



## Clinton County Emergency Management Commission Meeting

Thursday, January 7, 2021 | 6:15 PM

Clinton County Law Center – EOC and Webex Meeting  
241 7th Ave N, Clinton, Iowa

### Attendees:

- Board of Supervisors: Supervisor Dan Srp, Supervisor Tom Determann, Supervisor Jim Irwin
- City of Andover: Councilperson Leslie Schroeder
- City of Camanche: Mayor Trevor Willis
- City of Charlotte: Mayor Kelly Snyder
- City of Clinton: Mayor Scott Maddasion
- City of Delmar: Mayor Patty Hardin
- City of DeWitt: Mayor Don Thiltgen
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Councilperson Karna Rehr
- City of Welton: Mayor Dan Vosatka
- City of Wheatland: Councilperson Paul Stankee
- Sheriff's Office: Sheriff Bill Greenwalt
- Clinton County Communications: Eric Dau and Brent Vogel
- DeWitt PD: Chief David Porter
- Emergency Management:
  - Coordinator, Chance Kness
  - Plans Officer, Nancy Burns
  - Operations Officer, Dan Howard

### Absent:

City of Calamus  
City of Goose Lake  
City of Toronto

Media: None  
Public: None

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1. Introductions – The meeting was called to order at 6:17 p.m. by Supervisor Srp. Roll call attendance was completed.
2. Election of Officers – This item was moved up on the agenda per suggestion by Supervisor Srp with no objection from the EM Commission members.
  - a. Chairperson (Current: Trevor Willis – City of Camanche) and Vice-Chairperson (Current: Dan Srp – Board of Supervisors).
    - i. Mayor Thiltgen nominated Mayor Willis for the position of Chairperson. A motion to approve Mayor Willis as Chairperson was made by Mayor Thiltgen and seconded by Councilperson Stankee. Motion carried with all ayes. Supervisor Srp was nominated by Paul Stankee for the position of Vice Chair. A motion to approve Supervisor Srp as Vice Chairperson was made by Councilperson Stankee and seconded by Mayor Willis. Motion carried with all ayes.

3. Approval of previous meeting minutes – September 9, 2020 – A motion to approve the previous meeting minutes as presented was made by Mayor Thiltgen and seconded by Mayor Gilroy. Motion passed with all ayes.
4. General Public - This is the time that the public can address the Commission. Public comments will be limited to 3 minutes per individual. – No public was present.
5. Possible Action – Approve Coordinator’s Calendar Year 2020 Evaluation
  - a. Copies of Kness’ evaluations were emailed out to the members prior to the meeting for review. No discussion occurred. A motion to approve the Coordinator’s Calendar Year 2020 Evaluation was made by Mayor Thiltgen and seconded by Mayor Gilroy. Motion passed with all ayes.
6. Coordinator’s Update
  - a. 2020 Annual Report and Services Review
    - i. Kness briefly explained the 2020 annual report. Kness explained that with COVID-19 and our other responses, the report looks very different this year. We have not been able to do our typical trainings and exercises due to the responses. Kness gave some statistics on the volume of PPE and resources we have distributed. He explained the new process we have to obtain PPE from the state. He highlighted the 2993 hours put in by our volunteers this year. We would not have been able to surge up for the various incidents and responses without the assistance of the volunteers. Kness also explained the document showing all of the services and things that we do on a regular basis with the addition this year of citing the various parts of Iowa code which explain that certain tasks are done in order for the EM Commission to fulfill their obligations under the code. The coordinator and staff are hired by the EM Commission to assist them in fulfilling these obligations. Kness also thanked all of our partners who have assisted us this year.
  - b. Funding Recommendations from EMA Grant Sub-Committee
    - i. Supervisor Srp gave an explanation that the Committee had met to go over the applications and give their recommendation. The recommendation made to the full Commission was to partially fund the County generator application, to remove the application for Taser replacement from the CCSO from consideration for funding and then to fund all other applications in full. Mayor Thiltgen made a motion to recommend approval of funding as presented by the Sub-Committee, Sheriff Greenwalt seconded, motion carried with all ayes.

