



Clinton County Emergency Management Commission Meeting

Thursday, January 4, 2018 | 6:00 PM

Clinton County Satellite Offices – Large Meeting Room
226 11th Street, DeWitt, Iowa

Attendees:

- Board of Supervisors: Supervisor Dan Srp
- City of Andover: Dennis Johnson
- City of Camanche: Mayor Trevor Willis
- City of Charlotte: Mayor Peggy Sellnau
- City of Clinton: Councilperson Julie Allesee
- City of DeWitt: Mayor Don Thiltgen
- City of Goose Lake: Mayor Kendall Schoon
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Grand Mound: Dick Banowetz
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Councilperson Derek Hoenig
- City of Wheatland: Mayor Century Schnede
- City of Wheatland: Councilperson Paul Stankee
- City of Welton: Anthony Demoss
- Sheriff's Office: Sheriff Rick Lincoln
- Sheriff's Office: Sgt. Steve Diesch
- Communications Manager: Eric Dau
- Communications: Brent Vogel
- City of Clinton Fire Department: Chief Mike Brown
- Emergency Management:
 - Coordinator, Chance Kness
 - Operations Officer, Dan Howard
 - Plans Officer, Nancy Burns

Absent:

City of Calamus
City of Delmar
City of Toronto

Media: None

Public: None

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1. *Introductions* – The meeting was called to order at 6:00 p.m. by Mayor Thiltgen. Introductions were made.
 2. *Approval of previous meeting minutes* – August 24, 2017 – A motion to approve the previous meeting minutes as presented was made by Mayor Willis and seconded by Mayor Sellnau. 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. *Possible Action* – Approve Coordinator's Calendar Year 2017 Evaluation
 - a. Copies of Kness's evaluations were handed out prior to the meeting for members to review. No discussion occurred. A motion to approve the Coordinator's Calendar Year

2017 Evaluation was made by Councilman Hoenig and seconded by Mayor Schnede. Motion passed with all ayes.

5. Possible Action – Approve payout of EOC Contingency Spending
 - a. Kness explained that the amount of \$96,532.00 was first approved at the September 21, 2016 EM Commission meeting to be paid out if the jail project went over budget. This was budgeted for this year. Kness would like approval to authorize this payment to the county. No discussion occurred. A motion to approve the payout of the EOC Contingency Spending was made by Mayor Willis and seconded by Councilperson Allesee. Motion passed with all ayes.
6. Possible Action – Approval allowing 911 Board to use current FY2018 EM Grant award remaining funds for subscriber units instead of infrastructure.
 - a. Kness explained that the grant funds were already awarded and partially used this year. This will just be a change in what the remaining funds are used for. Dau explained that the remaining infrastructure needs far exceed these funds so this amount would be better put towards purchasing radios for the departments who have not received them yet. A motion was made by Mayor Willis to approve this change of use of the grant award and seconded by Mayor Crosthwaite. Motion passed with all ayes.
7. Coordinator’s Update
 - a. 2017 Annual Report
 - i. Kness briefly explained the 2017 annual report. A highlight for the year included a number of Run, Hide, Fight trainings, various exercises including a Radiological Rehearsal and Exercise/Training, and an Active Shooter Full Scale Exercise at Lyondell. In addition to tornados, there was also a gas leak at an apartment complex in Clinton, a flash flooding event in Clinton and an explosion at the Guardian Plant in Dewitt. There were also a number of evidence/article searches in conjunction with the Clinton Police department. Community Outreach events and training with the CERT volunteers continued. Emergency Support Function Plans were updated. StormReady renewal through 2020 with the National Weather Service for Clinton County was achieved.
 - b. Law Enforcement Center Project Update
 - i. According to Sheriff Lincoln, construction continues on the new jail facility which will house 112 jail beds on the lower level and the Sheriff’s Office, Communications, Emergency Management and the EOC on the upper level. They are starting to set the 2 layer steel jail cells, the control center and the concrete elevator shafts. Next steps will be to weld together the cells and build a catwalk with stairs to access the second floor of cells. Supervisor Srp stated that the facility is still scheduled for completion December 2018. Teams are currently working on the transition plan and the process for moving inmates into the new facility. The project is over budget and there is work going on now to find ways to pay for this. A discussion ensued on the cost of housing inmates in other counties and the changes that will occur once the new facility is open.
8. Budget Discussion – 2018/2019 Budget (Fiscal Year 2019)
 - a. Funding Recommendations from EMA Grant Sub-Committee
 - i. The four applications were briefly explained. Kness gave a brief history of how the EM grant came to be and how it has evolved. Mayor Sellnau made a motion to approve the Grant Sub-Committee’s recommendations to move forward with all four applications in the total of \$200,000, Board of Supervisor Srp seconded, motion carried with all ayes.

