



Clinton County Emergency Management Commission Meeting

Wednesday, February 16, 2022 | 6:15 PM

Clinton County Satellite Office and Webex Meeting

226 11th St, DeWitt, Iowa

Attendees:

- Board of Supervisors: Supervisor Dan Srp, Supervisor Tom Determann, Supervisor Jim Irwin
- City of Andover: Councilperson Leslie Schroeder
- City of Calamus: Mayor Lance Goettsch
- City of Camanche: Mayor Austin Pruett
- City of Charlotte: Councilperson Kelly Hosette
- City of Clinton: Mayor Scott Maddasion
- City of DeWitt: Mayor Steve Hasenmiller
- City of Goose Lake: Mayor Ken Schoon
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Grand Mound: Councilperson Dick Banowetz
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Councilperson Karna Rehr
- City of Welton: Mayor Ashley Paulsen
- City of Wheatland: Councilperson Paul Stankee
- Sheriff's Office: Sheriff Bill Greenwalt
- Clinton County Communications: Eric Dau
- Emergency Management:
 - Coordinator, Chance Kness
 - Plans Officer, Nancy Burns
 - Operations Officer, Dan Howard

Absent:

City of Delmar
City of Toronto

Media: None
Public: None

1. Introductions – The meeting was called to order at 6:17 p.m. by Mayor Hasenmiller. Roll call attendance was completed.
2. Approval of previous meeting minutes – January 19, 2022 – A motion to approve the previous meeting minutes as presented was made by Supervisor Irwin and seconded by Councilperson Stankee. Motion passed with all ayes.
3. General Public - This is the time that the public can address the Commission. Public comments will be limited to 3 minutes per individual. – No comments from the public.
4. Open Public Hearing for Fiscal Year 2022 Emergency Management Agency Budget Amendment.
 - a. Motion to open the Public Hearing was made by Councilperson Stankee and seconded by Councilperson Rehr. Public Hearing was opened at 6:19 pm.
 - b. Kness explained that the budget amendment includes an \$800 rebate from First Net for the drone Air Gain antenna, \$3800 for drone batteries when switching drones, a decrease to health insurance costs in the amount of \$15,317 per the Budget Director,

and funds to pay (maximum possible) salary and benefits to the new hire Ops Officer until the end of the fiscal year. The total amount of the amendment was \$30,893,

- c. No comments were noted. Public Hearing was closed at 6:28 pm.
5. Discussion and Possible action – To approve Emergency Management Agency Budget Amendment (Fiscal Year 2022) in the amount of \$30,893.00.
 - b. A motion to approve the Emergency Management Agency Budget Amendment (FY 2022) in the amount of \$30,893.00 was made by Councilperson Stankee and seconded by Mayor Schoon. Motion carried will all ayes.
6. Open Public Hearing for Fiscal Year 2023 Emergency Management Agency and Communications Budget.
 - a. Motion to open the Public Hearing was made by Mayor Maddasion and seconded by Supervisor Irwin. Public Hearing was opened at 6:31 pm.
 - b. No comments were noted. Public Hearing was closed at 6:32 pm.
7. Discussion – 2021 Annual Report
 - a. The annual report is intended to give an overview of the last year in EMA. Please note that the number of volunteer hours for the year were 1727 hours. Once again, our volunteers were a huge help to us and assisted us in many ways. This had been a year of transitions for us. We have gone from pretty much all COVID response to that response decreasing as our normal operations and training increased towards the end of the year. Kness discussed the highlights for each quarter for the year.
8. Discussion – Review of 2021 Davenport Hazmat Report
 - a. Kness discussed that we pay Davenport Hazmat every year for Hazmat coverage and for training. The report is an accounting from them of the services they have provided to the county for the year.
9. Discussion – Federal Grant History related to EMA
 - a. Kness presented a list of Federal Grants awarded in Clinton County over the years. The reason for bringing this to the Commission is to explain that while EMA is not responsible for all of those dollars, we are responsible for maintaining compliance for Clinton County entities. All of the planning, training, exercises, etc. that we do maintain eligibility and compliance with the State and FEMA for these grant dollars.
10. Discussion and Possible action – To approve 2022/2023 Budget (Fiscal Year 2023)
 - a. Funding Recommendations for EMA Grant:
 - Discussion ensued over the EMA Grant. Supervisor Irwin stated there had been some discussion (among the Board of Supervisors) about funding the Sheriff's request for a mobile generator directly. No request to drop that application was made at this time. Discussion also ensued about maintenance of the generators.
 - b. Coordinator Vehicle details:
 - Kness explained the details for the new vehicle purchase. Due to the supply chain issues, there is no guarantee as to when a vehicle will become available for purchase. Supervisor Irwin stated that he felt we should keep the full amount requested, \$69,000, in the budget due to the uncertainty of availability and pricing of vehicles now. If one is not able to be purchased next fiscal year those funds can simply go back to the rollover fund. The group felt that Kness should continue to look for vehicles and then if he finds one, he will take it to the Executive Committee for approval for purchase. The only stipulation the Commission put on the purchase was that it should not be a Hybrid. The consensus of the group was that this amount be put in the budget with no adjustments.

