

Cedar County Emergency Management Commission
711 East South Street
Tipton, Iowa 52772
(563)886-3355

Regular Quarterly Minutes

Thursday January 14, 2016, at 7:27p.m.

Minutes

1. Call meeting to order and Roll Call if necessary

The meeting of the Cedar County Emergency Management Commission called to order at 19:27 by Chairmen Jon Bell

2. Approval of Agenda:

A motion was made by Mayor Greg Wager of Stanwood to approve the agenda, the motion was seconded by Mayor Scott Spengler of Durant. All in Favor: all ayes.

3. Approval of Minutes for: Oct. 8, 2015.

A motion was made by Mayor Scott Spengler of Durant to approve the previous minutes of October 8th, 2015, the motion was seconded by Mayor Jerric Armstrong of Clarence. All in Favor: all ayes.

4. Approval of Expenditures:

	Expense	Revenue
a. Oct	\$ 6,805.94	\$ 12,803.00
b. Nov.	\$ 4,826.54	\$ 0
c. Dec.	\$ 7,466.03	\$ 0
YTD	\$ 67,019.02	\$ 106,257.40

Director Malott gave an overview of the expenditures, a motion was made by Mayor Greg Wagner of Stanwood to approve the expenditures, the motion was seconded by Mayor Scott Spengler of Durant. All in favor: all ayes.

5. Old Business:

- a. Mitigation Plan with AMEC Scheduled meeting with all jurisdiction's (8 jurisdictions completed)**
- In-kind funds were met closing out grant

Director Malott updated the EMA commission the 2015 Cedar County MJHMP has been completed and updated by all of the communities and jurisdictions within Cedar County. It will be in effect for five years from the point of adoption. This plan can be used by communities as evidence of hazards for grants or disaster assistance aid. Director Malott also noted that this plan has been approved by FEMA he will be closing the grant which the EMA Commission utilized to fund this plan.

6. New Business:

- a. Budget 2016/2017 2 options**
i. Option A (Salary letters for Tim and Brad)

Director Malott provided an explanation for the salary increase for both Brad and himself. He noted that the County Compensation Board met and made recommendations for the increases. The letters for salary increases reflect the compensation board's recommendations .

A motion was by Mayor Scott Spengler to have Chairmen John Bell sign the salary letter for Director Malott to be forwarded to the Board of Supervisors and to the Cedar County Auditor. Motion Seconded by Mayor Roger Laughlin of West Branch. All in favor: all ayes.

A motion was by Mayor Scott Spengler to have Chairmen John Bell sign the salary letter for Assistant Coordinator Brad Ratliff to be forwarded to the Board of Supervisors and to the Cedar County Auditor. Motion Seconded by Mayor Roger Laughlin of West Branch. All in favor: all ayes.

- ii. Option B (If accepted we will need motion to move forward on top of approval of budget)**

Director Malott gave a line by line overview of the proposed 2016/2017 EMA Commission budget. Director Malott also requested to add two lines to the budget. The first line would be line 429 at a request of an additional \$100,000 and the second to line 461 for an additional \$10,000. Director Malott informed the Commission that it had this money in its reserve.

Per Director Malott, the \$100,000 budget increase would be used to purchase and renovate a building in down town Tipton. This building would become the Counties new emergency operations center (EOC) as well home to the Emergency Management Agency and to Cedar County E-911 (not dispatch).

A discussion was held about the addition of such a building. Mayor Jeric Armstrong of Clarence inquired why EMA was looking at moving buildings suddenly. Director Malott informed the Commission that EMA has ran out of office space and storage space, which continue to be a difficult thing to find in the Sherriff's Office as the Sheriff's Staff continues to grow. Director Malott also noted that EMA would benefit from additional storage space as well as an area dedicated to an Emergency Operations Center.

Sheriff Wethington noted that EMA currently utilizes part of a garage which his office built. Originally, EMA was able to utilize one third of the building, and the Sheriff's Office had the other two thirds. Today, EMA now occupies two thirds of the building and the Sheriff has access to only one third.

Mayor Greg Wagner of Stanwood voiced concern for the project and inquired if the commission would be willing to hold off on this project; a discussion was held in regards to this matter. A committee was setup to assess the proposed site and evaluate if this would be a good move for EMA. Director Brett Becker from Tipton EMS, Sheriff Wethington and Mayor Lavern Cole volunteered to be on this committee.

