

Emergency Management Commission Meeting

February 15, 2012

Frances Banta Waggoner Community Library

Minutes

Present:

Board of Supervisors: Supervisor Jill Davisson  
City of Calamus: Mayor Terry Steines  
City of Camanche: Mayor Ken Fahlbeck  
City of Charlotte: Mayor Peggy Sellnau, Fire Chief Dave Sellnau  
City of Clinton: Mayor Mark Vulich, Fire Chief Mark Regenwether, Police Chief Brian  
Guy, Fire Marshal Mike Brown  
City of Delmar: Mayor Patty Hardin  
City of DeWitt: Police Chief David Porter  
City of Goose Lake: Fire Chief Kevin Cain  
City of Grand Mound: Mayor Dan Behr  
City of Lost Nation: Mayor James Schroeder  
City of Low Moor: Representative Winston Rock  
City of Welton: Mayor Glen Boswell  
City of Wheatland: Mayor Virgil Noel, City Council Member Kathy Rohling  
Sheriff's Office: Sheriff Rick Lincoln

Emergency Management:

Coordinator Chance Kness  
Plans Officer Jennifer Paukner

Absent:

City of Andover  
City of Toronto

Press: None Present

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1. Introductions – The meeting was called to order at 7:32p.m. by Chair Davisson and introductions were made during roll call. A quorum was present.
  2. A motion to approve the previous meeting minutes (February 9<sup>th</sup>, 2011) was made by Mayor Vulich and seconded by Mayor Fahlbeck. Motion Carried.
  3. A motion to go into open the public hearing for the Fiscal Year 2013 Emergency Management Agency Budget was made by Mayor Vulich and seconded by Mayor Fahlbeck. Motion Carried and the public hearing was opened at 7:34 p.m. No one reported any written or oral comments regarding the FY 2013 Proposed Budget. Plans Officer, Jennifer Paukner read through the budget with the caveat that there would be

more discussion about the salary line item and the generator line item after the other items had been gone over. There were a total of 6 different budgets that could be approved based off of two different choices regarding the Plans Officer and addition of a 3<sup>rd</sup> Staff member– The plans officer being moved to 70% of Kness's salary and the plans officer being placed on Salary; and a 3<sup>rd</sup> person being added to the office either as a part time (24 hours/week) or Salaried position. Paukner read through all of the line items in the budget and gave a brief explanation of any changes to the amount. There was no discussion on the line items not tied to salary/staff level or the generator grant program. Chair Davisson asked Kness to give a brief rational for the need for a 3<sup>rd</sup> person. Kness states the following reasons: The Coordinator is currently on call 24x7 and there is no backup for when he is out of town or on vacation. The Plans Officer does not have a response background and cannot fill this void. The office currently has a backlog of planning tasks. There is a need for greater oversight and maintenance of equipment to be better able to utilize and exercise the equipment itself. The office is currently relatively compartmentalized and the addition of a 3<sup>rd</sup> person would allow for cross training. There has been an increase in requests from hospitals, day cares, industry partners and others for emergency planning assistance. There has also been an increase in presentation requests. The office went from having virtually no volunteers to over 50 and the volunteers need to be managed and retained. Chair Davisson asked for a description of what a 3<sup>rd</sup> person would do and if Kness thought a part time person could be found. Kness stated that it may be more difficult to find a part time person and that availability may be an issue, especially considering the skills and knowledge may be an issue. Mayor Vulich commented that based off of the City of Clinton conditions and the fact that the Fire Chief and Police Chief have not seen raises and are cutting people, he has a hard time adding positions and increasing salaries. There was a brief discussion about using the volunteers to help fill some of the gaps or possibly using an intern from a local college. Kness reported that we currently do use our volunteers as much as possible, but the type of work a 3<sup>rd</sup> person would do would be much more involved than a volunteer would be suited for. He also explained that he has reached out to several colleges about getting an intern, but has not been able to find someone willing to work with our office. The option of using mutual aid from other counties in the absence of the Coordinator was discussed, including the issue of response time and availability of out of county Coordinators. Kness was also asked to give a rational for the Plans Officer 70%/Salary Options. Kness gave background that last year the discussion and consensus of the Commission was to move the Plans Officer to 65% of his salary for FY 2012, and to 70% and 75% over the next two years. Moving the Plans Officer to a salaried position was seen as an alternative to the previous plan. Based off of the current numbers, including all over time and compensation time buy out, the projected compensation for the Plans Officer would be \$ \$45,220.80 as an hourly position, and \$45,000.00 for a salaried position. It was noted that moving the Plans Officer to the salaried amount would place her at approximately 78% of the Coordinator's pay. A motion to close the public hearing was made by Mayor Vulich and seconded by Chief Porter. Motion Carried, the public hearing for the FY 2013 Proposed Budget was closed at 8 p.m.

