

Emergency Management Commission Meeting

February 9, 2011

Frances Banta Waggoner Community Library

Minutes

Present:

Board of Supervisors: Supervisor Jill Davisson
City of DeWitt: Mayor Don Thiltgen
Sheriff's Office: Sheriff Rick Lincoln
City of Camanche: Mayor James Robertson
City of Grand Mound: Mayor Dan Behr
City of Lost Nation: Mayor Jim Schroeder
City of Calamus: Mayor Terry Steines
City of Low Moor: Representative Winston Rock
City of Clinton: Fire Chief Mark Regenwether
City of Wheatland: Mayor Virgil Noel
City of Welton: Mayor Jan Huffman
City of Charlotte: Mayor Marty Jahn, Fire Chief Dave Sellnau
City of Goose Lake: Mayor Chris Schneider

Emergency Management:

Coordinator Chance Kness
Plans Officer Jennifer Paukner

Absent:

City of Andover
City of Clinton
City of Toronto
City of Delmar

Press: None Present

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1. Introductions – The meeting was called to order at 6:30 p.m. by Chair Davisson and introductions were made.
 2. Possible approval of previous meeting minutes – September 30, 2010 – A motion to approve the previous meeting minutes was made by Mayor Behr and seconded by Mayor Jahn. Motion Carried.
 3. Open Public Hearing for Fiscal Year 2012 Emergency Management Agency Budget at 6:30 p.m. Close public hearing before proceeding to next item on agenda – Public hearing was opened at 6:31 p.m. Proof of publication was presented. There were no comments received by anyone present and no members of the public were present.

Chair Davisson asked that Kness give his budget presentation (Agenda point #8) during the public hearing.

8. 2011/2012 Budget (Fiscal Year 2012)

a. 2012 Budget Discussion – Assumptions – the budget was prepared with the assumption that the Commission would approve a title change for the administrative assistant, the command trailer would be funded in the budget, and that the Commission would approve the generator funding in the amount of \$200,000.00

i. Salaries & Titles – Kness spoke with Chair Davisson and Commission member Sheriff Lincoln about this prior to the meeting. He explained that the title change would not impact the job duties, but bring the title in line with the actual work being done. With the change in title Kness also proposed a salary increase based on the amount, type and quality of work being produced. The goal was to increase the pay to 75% of the Coordinator's salary in the next three years, with 65% being achieved this year, 70% next year and the 75% goal reached the 3rd year. After discussion of current County policies, and coming to an understanding that although the current raise is being proposed as part of a 3 year plan, accepting the pay raise this year does not lock the commission into having to give the raise in future years. The commission also noted that the pay rate was not linked to the position title specifically, and anyone else who would become the Plans Officer in the future would not be guaranteed the same pay rate. Kness also discussed the 3% contractual raise he would be receiving in the FY 2012 Budget Year. Kness also discussed that the salary and accompanying budget line items were slightly skewed because of an additional 27th pay period that had to be accounted for. The Additional pay period is a function of payroll being issued every 2 weeks, and happens about every 10-12 years.

ii. Command Trailer – The Command trailer was previously housed at Clinton fire, but was not being used. It is now being maintained by the County. The trailer itself is the property of the Agency. The Sheriff stated that he thinks it is more appropriate that the Trailer is maintained and falls under Emergency Management. Currently there are some issues with using the trailer and the trailer itself, such as missing pieces, there isn't a sign in and out procedure, general maintenance and cleaning. Kness is being assisted in this project by County Maintenance Director Rick Laurion. Maintaining and fixing the command trailer is an additional expense to the Emergency Management Budget.

Other budget discussion included that the Communication Budget, which flows through the Emergency Management Budget, will be slightly less and was originally published. The Communications Commission did not approve an assistant for the Communications Supervisor, which lowered the budget. Kness also reported that he has decreased the amount of funding he is expecting to receive from the EMPG Grant. There has been

a delay in the funding for the current year and there has been no guarantee that the funding will be available or will continue to be available in the future. Kness said his goal is to remove EMPG from the budget completely as he can always request less of a disbursement from the County if he receives a larger grant than expected.