c. Drone trailer details

- Kness discussed the document in the packet detailing the proposal for a drone trailer. The document does not address that we are also packaging the trailer project with a spotlight, loud speaker and mapping camera for the drone into a grant application with CCDA. We would be responsible for 25% if the grant is approved. Howard discussed the need for a trailer and the increased functioning of our drone program that would occur if we had the trailer. Discussion ensued over storing it in a heated and cooled County Building. The group approved that EMA pursue the purchase of the drone trailer, spotlight, loudspeaker, and camera by applying for a CCDA grant. The drone trailer and CCDA grant application was approved by the EM Commission as a part of the approval vote of the overall budget.

d. General Budget Discussion

- i. Kness stated that no changes had been made to the budget line item document yet. He knows that a minor change needs to be made to the salary line item and related benefit line items for the Plans Officer moving them from 2080 hours for the year to 2088. A decrease in the longevity line will provide funds for this slight increase. There was no discussion on any other budget items.
- ii. Supervisor Irwin made a motion to approve the budget as presented for FY 2023 with the minor changes that Kness had described above and Councilperson Stankee seconded the motion.

iii. Roll Call Vote for the Motion by Irwin for the approval of the budget:

- City of Andover – Yes
- City of Calamus - Yes
- City of Camanche – Yes
- City of Charlotte - Yes
- City of Clinton – Yes
- City of Delmar – Absent
- City of DeWitt – Yes
- City of Goose Lake – Yes
- City of Grand Mound – Yes
- City of Lost Nation - Yes
- City of Low Moor – Yes
- City of Toronto - Absent
- City of Welton – Yes
- City of Wheatland – Yes
- Board of Supervisors – Yes
- Sheriff's Office – Absent

Motion carried with all ayes.

11. Discussion – Awareness of potential budget amendment for FY2023

- a. Kness informed the commission that one of the grant recipients for the current fiscal year has notified us that their generator order has been postponed until at least January 2023. After speaking with the Budget Director and the Executive Committee, we will do a budget amendment and pay them when the project is actually completed instead of paying ahead of time. We are waiting to hear if any other recipients are also having supply chain issues receiving their generators or equipment. Also, Exelon Nuclear (now called Constellation) instituted a new payment system that requires a questionnaire of each entity that they are reimbursing. We intend to reimburse the local agencies and

Fire Departments ourselves and then have Constellation reimburse us in one reimbursement request. This will also necessitate a budget amendment.

12. Discussion and Possible Action – Approval for Coordinator to pursue disposal (sell or part out) of the Communications/Command trailer.
 - a. Kness just found out some new information when checking on the title on the trailer. It was discovered that the name on the title is Clinton County, not Clinton County Emergency Management. Kness also found out that a plan must be developed for disposing of the trailer which must be approved by the State and by FEMA. Any funds received from it must go back and be used for replacement equipment for the same program. Kness had a preliminary talk today with the Sheriff after finding out this information. The Sheriff thought that it may be possible to take the funds from the Command trailer and put it with some other available funds to purchase a self-propelled command vehicle to replace it.
 - b. Motion to approve the disposal of the Command Trailer was made by Councilperson Stankee and seconded by Mayor Maddasion. Motion carried with all ayes. (Since the trailer is titled to Clinton County the Board of Supervisors will also have to give approval)
13. Discussion and Possible Action for Approval – Hiring Process Update and Permission for Executive Committee to assist Coordinator to negotiate and set wages for new hire.
 - a. Kness informed the Commission that we did hold first interviews and second interviews are schedule for February 28. We have more than one applicant and doing second interviews. We hope to be able to make an employment offer after that. We are asking for permission for the Executive Committee to negotiate wages and set initial wage in conjunction with Kness.
 - b. Motion to approve giving Executive Committee permission to work with the Coordinator to negotiate the salary for the new hire was made by Councilperson Stankee and seconded by Mayor Schoon. Motion passes with all ayes.
14. Discussion and Possible Action for Approval – Permission for Executive Committee to negotiate and Chair to sign the Coordinator’s next contract prior to 9/2022
 - a. Discussion occurred over the origin of this contract. It was put in place when Kness was hired at the request of the Board of Supervisors. This group felt that further exploration about possible options including ending having a contract with the EMA Coordinator needs to occur.
 - b. Motion was made by Councilperson Stankee to have the Executive Committee negotiate and the Chair sign a 10 month contract extension with the Coordinator by 9/2022 and have the Executive Committee explore other options. If the decision is made to no longer have a contract then it must be brought to the full commission for approval. Motion was seconded by Councilperson Banowetz. Motion passes with all ayes.
15. Discussion and Possible Action for Approval – Permission for Chair to approve and sign the FFY22 ESF Plan Updates when available.
 - a. Kness explained that we are required to update 20% of our Clinton County Emergency plans per year and to update the ESF 10 (hazardous materials) plan every year. We will be doing the updates of plans between now and July. Instead of calling a meeting of the whole commission to approve them, we would like permission for the Chair to sign the approval as they are completed.
 - b. Motion was made by Maddasion to have the Chair sign the approval after each plan is emailed out for review to the entire EM Commission with the exception of the large ESF 10 plan (only send changes) and seconded by Councilperson Stankee. Motion passes with all ayes.

