



Clinton County Emergency Management Commission Meeting

Wednesday, November 1, 2023 | 6:00 PM
Clinton County Satellite Office and Zoom Meeting
226 11th St, DeWitt, Iowa

Attendees:

- Board of Supervisors: Supervisor Jim Irwin
- City of Camanche: Mayor Austin Pruett
- City of Charlotte: Mayor Kelly Snyder
- 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 Low Moor: Councilperson Karna Rehr
- City of Wheatland: Councilperson Paul Stankee
- Sheriff's Office: Sheriff Bill Greenwalt
- Emergency Management:
 - Coordinator, Chance Kness
 - Plans Officer, Nancy Burns

Absent:

City of Andover
City of Calamus
City of Delmar
City of Low Moor
City of Toronto
City of Welton

Media: None

Public: Kay Bates

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1. Introductions – The meeting was called to order at 6:05 p.m. by Mayor Hasenmiller. Roll call attendance was completed.
 2. Approval of previous meeting minutes – September 20, 2023 – A motion to approve the previous meeting minutes as presented was made by Supervisor Irwin and seconded by Mayor Schoon. 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. Discussion – Operations Officer Hiring Update
 - a. Kness explained the hiring process so far for this position. After the EM Commission approved posting the position on August 10. After posting 10 days, the HR Director suggested extending the posting to 30 days total in an attempt to attract more applicants. We posted the position in all of the places we usually do and then HR sent it to all of the places they utilize as well. After 30 days, we received 10 applications and 4 were chosen to interview. Then an application panel consisting of the HR Director, the

Chief Deputy of the Sheriff's Office, an Assistant Fire Chief from Clinton Fire, Chance Kness and Nancy Burns from EMA met and conducted those interviews on September 15. After the 4 interviews, two of the candidates were considered eligible to hire. The first applicant chosen was offered the position and eventually declined due to the wage. The second applicant was then offered the position and eventually declined, also due to the wage. The wages offered were calculated per the new County policy to factor applicable experience. This resulted in the offered wages being much less than the posted middle of the range. At this time, we are currently unable to fill the position at the current wage range. The position has been open since August.

- b. Discussion ensued in reference to possible solutions. Mayor Schoon asked if the amount of the wage is the reason that the applicants are turning the position down and Mayor Hasenmiller explained that the answer to that is yes. Supervisor Irwin explained that the results of the wage study appeal were received today and the Operations Officer position moved from Wage Band B23 to B24. This change offers only a small change to the wage band if approved. Various solutions were offered by Commission members and discussed extensively. Solutions discussed were; sign on bonuses, hiring it as entry level (no experience required), starting the process over, or moving the wage up and offering it to the candidate again. Mayor Maddasion suggested that we look at hiring someone with no experience and then train them. It was explained that this is a position that requires some experience. Mayor Crosthwaite brought up possibly making it an hourly position but Kness explained that with the on call and response requirements, overtime would be a factor. Kness also explained that we went through the hiring process a year and a half ago and we were offering a higher wage at that time. During that process, we received 10 applications and 2 were chosen to interview. John Bray was hired out of the 2. The second choice applicant at that time is now our first choice this time. Kness explained that he doesn't feel that starting the process over would result in anything different. Mayor Hasenmiller stated that he would like to see the wage brought up to where John Bray was. Supervisor Irwin explained that no budget amendment would be needed because the amount of wage Bray was being paid has already been budgeted for and we also have not been paying this salary for several months. Discussion then ensued as to where the candidate would fall on the wage range being proposed and Kness explained where this candidate would possibly fall depending on HR's placement of the candidate on the band. Discussion continued on what the possible wage range would be if the wage was moved up to more in line with what it had been. Supervisor Irwin and Mayor Hasenmiller suggested that the wage be the new wage band of B24 plus \$10,000. This would return the wage range to close to, but still slightly less than the wage range as it was prior to the County Wage Study. Kness specified that the wage offered could be slightly more than John Bray was paid if the individual offered the position had more years of applicable experience.
- c. A motion was made by Mayor Hasenmiller and seconded by Mayor Schoon to approve the wage for the Operations Officer position to be the new wage band of B24 plus \$10,000 with final calculation of the position within the band for the offer to be determined by Human Resources. Motion passed by vote of 5 to 4 with roll call vote.
- City of Andover – Absent
 - City of Calamus - Absent
 - City of Camanche – No
 - City of Charlotte - No
 - City of Clinton – No
 - City of Delmar – Absent
 - City of DeWitt – Yes
 - City of Goose Lake – Yes

