

Emergency Management Commission Meeting  
January 10, 2013  
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  
City of Clinton: Mayor Mark Vulich  
City of DeWitt: Mayor Don Thiltgen  
City of Grand Mound: Mayor Dan Behr  
City of Lost Nation: Mayor James Schroeder  
City of Welton: Mayor Glen Boswell  
City of Wheatland: Mayor Virgil Noel  
Sheriff's Office: Sheriff Rick Lincoln

Emergency Management:

Coordinator Chance Kness  
Plans Officer Jennifer Paukner

Absent:

City of Andover  
City of Toronto  
City of Delmar  
City of Goose Lake  
City of Low Moor

Press: None Present

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1. The meeting was called to order at 6 p.m. and introductions were made
  2. A motion to approve the previous meeting minutes (February 15, 2012) was made by Mayor Vulich and seconded by Sheriff Lincoln. Motion Carried.
  3. General Public – No one was present/no comments made.
  4. Coordinator's Update
    - a. General Office Overview – Calendar Year 2012 – Chance Kness went over the Strategic Plan for 2012 as well as a high level overview of activities for 2012. Chair Davisson also mentioned that Kness had participated in security planning for the County building as well.

- b. Goals for Calendar Year 2013 & Beyond – Kness went over the Strategic Plan for 2013.
5. Alerting Systems – Kness explained that this agenda topic was more of a heads up than anything else. Clinton County currently does not have a Reverse 911 style alerting system in large part due to the costs and limitations of current systems. The State is currently working on a WENS system which locals may be able to buy into. Kness stated that he felt that waiting to see what the State systems is going to be and either buying into their program, or waiting to choose a compatible program would likely be the best thing to do. It is also possible that in the future Exelon may have to pay to help provide a system to for those within the Emergency Planning Zone. The group discussed the various uses of a Reverse 911 type calling system and the types of things it could be used for.
6. 2013/2014 Budget (Fiscal Year 2014) Budget Discussion
  - a. General Budget Discussion – Kness went through the budget line by line with the initial caveat that the group would discuss the addition of a 3<sup>rd</sup> person and the Generator Line item last. The summary included that the proposed budget included a contractual salary increase of 3% for Kness and a proposed 2% increase for Paukner. FICA and IPERS is based off of salaries so they increased slightly. Health insurance increased slightly. Telephone Services increased by \$480 to account for taking over an 800 MHz radio previously paid by Public Health. Miscellaneous Support Personnel decreased by \$200. Vehicle Repair decrease by \$750. Siren Maintenance decreased by \$4,350. Property Insurance increase by \$40. Workman’s Compensation Insurance increased by \$625, but may be decreased through better tracking of volunteers. Without adding a 3<sup>rd</sup> person the overall budget increase would be \$652 or 0.15%. Mayor Thiltgen asked if Chair Davisson knew what impact any change would have on the tax levy. Chair Davisson didn’t believe there would be much of a change this year. Mayor Thiltgen also asked if the Exelon funding generally remains the same. Kness answered that it does.

The group then moved on to discussing possibly adding a 3<sup>rd</sup> person. Kness explained that this past summer had been very busy and that one person had been out unexpectedly on Family Medical Leave. The workload was too much for one person and the office wasn’t able to respond to requests and keep up with the general office workload. Also, there was a windstorm in August that highlighted the need to have someone who could respond when Kness is on Vacation. The office has also had an increase in planning requests which are important, but can be time consuming. Kness also explained that if he was given a 3<sup>rd</sup> person, full time or part time, that that person may be able to take over the MEI Administration duties currently being done in Kim Ralston’s office. Those tasks would include scheduling, playing of claims and vehicle maintenance. Kness emphasized that the MEI administration duties really don’t belong in Mental Health, and with all of the current cuts, it may be very beneficial to move that non Mental Health task to another department. It is estimated that the MEI Administration duties take about 10 hours a week. The group then discussed if

part time could be just under the 40 hrs (full time). Chair Davisson reported that according to the Auditor, the way health insurance and other full time benefits are calculated is by the average hours worked per week over the last year. Anything totaling 30 hours or more qualifies for health insurance and full time benefits. The group then discussed for the pros and cons of full time vs part time. Kness presented the following table showing job duties. (*Minutes continued below.*)