- b. Generator Funding – Recommendations from Sub-Committee – After a discussion of the applicants and the project requests, the Commission voted to approve \$200,000.00 in the budget for the Generator Program. The total requested funding was \$177,347.02, which would leave \$22,652.98 the commission could award to other project that have an immediate need and could not wait until the next fiscal year for funding. The Generator Grant awards for FY 2012 are as follows:

| | From | Amt Requested |
|----|-------------------------------------|----------------------|
| 1 | City of Camanche - Public Works | \$ 15,000.00 |
| 2 | City of Clinton - Ericksen Center | \$ 44,000.00 |
| 3 | City of Clinton - Police Department | \$ 26,100.52 |
| 4 | City of Delmar - Fire Department | \$ 6,772.50 |
| 5 | City of DeWitt - Community Center | \$ 20,000.00 |
| 6 | City of Welton - Sewer Lift | \$ 5,100.00 |
| 7 | Clinton County - Secondary Roads | \$ 25,000.00 |
| 8 | Grand Mound - Community Center | \$ 14,999.00 |
| 9 | Grand Mound - Fire Department | \$ 14,950.00 |
| 10 | Clinton Fire Department - Chancy | \$ 5,425.00 |
| | Totals | \$ 177,347.02 |

Chair Davisson also told the group that the County Administration building was planning on applying for a grant in the next fiscal year.

With no additional discussion or comments from any members of the public, the public hearing was closed at 7:12 p.m.

4. Open Public Hearing for Budget Amendment at 6:35 p.m. Close public hearing before proceeding to next item on agenda. - The Budget Amendment Public Hearing was opened at 7:13 p.m. There were no members of the public present and there were no comments made to any of the commissioners. Kness stated that the amendment was being requested to allow for several things, including the purchase of 2 new AEDs to be placed near the Emergency Operations Center at the Courthouse and its alternate site at the County Administration Building. The public hearing close at 7:16 p.m.
5. Discussion and Possible action on proposed Budget Amendment – A motion was made by Chief Regenwether to approve the budget amendment, and seconded by Mayor Noel. Motion Carried

9. The group moved forward to item #9 - Discussion and Possible Approval of Fiscal Year 2012 Emergency Management Agency Budget – A motion was made to accept the budget as presented by Chief Regenwether and seconded by Mayor Behr. Roll Call Vote – All present voted yes after a brief discussion. Motion Carried. The commission also voted to specifically approve the Clinton Fire Application for the Generator program since it was received after the application period had closed. The motion to accept and approve the Clinton Fire Grant was made by Mayor Robertson and Seconded by Sheriff Lincoln. Roll call vote – all yes. Motion carried.
6. Election of Officers – A motion to retain the officers was made by Mayor Robertson and seconded by Mayor Huffman. Motion Carried
7. Coordinator’s Update
 - a. General Office Overview – Calendar Year 2010 – There was a discussion about the recent snow storm and why Clinton County was not part of a state declaration. Kness explained that originally no one was requesting additional resources, and it is the request for additional resources that triggers the declaration. He also noted that FEMA generally does not issue Federal Declarations for snow storms. Kness also highlighted a few things from the previous year including the CERT Class and creating a Emergency Management Facebook page that can be used for general information on a regular basis, but also for emergency information during a disaster.
 - b. Goals for Calendar Year 2011 & Beyond – Kness discussed the Agency’s goals - there were no comments from the group.
 - c. Changes to 29c – There may be an upcoming change to the Iowa Code that governs Emergency Management. Currently, anyone appointed by a Commissioner can come and vote on issues. There is a move to change the code to reflect that only elected officials could vote on budget items. Anyone else could vote on other items, but for budget items, the individual representing the Commissioner would have to be another elected official.
8. Before the adjournment, Chair Davisson suggested that Kness and Paukner participate in the County fair in July. Kness and Paukner agreed to look into it. A motion to adjourn was made by Sheriff Lincoln and seconded by Mayor Behr. Motion Carried. Meeting adjourned at 8:40 p.m.

Chance Kness, Coordinator

Jill Davisson, Chairperson

Date

Date