16. Discussion and Possible Action – Approve Resolution 2022-01 – Clinton County Emergency Management will follow Clinton County Policies (previously just HR)

- a. Kness explained that in our Bylaws it specifies that we follow HR practices and policies. It has come up over the last few years that the federal grant requirements keep increasing and getting more specific and are requiring more and more policies that are not just HR specific such as budgetary policies, purchasing policies, accounting policies, etc. Instead of creating all of our own policies and bringing them to the Commission, this resolution will allow us to follow all of the Clinton County policies. The only exceptions would be if we need something specific that the County does not have a policy for, then we could create that policy ourselves.
- b. Motion was made by Mayor Maddason to approve the resolution and seconded by Supervisor Irwin. Roll Call vote was held for the approval of Resolution 2022-01.
 - City of Andover – Yes
 - City of Calamus - Yes
 - City of Camanche – Yes
 - City of Charlotte - Yes
 - City of Clinton – Yes
 - City of Delmar – Absent
 - City of DeWitt – Yes
 - City of Goose Lake – Yes
 - City of Grand Mound – Yes
 - City of Lost Nation - Yes
 - City of Low Moor – Yes
 - City of Toronto - Absent
 - City of Welton – Absent
 - City of Wheatland – Yes
 - Board of Supervisors – Yes
 - Sheriff’s Office – AbsentMotion carried with all ayes.

17. Discussion – Potential changes to the Bylaws

- a. At the last Commission meeting we were asked to bring this as a topic of discussion to this meeting. The only potential change so far is allowing the Sheriff to sign documents if the Chairperson and Vice Chairperson are not available.
- b. The Commission authorized Kness to edit the Bylaws to include allowing the Sheriff to sign documents and to include the information from the Resolution about following County Policies. Once the draft is complete, Kness will send it out to the whole Commission to review at least 30 days prior to voting on the changes. There must be an EM Commission vote of 12 present to approve any changes to the Bylaws.

18. Discussion and Possible Action – Awareness of change to roles within the Radiological Emergency Preparedness Program and possible approval for support letter.

- a. We have been notified recently of changes to our role in the Radiological Emergency Preparedness program. The earlier than expected retirement of Kathy Stodola from the State position has left a large hole to fill. The State is now trying to shift those responsibilities and duties on to Clinton County EMA and Scott County EMA. One of the issues is that Exelon (Constellation) currently supports the State, Clinton County and Scott County. If the State is going to now shift the responsibilities over to the county, then Kness feels that the amount of the payments needs to be evaluated and increased

to the counties to reflect the increase in duties. There are time deadlines to get any plan changes done and approved. We are running out of time to be able to complete everything before our exercises in June and July. This is for your awareness that we will now be taking these extra duties on.

19. Discussion – Mitigation Plan Review

a. Review of Events/Incidents from 2021

- Every year we compile a list of events and incidents throughout the county from the previous year. This helps us streamline the process for the 5 year plan update. We ask the commission to review our list and let us know if you know of any other events that should be included.
- We are still currently working on the 5 year update (the current plan expires in March). We are going to have a difficult time meeting our deadline due to delays on the contractor's part. We are still working with the contractor to get changes made to the overall document before sending out each jurisdiction's piece out to them for review.

b. Progress of Mitigation Efforts

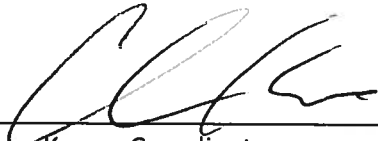
c. Mitigation Funding Sources

- There are many funding sources out there. If any jurisdiction has a project they are interested in, please contact our office and we can assist you with finding the correct funding source to apply for.

20. Other Business

- a. The State Disaster Proclamation for COVID 19 expired last night. That means that our ready access to supplies through Homeland Security will also now end.

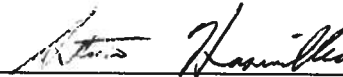
21. With no other business Councilperson Stankee made a motion to adjourn and it was seconded by Councilperson Rehr at 8:00 pm.



Chante Kness, Coordinator

1/20/23

Date



Emergency Management Chairperson

1-20-23

Date