- City of Grand Mound – Yes
- City of Lost Nation - Absent
- City of Low Moor – Yes
- City of Toronto - Absent
- City of Welton – Absent
- City of Wheatland – Yes
- Board of Supervisors – No
- Sheriff’s Office – Abstain

5. Discussion and Possible action – On Wage Study Appeal.
 - a. Kness explained that discussion on this can occur later and no action has to be taken today in light of the previous vote and because the results for the Coordinator and Plans Officer position would not cause any changes to the current wages of those individuals.
6. Discussion and Possible Action – Approve Resolution 2023-02 – Updated MABAS Master agreement and Approval of signing of agreement documents.
 - a. Motion made by Councilperson Stankee to approve the resolution and seconded by Supervisor Irwin. Motion passes with all ayes.
7. Discussion–Explanation of the National Qualification System in reference to new federal grant requirements.
 - a. Kness explained that FEMA has a new requirement for federal grant dollars for Emergency Management that the Coordinator needs to document and have a review board approve his qualifications in terms of Emergency Operations Center management. More details will come in how to document this but Kness feels that he will be able to fulfill all of those requirements with past experience
8. Discussion and Possible Action – Approval of National Qualification Review Board for Clinton County EMA.
 - a. As in the previous discussion, the EM Commission must approve of the Review Board for Clinton County EMA. Per the guidelines, Kness suggests that the Review Board consist of the Sheriff and one of the Assistant Fire Chiefs from Clinton Fire. Supervisor Irwin made a motion to approve those suggestions for the Review Board and Councilperson Stankee seconded it. Motion passes with all ayes.
9. Discussion – Constellation Funding request update
 - a. Kness has had some phone and email conversations about this request and he feels that there has been some movement on this request. Kness discussed this with the Executive Committee and they have decided to hold off on sending a letter at this time and wait a little longer to see how things progress.
10. Discussion – Siren work group update
 - a. Kness explained that per the Commission’s request he has set up a Siren Work Group which will meet the end of November to begin to discuss options and recommendations for the sirens. That group consists of Eric Dau from Communications, Kness, Chief Brix from Grand Mound, Chief Cain from Goose Lake, Police Chief Schmitz from Camanche, and Chief Schneden from Delmar.
11. Discussion – School Pre-Planning Initiative
 - a. Sheriff Greenwalt explained that this is a program for all of the schools in Clinton County so that there would be a consistent response throughout the county for any incidents that occurred at a school. There is a lot of planning to be done and work to be done but feels that this is an important initiative. Kness would be one of several partners to be involved in this planning due to their previous active shooter training.
12. Discussion – Partnership with the Sheriff’s Office on Equipment Maintenance and Training
 - a. Sheriff Greenwalt explained that ongoing discussions have been occurring how we can consolidate equipment and share and work together with other entities to best serve

our residents. Then we can also strategically place the equipment throughout the county.

13. Awareness – Budget Meetings January 17th and February 21st, 2024
14. Other Business
15. With no other business a motion to adjourn the meeting was made by Councilperson Stankee and seconded by Mayor Crosthwaite. Motion passes with all ayes. The meeting was adjourned at 7:14 pm.



Chance Kness, Coordinator



Emergency Management Chairperson

1-17-24

Date

1-17-24

Date