4. Election of Officers – A motion to retain Jill Davisson as the Chairperson was made by Chief Porter and seconded by Chief Cain. Motion Carried. A second motion to retain Mayor Don Thiltgen as Vice-Chairperson was made by Sheriff Lincoln and seconded by Mayor Fahlbeck. Motion Carried.
5. An updated 28E agreement, to which the Emergency Management Commission is a party, has been created. The updates including moving the Coordinator from the Board of Directors to the Technical Oversight Board. The Sheriff who sat on the Technical Oversight Board would move to the Board of Directors. The Chief Deputy of the Sheriff's Office would also now have a seat on the Technical Oversight Board. The changes were proposed in order to have the Board of Directors, who vote on the Communications Budget, be all elected officials. A motion to authorize Chair Davisson to sign the 28E agreement was made by Mayor Noel and seconded by Mayor Vulich. Motion Carried.
6. Kness stated that when he was hired, he was told that part of his duties would be to respond incidents such as hazmat events. He was also given a response vehicle and the training to act as a responder. Currently there is debate at the State level about how Emergency Management vehicles are classified and if it is a taxable item for Kness. Chair Davisson also mentioned that this issue has been raised at ISAC and that it may be beneficial to create a paper trail. Mayor Vulich asked for clarification if this resolution would change of Kness deployed – and asked if he currently only went when requested or if he self deployed. Kness responded that right now it is a mix because he is not always notified of events that pertain to him, but ideally he would only respond when asked. To further clarify the discussion Paukner read the following proposed resolution:

WHEREAS the Clinton County Emergency Management Commission has been identified as a municipality under Iowa Code 29c and has been given the authority to govern the Emergency Management Agency, and

WHEREAS the Clinton County Emergency Management Commission has equipped a response vehicle and trained personnel to respond to events,

THEREFORE be it resolved by the Clinton County Emergency Management Commission that the Clinton County Emergency Management Coordinator, or Coordinator's Designee, shall be considered response personnel with the ability to respond to events such as hazardous materials incidents, search and rescue events and other complex multi-agency responses.

It was clarified that the reason for the resolution is to clarify the duties that have been verbally given to Kness in the past. Kness clarified that if the Commission does not want him to respond, they can take away the response vehicle and its associated costs. Mayor Vulich clarified that the resolution itself will not change how Kness responds, only put it onto paper. A motion to adopt the resolution as read was made by Mayor Behr and seconded by Mayor Boswell. Roll Call Vote – Yes: Calamus, Camanche, Charlotte, Clinton, Delmar, DeWitt, Goose Lake, Grand Mound, Lost Nation, Low Moor,

Welton, Wheatland, Board of Supervisors, Sheriff's Office. Absent – Andover & Toronto. Motion Carried.