<b>Coordinator</b>	<b>Plans Officer</b>	<b>Operations Officer</b>
Exercise Planning	Presentations	Exercise Planning
Conditions Monitoring	Community Outreach	Conditions Monitoring
Facility Assessments	Conditions Monitoring	Training Support
Presentations	Exercise Planning	Presentations
Community Outreach	Training Support	Community Outreach
Hazard/Function Specific Planning	HazMat Billing	Hazard/Function Specific Planning
Siren Monitoring & Maint	Eqpt Tracking	Facility Assessments
Vehicle Maint	SIT REPs	Siren Monitoring & Maint
Trailer/Eqpt Maint	Fire Eqpt List Maint	HazMat Billing
Exercise Reports	CERT Program	Vehicle Maint
School Safety Committee	Therapy Dog Program	Trailer/Eqpt Maint
Fire Meeting	LEPC Records	Eqpt Tracking
EMS Meetings	REP Updates - Contacts	SIT REPs
Tech Oversight Board	Payroll	Exercise Reports
District Meetings	Meeting Planning	School Safety Committee
Regional Meetings	REP Training Scheduling	Fire Eqpt List Maint
GAPA	Grant Admin	Paper to Digital Txfr
REP Planning	ESFs	Backup Response
Training Planning	ESF 10	MEI Budgeting
Response Duties	Bills	MEI Scheduling
Special Event Planning	Electronic Media Maint	MEI Veh. Maint
Map Maint	Meeting Minutes	
EMA Budgeting	Office Supplies	
DRCCC	Call Center	
MABAS		
Employee Evals		
EMPG		

Items in Green are those tasks that would be/are shared by multiple individuals. Items in Orange are those tasks that the Coordinator and Plans Officer currently do that would be transitioned to the Operations Officer. The items in White are tasks that tend to be specific to the position, and in the case of the Operations Officer would be additional duties for the office or new functions. The discussion

on part time vs full time continued with the general consensus being that because of the complications of on-call pay, over time and full time benefits, it may be in the best interest of the County/Commission for have a full time salaried person. It was also discussed that Commission Members would like to know what the impact would be on the levy if a third person was added. Jennifer Paukner will attempt to get all of the information requested sent out before the next meeting. Mayor Thiltgen made a motion to include the 3<sup>rd</sup> person in the budget with the caveat that the commission wanted to see the impact on the levy at the next meeting and that the 3<sup>rd</sup> person could still be removed from the budget. Roll Call Vote. Yes: Calamus, Camanche, Charlotte, Clinton, DeWitt, Grand Mound, Lost Nation, Welton, Wheatland, Board of Supervisors, Sheriff. No: None. Absent: Andover, Delmar, Goose Lake, Low Moor, Toronto. Motion Carried.

- b. Generator Funding Recommendations from Sub-Committee. Chair Davisson briefly went over the applications (below) and stated that there was some discussion on the following projects: #4 and #9. (*Minutes continue below table*)

FY 2014 Generator Funding Requests:

Estimated Total Budget: \$ 200,000.00

	Name	Amount Requested	Total Project Amount
<b>1</b>	<b>City of Charlotte</b>	<b>\$14,999.00</b>	<b>\$21,475.00</b>
Purpose:	Generator for Sewer Pumping Station		
Notes:	EMA Changed Amount requested to benefit applicant		
<b>2</b>	<b>City of Clinton</b>	<b>\$100,000.00</b>	<b>\$200,000.00</b>
Purpose:	Sewer Pumping Station		
Notes:	2 Generators - Mandated Update		
<b>3</b>	<b>City of Clinton - Communications Tower</b>	<b>\$3,750.00</b>	<b>\$3,750.00</b>
Purpose:	Generator for Communications tower that served Co. Communications, EMA Freq Sirens, Clinton PD & Fire		
Notes:	EMA adjusted amount requested to reflect 75%/25% rule		
<b>4</b>	<b>City of Clinton - Fire Department</b>	<b>\$11,229.00</b>	<b>\$14,972.00</b>
Purpose:	ATV for rescue and special events		
Notes:	None		
<b>5</b>	<b>City of Grand Mound</b>	<b>\$6,000.00</b>	<b>\$8,000.00</b>
Purpose:	Generator for Sewer Lift Station		
Notes:	EMA adjusted amount requested to reflect 75%/25% rule		
<b>6</b>	<b>Clinton County Administration Building</b>	<b>\$9,684.00</b>	<b>\$210,000.00</b>
Purpose:	Generator for facility		
Notes:	2nd Request - reflects remaining balance after FEMA Grant and FY 2013 Grant		
<b>7</b>	<b>Clinton County Law Center</b>	<b>\$13,513.00</b>	<b>\$140,000.00</b>
Purpose:	Generator for facility		
Notes:	2nd Request - reflects remaining balance after FEMA Grant and FY 2013 Grant		
<b>8</b>	<b>Community Care, Inc.</b>	<b>\$27,600.00</b>	<b>\$55,200.00</b>
Purpose:	Generator for facility		
Notes:	Already a Red Cross Shelter - works with a special needs population		