An additional discussion was held in regards to if the additional \$100,000 should be placed in the budget or allowed to be added should this project move forward. Director Malott informed the Commission that even if the Commission should vote to add the additional \$100,000 to the budget, it could not be spent without approval.

A motion was made to approve the budget with the two changes (\$100,000 and \$10,000) by Sheriff Wethington. The Motion was seconded by Mayor Cole of Bennett. All in favor: Tipton, West Branch, Bennett, Clarence, Lowden, Sherriff, Board of Supervisor. All opposed: Stanwood. Motion carried.

iii. Need to set public hearing Suggestion Feb. 2 2016 10:00 a.m. Courthouse small conference room

A motion was made Mayor Greg Wagner to setup a public hearing for the proposed 2016/2017 EMA Commission budget to be held on February 2nd 2016 at 08:20. Motion seconded by Mayor Roger Laughlin of West Branch. All in favor: all ayes.

b. We're going to have an Audit of EMA by State of Iowa Homeland security end of February.

Director Malott informed the Commission that Cedar EMA will be audited by the State of Iowa next month.

c. Election of officers: Chair and Vice Chair

A motion was made by Mayor Scott Spengler to keep the re-elect the current chair and vice chair to the EMA commission. The motion was seconded by Mayor Jeric Armstrong. All in favor: All ayes.

d. Membership update with e-mail please on sign-in sheet.

7. 5 Year Plan:

a. Community planning and updates to HMP meeting each year in March starting 2017

EMA will be working with each community and jurisdiction beginning in 2017 to make updates to the recently adopted hazardous mitigation plan.

b. ESF's we need to review 20% of them and submit each year by August 1, 2016. ESF this year are

Director Malott informed the Commission that Brad is currently working on reviewing and updating emergency support function 10 (hazardous materials)

c. Continues to work with NGO and start CERT programs this year to improve whole community. Brad to attend the next training the trainer class offered in eastern Iowa.

d. Update by-laws 2016 2st qtr. committee yes or no

Director Malott informed the Commission that the by-laws need to be reviewed and updated. He will hand out the by-laws with proposed revisions at the next meeting.

Training:

Training requirement for 2016-2017 is to: perform 3 exercises and on must be a full scale. (all completed)

Director Malott updated the Commission that he recently participated in the Dwayne Arnold Nuclear Plant Exercise in Linn County (full scale exercise) and with the schools of Cedar County to assist in creating emergency plans.

Complete 26 hrs. Of continue education.

We completed exercise with (Linn and Benton to meet full scale requirement)

Like to offer 700/100 course in Feb/Mar time frame.

Director Malott informed the Commission that he would like to host an ICS 100 and 700 course once again. He would like to bring in Mr. Mitch Norimister, whom taught the last ICS 100 and 700 course. Director Malott believes the communities would benefit from these courses because of the large change over in political offices.

Tipton EMS Director Brett Becker inquired why EMA would fund ICS 100 and 700 when they are available for free online. Becker proposed to fund an ICS 300 and 400 course instead. Director Malott noted that at this time EMA does not have funding for ICS 300 and 400 courses.

Completed workshop with both AEA's with the County wide schools

LEPC report:

Last meeting was January 12, 2016 review what was covered.

Cedar County comity flow study is completed. Copy on hand in office can be signed out.

Director Malott updated the Commission on the progress of the commodity flow study which is being conduct by the Region 6 LEPC via Matt Woode (a contractor). Director Malott stated the results are near complete and Mr. Woode will be providing an update to each of the EMA's on how to present this information to their communities. In addition, Director Malott handed out a Part II NFPA 472-based Capability/Gap Assessment tool, he requested that each community complete this form and return it by February 12, 2016

9. OPEN:

a. Input from citizens, Group or Org.

No input provided.

b. Members of the Commission

No input provided.

10. Next meeting: 8:15 a.m. Courthouse Public Hearing; 7:00pm (April 14, 2016**); Adjournment**

A motion was made by Mayor Greg Wagner of Stanwood to adjourn the meeting, the motion was seconded by Mayor Scott Spengler of Durant. All in favor: All ayes. Meeting ended at 20:20.