7. The Emergency Management Agency currently does not have a policy in place for Freedom of Information Requests. To date there have been no requests, but Kness wants to be proactive in creating a policy. Chair Davisson suggested that once the Emergency Management Agency develops or adapts a policy that it passes it by the County Attorney and then mails it out to the commissioners for comment. No action was taken.
8. Kness stated that in the packet of material there was an update on Calendar Year 2011 Goals/Strategic Plan, a 2012 Strategic Plan and a high level overview of the office for calendar year 2011. If anyone had any questions, they were asked to contact the EMA Office.
9. As there had some been discussion about the budget earlier in the meeting, the group moved on.
10. Chair Davisson asked for motions to approve the budget since there were multiple options. A motion to approve FY 2013 Budget F (EMA Total: \$440,817.48, Total with Communications \$ 1,361,739.48), was made by Mayor Vulich and seconded by Chief Porter. Before a vote could be taken, the group discussed the generator grant funding. The group was given the following recommendation from the generator subcommittee:

FY 2013 Applications Name	Est Amount Avail: Amount Requested	\$ 200,000.00 Total Project Amount
1 City of Camanche Public Works	\$17,500.00	\$ 35,000.00
2 City of DeWitt	\$20,000.00	\$ 40,000.00
3 City of Low Moor	\$14,999.00	\$ 23,477.00
4 City of Toronto	\$14,995.00	\$ 20,995.00
5 City of Welton	\$ 4,875.00	\$ 6,500.00
6 Clinton County - Admin Bldg	\$28,116.00	\$ 187,440.00
7 Clinton County - Conservation	\$14,485.00	\$ 19,313.00
8 Clinton County - Law Center	\$21,500.00	\$ 143,330.00
9 Clinton County - Sheriff's Annex	\$36,500.00	\$ 73,000.00
10 Clinton County EMS Association	\$ 6,500.00	\$ 13,000.00
11 Low Moor Fire Department	\$ 5,528.95	\$ 7,371.93
Totals	\$ 184,998.95	\$ 569,426.93
Est Balance Remaining:	\$15,001.05	

FY 2012 unallocated amount	\$22,652.98
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Generator Subcommittee Recommendation:

Fund the following projects in FY 2012:

City of Welton Project	\$ 4,875.00	
Conservation Project	\$14,485.00	
Partial funding of EMS Association Project	3292.98	Remaining Balance: \$ 3,207.02
Total	\$22,652.98	

Resulting FY 2013 Generator Funding:

Name	Amount Requested	Total Project Amount
1 City of Camanche Public Works	\$17,500.00	\$ 35,000.00
2 City of DeWitt	\$20,000.00	\$ 40,000.00

3	City of Low Moor	\$14,999.00	\$ 23,477.00
4	City of Toronto	\$14,995.00	\$ 20,995.00
5	City of Welton	Paid in FY 2012	\$ 6,500.00
6	Clinton County - Admin Bldg	\$28,116.00	\$ 187,440.00
7	Clinton County - Conservation	Paid in FY 2012	\$ 19,313.00
8	Clinton County - Law Center	\$21,500.00	\$ 143,330.00
9	Clinton County - Sheriff's Annex	\$36,500.00	\$ 73,000.00
10	Clinton County EMS Association	\$ 3,207.02	\$ 13,000.00
11	Low Moor Fire Department	\$ 5,528.95	\$ 7,371.93
	Totals	\$ 162,345.97	\$ 569,426.93
	FY 2013 Unallocated	\$37,654.03	

A motion to accept the recommendation from the Generator Subcommittee and reallocate the 2012 funds and approve the FY 2013 Grant Program at \$200,000 was made by Mayor Vulich and seconded by Mayor Noel. Motion carried. After a brief discussion, the following groups will be part of the generator subcommittee: City of Charlotte, Welton, Camanche, DeWitt, Grand Mound, and the Board of Supervisors. A motion to accept this group as the subcommittee was made by Mayor Vulich and seconded by Sheriff Lincoln. Motion Carried. The group then revisited the earlier motion to approve Budget F – Roll Call Vote – Yes: Calamus, Camanche, Clinton, Delmar, DeWitt, Goose Lake, Grand Mound, Low Moor, Welton, Wheatland, Board of Supervisors, Sheriff's Office. No: Charlotte, Lost Nation Absent – Andover & Toronto. Motion Carried

11. A motion to adjourn was made by Mayor Vulich and seconded by the Sheriff. The meeting adjourned at approximately 8:30 p.m.

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Chance Kness, Coordinator

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Emergency Management Chairperson

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Date

\_\_\_\_\_  
Date