



## Clinton County Emergency Management Commission Meeting

Wednesday, August 18, 2021 | 6:15 PM

Clinton County Satellite Office – Conference Room

226 11<sup>th</sup> Street, DeWitt, Iowa

### Attendees:

- Board of Supervisors: Supervisor Dan Srp
- Board of Supervisors: Supervisor Jim Irwin
- City of Camanche: Mayor Trevor Willis
- City of Clinton: Mayor Scott Maddasion
- City of Delmar: Councilperson Dawn McDermott
- City of DeWitt: Mayor Pro-tem Steve Hasenmiller
- City of DeWitt: Councilperson Garey Chrones
- City of Goose Lake: Mayor Ken Schoon
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Lost Nation: Councilperson Brian Niebuhr
- City of Low Moor: Councilperson Karna Rehr
- City of Welton: Mayor Dan Vosatka
- City of Wheatland: Councilperson Paul Stankee
- Sheriff's Office: Sheriff Bill Greenwalt
- Emergency Management:
  - Coordinator, Chance Kness
  - Operations Officer, Dan Howard
  - Plans Officer, Nancy Burns

### Absent:

City of Andover  
City of Calamus  
City of Charlotte  
City of Toronto

Media: None

Public: None

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1. Introductions – The meeting was called to order at 6:18 p.m. by Mayor Willis. Introductions were made.
  2. Approval of previous meeting minutes – June 2, 2021 – A motion to approve the previous meeting minutes as presented was made by Councilperson Stankee and seconded by Sheriff Greenwalt. 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 amended EMA Bylaws.
    - a. Kness explained that the bylaws were amended to reflect updated language and to also establish that both the Chairperson and the Vice Chairperson can sign any documents related to grants. This establishes a backup in the case of an absence.

- b. Councilperson Stankee made a motion to approve the amended EMA Bylaws. Mayor Maddasion seconded the motion.
  - c. Roll Call Vote for the Motion by Stankee for approval of the amended EMA Bylaws:
    - City of Camanche – Yes
    - City of Clinton – Yes
    - City of Delmar – Yes
    - 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 Welton – Yes
    - City of Wheatland – Yes
    - Board of Supervisors – Yes
    - Sheriff's Office – YesMotion carried with all ayes.
5. Discussion and Possible action – Approval of the FY2022 wage increase of 3 percent for the Operations Officer and Plans Officer positions retroactive to July 1.
- a. Supervisor Srp explained that previously the Supervisors had at first recommended a lower percentage increase but then the EM Commission had voted in June to make the increase 2.5%. Subsequent to this, the Board of Supervisors proceeded to re-evaluate and make the decision to readjust the wages throughout the county to the 3% level. This discussion and vote is for this EM Commission to take action to bring our positions in line with the rest of the county.
  - b. A motion to approve the 3% wage increase for the Operations Officer and Plans Officer position retroactive to July 1 was made by Councilperson Stankee and seconded by Supervisor Srp. Motion carried with all ayes.
6. Discussion and Possible Action – Permission to hire Operations Officer Trainee
- a. Kness explained that at an EM Commission meeting in September 2020 there was a motion passed to hire for this position contingent upon identifying funding to pay for this position. He explained that at this time he does have this funding identified between a series of regular grants and COVID funds plus expected regular grants in the coming year. This 4<sup>th</sup> temporary position would be to provide relief to the department during ongoing disaster operations as well as training to step into the Operations Officer role upon the retirement of Howard in December 2022. If not for the backlog of work created by disaster responses to COVID, the derecho, etc, Kness explained that he would not be asking to hire in this position at this time. Discussion ensued about the workload that EMA has and what factors are contributing to the backlog and the pressure on the department. There was also discussion about the reasons for the timeline of hiring we are requesting. Several members expressed concern about hiring 12 – 14 months ahead. It was expressed that there have been positions in the county that have been hired 6 months ahead and that the supervisors had discussed a 6 month overlap with this position. More discussion then ensued about the overlap timeline of the hire with several members stating that they felt they could support 12 months since the funding has been identified. There was also discussion about EMA workload. EMA is still dealing with a workload related to COVID and the Derecho. Kness explained that our required radiological exercises that were postponed last year are all coming due now and we are required to do double the amount of exercises in half the time to get all