<b>9</b>	<b>DeWitt Police Department</b>	<b>\$562.50</b>	<b>\$750.00</b>
Purpose:	Law Enforcement Command Boards for ICS		
Notes:	Application received late		
<b>10</b>	<b>City of Clinton - City Hall</b>	<b>\$24,868.23</b>	<b>\$49,736.46</b>
Purpose:	Generator for City Hall		
Notes:	Application received late - 12/13/2012 - Project Completed in May of 2010		
<b>11</b>	<b>DeWitt South - Communications Tower</b>	<b>\$7,416.09</b>	<b>\$7,416.09</b>
Purpose:	Run repeaters, EMA Central, Fire Central plus heating and Electrical for Water tower		
Notes:	Discussed at Subcommittee meeting		
<b>12</b>	<b>DOT Communications Tower</b>	<b>\$12,375.00</b>	<b>\$16,500.00</b>
Purpose:	Runs Sheriff's Central Repeater and DOT & Iowa DPS		
Notes:	Discussed at Subcommittee meeting		
Totals		\$231,996.82	\$703,883.46
FY 2014 Unallocated		-\$31,996.82	

Unallocated in FY 2013                      \$37,654.03

The subcommittee discussed that while they weren't opposed to #4 and #9, they were concerned that they didn't fit into the original scope of the project and that they may create unwanted precedents. The group also discussed #11 and #3 – both of these projects are County resources, and the subcommittee recommended funding these projects at 100%. There is also \$37,654.03 from FY 2013 that is unallocated and could be used to fund some of these projects. Mayor Thiltgen made a motion at to fund numbers 3, 7, 11, and 12 from the FY 2013 Generator Grant Funds. The motion was seconded by Mayor Vulich. Motion Carried. A second, separate motion, was made by Sheriff Lincoln to fund the following project in FY 2014: Numbers 1, 2, 5, 6, 8 and 10. The motion was seconded by Mayor Steines. A question was asked about #10 – City of Clinton City Hall Generator, and why the application was made so long after the project. Mayor Vulich explained that the employee who was supposed to apply didn't submit the application as instructed, and is no longer with the City. There was no further discussion. Motion Carried. The only two projects still unfunded were #4 and #8 – An application for funding for an ATV from the City of Clinton Fire Department, and an application for funding for ICS Boards for the DeWitt Police Department. A motion was made by Mayor Behr and seconded by Mayor Boswell not to fund #4 and #9 was made. Roll call was taken. *(For reference, a vote of Yes=Not to fund/support motion.)* Yes: Calamus, Charlotte, Grand Mound, Lost Nation, Welton, Wheatland, Board of Supervisors. No: Camanche, Clinton, DeWitt, Sheriff's Office. Absent: Andover, Delmar, Goose Lake, Low Moor, Toronto. Motion Carried – Yes 7, No 4.

The group moved on to a discussion of changing/rewording the Generator Grant Application to reflect what it is currently being used for and including non

generator programs. The Commission also came to a general consensus that it would like an agenda item added to the February meeting about changing the program so if any citizens would like to comment that they can. The subcommittee will also work on creating a clearer definition of what is required if the project is not a generator.

- c. Appointment of Generator Subcommittee Members – A motion to keep the current members (Charlotte, Welton, Camanche, Grand Mound, DeWitt & Board of Supervisors) was made by Mayor Thiltgen and seconded by Mayor Boswell. Motion Carried.
- 7. Discussion of Tentative February Meeting Topics (Wednesday, February 6<sup>th</sup>, 2013 at 6 p.m. at the DeWitt Community Center)
- 8. Other Business - None
- 9. Motion to adjourn made by Mayor Thiltgen and seconded by Mayor Vulich. Motion carried. Meeting adjourned at 7:47 p.m.

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Chance Kness, Coordinator

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Emergency Management Chairperson

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Date

\_\_\_\_\_  
Date