**Application Summary FY 2022**

**Presented to Sub-Committee**

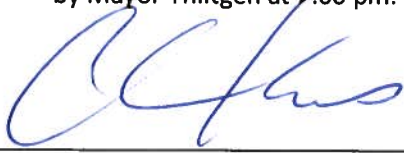
Name	Project Summary	Amount Requested	Total Project Amount	Amount recommended for Funding
Camanche Fire Department	Mud Boat, motor, trailer	\$ 14,900.00	\$ 20,216.00	\$ 14,900.00
Clinton Co Sheriff's Office	Tasers	\$ 15,000.00	\$ 22,950.00	\$ -
Clinton Fire/Police Dept	Mobile 55KW diesel generator	\$ 17,500.00	\$ 35,000.00	\$ 17,500.00
Andover Fire Department	Generator for FD/Emergency Shelter	\$ 9,233.63	\$ 12,311.50	\$ 9,233.63
City of DeWitt - Public Works	Sahitary Sewer Lift Station Generator	\$ 20,000.00	\$ 40,000.00	\$ 20,000.00
Clinton County	Admin Bldg Generator repairs	\$ 100,000.00	\$ 200,000.00	\$ 35,000.00
City of DeWitt	City Hall Generator	\$ 35,000.00	\$ 70,000.00	\$ 35,000.00
Clinton Co Conservation	Rock Creek Park Generator	\$ 18,650.00	\$ 37,350.00	\$ 18,650.00
	<b>Totals</b>	<b>\$ 230,283.63</b>	<b>\$ 437,827.50</b>	<b>\$ 150,283.63</b>

- c. Appointment of Grant Subcommittee Members
  - ii. The following are current members: Clinton, Camanche, Charlotte, Low Moor, and Board of Supervisors. A motion to keep the listed members intact for the 2021 Grant Sub-Committee was made by Mayor Gilroy and seconded by Mayor Thiltgen. Motion passed with all ayes.
- 7. Budget Discussion – 2021/2022 Budget (Fiscal Year 2022)
  - a. General Budget Discussion
    - i. Kness reviewed the budget line item explanation document and the budget excel sheet. The following assumptions were taken into consideration for building the budget. The draft budget assumes that the Commission will approve an inclusion of the disaster fund of \$100,000 on the expenditure side but will not increase requested revenue. Health insurance costs are undetermined at this time because the agreement for the insurance has not yet been decided. The EMA Grant Sub-Committee recommended to fund the EMA Grant at \$150,284. Kness stated that the budget has been constructed with a full year of temporary staffing increase until the retirement of the current Operations Office in December 2022. The current overlap would be 18 months. A line item for maintenance of a reserve of disaster supplies is established in this budget. The need for such a reserve has been brought to light this year in the wake of the COVID 19 pandemic. The Mitigation Grant matching funds have been carried over to this budget since it is still unknown if this will be paid out in FY21 or FY22. This current budget that is presented to you includes using \$167,489 of funding from the EMA rollover account (fund balance).
    - ii. The Commission recommended that all proposals stay in the budget for publication and further discussion will then occur in February on the details of the budget with final approval occurring then.
    - iii. Mayor Thiltgen made a motion to approve the preliminary budget as presented for FY 2022, Councilperson Stankee seconded, motion carried with all ayes.
- 8. Discussion of Tentative February Meeting Topics (February 4th @ 6:15 p.m. at the Law Center - EOC and via Webex– Backup Date February 25th)
  - a. Public Hearing
  - b. Possible Budget Approval
  - c. Mitigation Plan Review
  - d. Discussion and Possible Approval of amended EMA Bylaws – Kness said the changes were modernization of the language, the written inclusion of the traditional \$100,000 disaster fund and a change specifically stating that either the Chair or Vice Chair may sign documents for the EM Commission.
  - e. Discussion and Possible Approval of Budget Amendment – EMA – The amendments include access to the \$100,000 disaster fund and then also allowing access to \$2800 that we received in reimbursement from Scott County for response costs related to the Search earlier this year.
  - f. Discussion and Possible Approval of FFY21 ESF Plan Updates – we will bring our plans that are completed to date for approval before we submit those to the state.
  - g. Other

9. Other Business –

- a. Discussion of Generator Maintenance – Kness wanted to give a reminder to everyone to have maintenance performed on all of the generators in your jurisdiction. The importance of this was highlighted during the Derecho. Supervisor Srp suggested a possibility that we may be able to get a reduced rate if we approached the contractors with a bulk list of the generators. Mayor Willis and Supervisor Srp will make themselves available to contact entities throughout the county and develop an inventory list of the generators throughout the county.

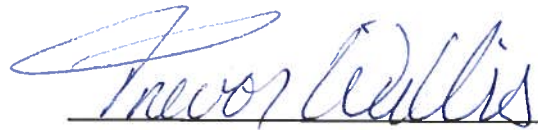
10. With no other business Councilperson Stankee made a motion to adjourn and it was seconded by Mayor Thiltgen at 7:00 pm.



Chance Kness, Coordinator

2/4/2021

Date



Emergency Management Chairperson

2/4/2021

Date