



## Clinton County Emergency Management Commission Meeting

Thursday, May 18, 2017 | 6:45 PM

Clinton County Satellite Offices – Large Meeting Room  
226 11<sup>th</sup> Street, DeWitt, Iowa

### Attendees:

- Board of Supervisors: Supervisor Tom Determann
- City of Andover: Councilman Roger Wilke
- City of Camanche: Mayor Trevor Willis
- City of Charlotte: Mayor Peggy Sellnau
- City of Clinton: Mayor Mark Vulich
- City of DeWitt: Mayor Don Thiltgen
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Lost Nation: Mayor James Schroeder
- Lost Nation Fire Chief: Bill Brauer
- City of Low Moor: Councilman Derek Hoenig
- City of Wheatland: Councilman Paul Stankee
- City of Welton: Mayor Glen Boswell
- Sheriff's Office: Sheriff Rick Lincoln
- Communications Manager: Eric Dau
- Emergency Management:
  - Operations Officer, Dan Howard
  - Plans Officer, Amanda Pearson

### Absent:

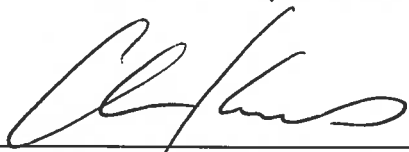
City of Calamus  
City of Delmar  
City of Goose Lake  
City of Toronto

Media: None

Public: None

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1. *Introductions* – The meeting was called to order at 6:45 p.m. by Mayor Thiltgen. Introductions were made.
  2. *Approval of previous meeting minutes – February 8, 2017* – A motion to approve the previous meeting minutes as presented was made by Councilman Stankee and seconded by Mayor Vulich. 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 public was present.
  4. *Discussion* – Changes to County Personnel Handbook (EMA currently parallels the salary and benefit structures of Clinton County and human resource practices.)
    - a. Sheriff Lincoln explained the Board of Supervisors asked all the boards and commissions in 2007 to consider adopting the employee handbook for continuity across the county since the BOS processed payroll and the health benefit plan. The EM Commission at that time agreed and adopted to follow the handbook.

- b. A letter from Chance Kness about the employee handbook changes was handed out since he was not able to attend the meeting. Mayor Thiltgen confirmed the members present received a copy of the letter.
  - c. Supervisor Determann explained that due to recent changes in Chapter 20 of the Iowa Code rules the employee handbook has gone through some changes. The county is going to be hiring a Human Resources Director in the next few months. Other changes affecting employees including the EM employees is a 4% employee contribution towards their health insurance. The employee handbook changes has to be adopted by July 1, 2017 due contracts expiring at that time.
  - d. Mayor Thiltgen was not sure if Kness's contract would be excluded from the proposed changes in the employee handbook.
  - e. Sheriff Lincoln located a copy of Kness's contract which is good through September of 2019. The group discussed the benefit section of Kness's contract and agreed they will need further reference. Due to that, the group discussed agreeing the changes to the employee handbook for the other EM employees to be adopted. If Kness's contract needs further renegotiation due to the health benefit changes, then the members thought the contract can be addressed at that time.
  - f. A motion to approve the amended version of the employee handbook for the Emergency Management employees subject to the legality of it being a vote able item on this agenda was made by Mayor Vulich and seconded by Mayor Sellnau. Motion carried with all ayes. Beyond this motion, further questions will be followed up on.
    - i. Question 1 – Since this is a discussion only item, can it be voted on
    - ii. Question 2 – Further research on Kness's contract
5. Other Business - None
6. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Sellnau at 7:09 pm. Motion passed with all ayes.

  
\_\_\_\_\_  
Chance Kness, Coordinator

8/24/17  
Date

  
\_\_\_\_\_  
Emergency Management Chairperson

8/24/17  
Date