



## Clinton County Emergency Management Commission Meeting

Thursday, August 24, 2017 | 5:30 PM

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

### Attendees:

- Board of Supervisors: Supervisor Shawn Hamerlinck
- City of Calamus: Mayor Terry Steines
- City of Camanche: Mayor Trevor Willis
- City of Charlotte: Mayor Peggy Sellnau
- City of Clinton: Mayor Pro Tem Julie Allesee
- City of DeWitt: Mayor Don Thiltgen
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Lost Nation: Mayor James Schroeder
- City of Low Moor: Councilman Derek Hoenig
- City of Welton: Mayor Glen Boswell
- City of Wheatland: Councilman Paul Stankee
- Emergency Management: Coordinator, Chance Kness
- Sheriff's Office: Sheriff Rick Lincoln
  - Administrative Assistant to the Sheriff, Amanda Pearson
  - Chief Deputy Steve Diesch

### Absent:

City of Andover  
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 5:30 p.m. by Mayor Thiltgen. Introductions were made.
2. Approval of previous meeting minutes – May 18, 2017 – A motion to approve the previous meeting minutes as presented was made by Councilman Stankee and seconded by Mayor Willis. 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 and Possible action – Approval of job description and permission to hire replacement for Amanda Pearson, Plans Officer
  - a. Kness reviewed the job description with the County HR Director before this meeting. The recommendations were to advertise the job as Plans Officer and advertise throughout the county. The pay range recommendation would be a base pay of \$40,000 without going any lower than \$37,000. The HR Director suggested putting in writing a \$1-\$2 pay increase at the time of completion of the Certified Emergency Management Program. Another change to the job description would include changing a 60 minute response time compared to the prior 30 minute response time requirement.

- b. A motion to approve the job description of the Plans Officer and give permission to hire the replacement within the salary range \$37,000 to \$40,000 depending on the qualifications was made by Mayor Sellnau and Seconded by Mayor Boswell. Motion carried with all ayes.
  - c. A motion of approval at the time of completion of the Iowa Certified Emergency Management Program of up to a \$2.00 pay increase was made by Councilman Stankee and Seconded by Mayor Willis. Motion carried with all ayes.
5. Discussion and Possible action – Approval of Debris Management Plan
- a. Last fiscal year the EM Commission approved funding of a Debris Management Plan to go out to a contractor for assistance. A plan was drafted by the contractor Amec Foster Wheeler. The plan is finished, has been paid for and has been submitted to state and FEMA. The second part of the contract is pre-bidding for some of the plan's services. Some of those services are about to go out for pre-bid which focused on debris monitoring and debris management services. There are no additional upkeep plan fees for this plan. This plan would only be enacted for large scale disasters throughout the County.
  - b. A motion to authorize the signing of the Debris Management Plan was made by Mayor Sellnau and seconded by Sheriff Lincoln. Motion carried with all ayes.
6. Discussion and Possible action – Approval of Amended ESF's 3, 4, 5, 10
- a. ESF stands for Emergency Support Function. These plans are modules of the Clinton County Comprehensive Emergency Plan. Twenty percent of the modules are required to be updated each year and submitted to the state. ESF 10 is updated annually and submitted to the state.
  - b. A motion to approve the amended ESF's 3, 4, 5, 10 was made by Councilman Stankee and Mayor Crosthwaite. Motion carried with all ayes.
7. Other Business - None
8. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Councilman Stankee at 5:46 pm. Motion passed with all ayes.

  
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 Chance Kness, Coordinator

11/5/18  
 Date

  
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 Emergency Management Chairperson

1-5-18  
 Date