of them completed. We are still having to do PPE deliveries from the state and work with FEMA on different grants and assistance. We have had to put off many things during last year's COVID response that we are now trying to catch up on. Also, many organizations are also trying to catch up on trainings, etc and are calling upon us to help them. There have been increasing demands on EMA with managing the Medical Examiner department. Discussion ensued about the use of volunteers to assist with the workload. Kness explained that our volunteers have been a great asset and help to our department and have helped to lighten our load but they cannot be expected to be there on a full time basis and they still need EMA direct involvement to direct and coordinate their efforts. Members asked what happens if the workload is still this heavy after Dan retires and EMA is back to 3 staff. The consensus was that then EMA would definitely need to drop some programs with the guidance of the Commission to reduce the strain. When asked, Kness expressed that the two programs that are not required of EMA are the drone program and the ME Department. There was quite a bit of discussion about the amount of time and work involved in administering the ME Program. Members felt that if the hire does happen at 12 months, there should be a definite understanding that this is a one-time situation based on the unusual situation that EMA has been placed in during the pandemic. As far as funding, several members felt that using the COVID funds for this purpose seems like an appropriate use for these funds. Motion was made by Supervisor Srp to approve the hiring of the Operations Officer Trainee for 12 months based on the availability and amount of the COVID funding that EMA has received and putting this on top of the 6 months of funding that the supervisors have already discussed. Mayor Schoon seconded the motion.

b. Roll Call Vote for the Motion by Srp for approval of the hiring of the Operations Officer Trainee:

- City of Camanche – Yes
- City of Clinton – No
- City of DeWitt – Yes
- City of Goose Lake – Yes
- City of Lost Nation - Yes
- City of Low Moor – Yes
- City of Welton – Yes
- City of Wheatland – Yes
- Board of Supervisors – Yes
- Sheriff's Office – Yes

Motion was approved by a vote of 9 - 1 in favor of the ayes.

7. Discussion and Possible Action – Changes to the EMA Grant process

- a. Kness expressed that the intent is to try and simplify this process. There have been a number of applications for this grant over the years that have been for response vehicles and such. It was never originally been the intent to fund these types of things. It has been about matching FEMA funds and funding projects to help mitigate disasters. Kness is proposing to the group that moving forward we limit the applications to mitigation projects. In other words, to those that are meant to reduce the impact of a disaster or reduce the likelihood of a disaster. Some examples are generators, flood buyouts, etc. We have a document from FEMA listing a large number of potential projects. Kness is also proposing that we go to a 50 – 50 funding process rather than the multi-layer that we currently have.

- b. Councilperson Stankee made a motion to approve the requested changes to the EMA Grant program. Supervisor Srp seconded the motion. Motion carried with all ayes.
- 8. Discussion – Update on a future Budget Amendment for FY 2022
  - a. Kness just wanted the Commission to be aware that based on the approval vote for item number 6, we will need to do a budget amendment on the expenditure side. We will do this during the January/February meetings in case there are other items to be placed on it.
- 9. Discussion – Reminder of the Multi-Jurisdictional Multi-Hazard Mitigation Planning Meetings to be held on August 25, September 15 and October 6.
  - a. Kness reminded that we have 3 meetings upcoming to work on the 5 year required Hazard Mitigation Plan update.
- 10. Other Business – Kness asked everyone to remember to sign the bylaws before you leave.
- 11. With no other business, Mayor Willis adjourned the meeting at 8:04 pm.



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Chance Kness, Coordinator

1/20/2022  
Date



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Emergency Management Chairperson

1-19-22  
Date