.* Demonstrate a knowledge of basic accounting principles and practices.

*d.* Express oneself clearly and concisely, both orally and in writing.

*e.* Establish and maintain effective working relationships with employees, public officials, and the general public.

*f.* Prepare accurate reports.

*g.* Write plans, direct the use of resources, and coordinate emergency operations under extraordinary circumstances.

*h.* Exercise good judgment in evaluating situations and making decisions.

*i.* Coordinate with agencies at all levels of government.

*j.* Have graduated from an accredited four-year college or university and have two years of responsible experience in emergency management, public or business administration, public relations, military preparedness or related work; or have an equivalent combination of experience and education, substituting 30 semester hours of graduate study for each year of the required work experience to a maximum of two years; or have an equivalent combination of experience and education, substituting one year of experience in the aforementioned areas for each year of college to a maximum of four years; or be an employee with current continuous experience in the state classified service that includes the equivalent of 18 months of full-time experience as an emergency management operations officer; or be an employee with current continuous experience in the state classified service that includes the equivalent of 36 months of full-time experience as a local emergency management assistant.

**7.4(4)** Emergency management coordinator continuing education requirements. Each local coordinator shall meet the following educational development requirements. The administrator may extend the time frame for meeting these continuing education requirements upon request from the local or joint commission.

*a.* Within five years of appointment as an emergency management coordinator, the person must complete the following ten independent study courses as prescribed by the Federal Emergency Management Agency:

(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 years of appointment as an 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*,” 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 division, in conjunction 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 courses listed above to reestablish the person’s baseline.

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