

Cedar County EMA Commission Minutes January 8th 2015

January 8th 2015 MINUTES

Chair Bell called the meeting to order at 1940 at the Cedar County Sheriff's Office.

Those present were 911 Commission members and/ or appointees and alternates to include Board of Supervisors: Mr. Jon Bell, Cedar County Board of Supervisors; Mayor Larry Butler, Mechanicsville; Mayor Greg Wagner, Stanwood; Ms. Pam Spear, Tipton; Mayor Mark Worrell, West Branch; Warren Wethington, Sheriff; Sue Hall, Press; Mr. Wayne Deerberg, Cedar County Board of Supervisors; Mr. Brad Gue, Cedar County Board of Supervisors; Mr. Kevin Stoolman, Chief, West Branch Fire Department; Mr. Josh Worrell, Assistant Chief, West Branch Fire Department; Brad Ratliff, Assistant Director of Emergency Management; Tim Malott, Director Emergency Management.

Moved by Sheriff Wethington second by Mayor Wagner to approve the meeting agenda.

Ayes: All
Nays: None

Moved by Mayor Worrell second by Sheriff Wethington to approve the meeting minutes of October 9th, 2014.

Ayes: All
Nays: None

Receipts and expenditures were reviewed

Director Malott gave a brief overview of the expenditures of the past quarter and updates to the budget. Chair Bell requested information about updates on the mitigation matches at this time, Director Malott is unsure where the various communities are on their mitigation funds match at this time.

	Expense	Revenue
October	8,610.37	0.00
November	11,191.85	187.78
December	10,542.13	0.00
2nd Quarter 2014-2015	30,344.35	

Moved by Mayor Worrell second by Mayor Wagner to approve the receipts and expenditures, as present.

Ayes: All
Nays: None

Old business was discussed.

Director Malott informed the board that there will be a G191 course hosted by the Cedar County EMA at the Cedar County Sheriff's Office on January 15th 2015.

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Malott informed the board that Hazardous Mitigations plans B and C have been completed at this time.

New business was discussed.

Director Malott held discussion with the EMA commission about a potential raise in the EMA taxes beginning in the new July 2015 budget. A discussion was held about the appropriate amount of taxes needed to be raised. Director Malott clarified that at this time EMA pays for all of the communities and County's Haz-Mat team retainer fees, taxes are utilized for this retainer. Director Malott also noted to the Commission that the type of work done by the EMA has broadened over the years and additional funding will be needed to continue with all projects. Director Malott provided an assessment to the commission of what the tax assessment for three different tax amounts (\$2.50; \$3.00; \$3.50) would bring into EMA every year.

Motion by Mayor Worrell to raise EMA tax from \$2.50 per person per year to \$3.50 per person per year, with a requirement that taxes are reviewed (for any future increase) every two years by the board.

Motion seconded by Sheriff Wethington.

Ayes: All

Nays: None

Mr. Bell- Will need to set a public hearing for the budget increase. The Commission elected to schedule a public hearing for budget 2015-2016 at the Cedar County Court House at 0830 on January 29th, 2015

Director Malott informed the board that due to changes in the language of the EMPG grant which funds his salary, he will no longer be allowed to hold multiple title positions such as the E911 coordinator. Because of this he will be appointing Brad (Assistant Director of EMA) as the new point of contact for E911.

Sue from the press inquired if there will ever be a time that EMA will not need to take out the EMPG grant to pay for EMA salary. Director Malott replied that will be a decision for the EMA Commission.

Director Malott updated the board that the new Haz-Mat retainer contract has been completed and reviewed as is ready for signing by the Cedar County Board of Supervisors as well as the Linn County Haz-Mat representative. Malott informed the Commission that the Cedar County Board of Supervisors will be responsible for the contract, EMA will administer the contract on behalf of the Cedar County Board of Supervisors. Sue from the press inquired if current fees will be raised with the new contract. Malott responded that the fees will most likely increase but it is unknown what that rate will be at this time.

Training; Director Malott once again touched base on the G191 course being taught at the Cedar County Sheriff's office and that ICS 100 and 700 will be taught on January 30th and 31st at the Cedar County

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Court House from 0800-1600. Additionally a Hazmat Operators course will be offered in the near future at the Tipton Fire Department

Five year plan was discussed:

Director Malott informed the board that current ESF are in the process of being reviewed and updated at this time. Malott also informed the board of a need for training for CERT teams. Director Malott updated the board that he will be sending Brad to CERT Trainer Training when it becomes available.

Director Malott will begin his annual city council visits to all of the City Councils beginning in April.

Director Malott discussed WENS and Alert Iowa with the commission, informed them that he will be getting each community involved with it, each community will need a designated point of contact. Director Malott explained to the board the benefits the Alert Iowa which Cedar County has had in the recent past.

Director Malott will be going to the LEPC meeting next week to hear about the recent study which was conducted on Cedar County. He will report his findings to the Commission at the next meeting.

Director Malott discussed the 2015 County position compensation board findings with the EMA Commission.

Election of new Chair of Board was tabled until the County's newly elected board of supervisors are in place.

Director Malott introduced the commission to new software called Dragonfly by Salamander, the software is a free upgrade from a previous technology which EMA had purchased in the past. Dragonfly will be utilized in the future to provide credentialing to emergency responders as well as inventory controls for equipment. Director Malott will be sending Brad to an upcoming conference to be trained on the software. Director Malott proposed that in the future he would like to see EMA purchase a second ID printer to be utilized for inventory and ID's. The primary printer which EMA uses is at the court house being utilized by the auditor. With two printers mass credentialing will be much easier during disaster.

Director Malott held a discussion with the board about current ESF, he stated that each year it is required that 20% of the ESF are reviewed and updated, Director Malott informed the commission that he was in the process of reviewing the ESF. Director Malott also commented on ESF being done by the local communities, he informed the commission that all of the communities ESF's will be due on August 1st 2015.

Training plan was discussed:

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Director Malott once again touched base on upcoming training at the County Court House for the ICS 100 and 700, this training is required for all elected officials, EMA will be opening this training to NGO's as well.

Open Form was held:

Input from groups or organizations: None

Input from members of the commission: Sheriff Wethington commented that the commission consider making the EMA meetings only twice a year rather than four times per year. Mayor Worrell added that with a change in the meeting schedules new people to the commission will not get used the format of the meetings, it may take them longer to get "caught up to speed." Discussion was tabled until a future meeting.

The Commission elected to setup a committee to give Director Malott his annual review, the committee will consist of Mayor Worrell, Sheriff Wethington and John Bell. The review will occur in April of 2015.

Input from citizens: A letter of concern was given to the Commission regarding Director Malott. Mr. Bell handed out the letter to everyone at the meeting. A discussion was held about the letter; no action was taken, copy of the letter was placed in Director Malott's file.

The next EMA Commission Meeting will be on April 9th 2015 at 1830.
Moved by Mayor Worrell second by Mayor Wagner to approve Adjournment.

Ayes: All

Nays: None