Application Summary FY 2019

Name	Project Summary	Amount Requested	Total Project Amount	Amount recommended for Funding	Amount Funded
Clinton Co. Maintenance	New generator in new Law Center	\$ 100,000.00	\$ 350,000.00	\$ 80,000.00	
City of Clinton	New generator for new Pump Station	\$ 100,000.00	\$ 350,000.00	\$ 60,000.00	
Clinton Fire Department	Replace Respirator Fit Test machine	\$ 6,383.00	\$ 8,510.00	\$ 5,000.00	
Clinton Co. E-9-1-1 Board	Replace radios for emergency responders	\$ 100,000.00	\$ 250,000.00	\$ 55,000.00	
	Totals	\$ 306,383.00	\$ 958,510.00	\$ 200,000.00	

b. Appointment of Grant Subcommittee Members

- i. All current members would like to remain. 2017 Members: Clinton, Charlotte, DeWitt, Low Moor, Welton. A motion to appoint the current members to the 2018 Grant Sub-Committee was made by Sheriff Lincoln and seconded by Councilperson Allesee. Motion passed with all ayes.

c. General Budget Discussion

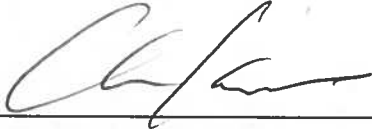
- i. Kness reviewed the budget line item explanation document and the budget excel sheet. The following assumptions were taken into consideration for building the budget. The Board of Supervisors have requested a status quo budget from their direct report departments so we are proposing a budget showing a slight decrease in the funding request to the county. The EMA Grant Sub-Committee recommended to fund the EMA Grant at \$200,000. Also, we are requesting a purchase of a new vehicle for the Operations Officer and to budget for \$5000 in funds Exelon gifted us to use in equipment for the new EOC. Those two funds will come out of the Rollover Fund, so there will be no revenue budgeted for that, just the expenditure. When you subtract these proposed funds and the EOC Contingency Fund spending approved tonight, this would leave approximately \$350,000 in the Rollover Fund.
- ii. The Coordinator has a contract that guarantees a three percent minimum with a satisfactory evaluation. We have calculated and budgeted for a three percent increase for the Operations Officer and a two percent increase for the Plans Officer. We have budgeted the maximum amount for the public hearing, we can then reduce it but we cannot increase it without posting another required publication. We also show a reduction in insurance costs from changing insurance carriers. The total expenditure with rollover funds is \$585,992 and the total without rollover funds is \$533,492 which is a reduction of \$1808 in the request from Clinton County for their contribution.
- iii. Board of Supervisor Srp inquired as to whether this budget was dependent on the county's funding approval. Kness explained that the process works by the EM Commission approving the details of the budget. Then, if this budget exceeds the amount that the Board of Supervisors is willing to fund, it would then be up to this commission to decide whether to cut the budget or to find other funding sources for the budget they had approved.

- iv. Mayor Willis made a motion to move forward with the preliminary budget as presented for FY 2019, Mayor Sellnau seconded, motion carried with all ayes.
 - d. Possible approval of purchase of new vehicle for Operation's Officer.
 - i. Kness explained that the current vehicle for the Operations Officer is a former Sheriff's office 2010 Impala (after the meeting it was determined that the vehicle is a 2011 Impala) with approximately 130,000 miles on it. We had planned on a 4 year life on the vehicle when we purchased it. Howard explained that the suspension will soon need to be replaced and that it is starting to have transmission problems. Kness explained that the main reason we are seeking to replace it is that in the last few years we have had an increase in the amount of equipment we transport and also in pulling trailers to training and responses. We have had to use multiple vehicles to transport equipment and have had to borrow county trucks and the Operations Officer's personal vehicle to pull trailers. We have five options: (1) Maintain the current vehicle, (2) Purchase a used vehicle, (3) Purchase a 2018 RAM truck at state bid price, (4) Purchase a different pickup truck at state bid price, or (5) Purchase a different vehicle at state bid price. The total estimated cost is \$47,407 for option 3. This is a rough estimate. We would do more detailed research on cost once we have approval from the commission to move forward. We would plan on keeping the vehicle 10-12 years. Discussion over purchasing local or not ensued with the cost difference being the greatest factor. Sgt. Diesch explained that the Sheriff's Office had just purchased vehicles but they did not buy local because the cost of each vehicle would have been \$1000 more to do so. Motion was made by Mayor Crosthwaite that we approve this purchase and if we can purchase local within \$500 of state bid price, we would buy local. Motion was seconded by Mayor Gilroy. Motion carried with all ayes.
- 9. Election of Officers
 - a. Chairperson (Current: Don Thiltgen – City of DeWitt) and Vice-Chairperson (Current: Rick Lincoln – County Sheriff)
 - i. Mayor Thiltgen asked if a member wanted to nominate someone for either position. The commission requested to keep the current Chair and Vice-Chair. A motion to approve Mayor Thiltgen as Chairperson was made by Mayor Willis and seconded by Mayor Sellnau. Motion carried with all ayes. A motion to approve Sheriff Lincoln as Vice-Chairperson was made by Mayor Willis and seconded by Board of Supervisor Srp. Motion carried with all ayes.
- 10. Discussion of possible future switchover of county employees to PTO (Paid Time Off) system
 - a. Supervisor Srp explained that there has been no discussion on this by the Board of Supervisors and therefore he does not feel comfortable discussing this at this time. It may come up in the future and at that time he would update this commission but it would probably be at least a year before anything would be done with this. Agreement was made amongst the commission to not discuss this further.
- 11. Discussion of Tentative February Meeting Topics (February 1st @ 6 p.m. at Satellite Offices – Backup Date February 21st)
 - a. Public Hearing
 - b. Possible Budget Approval
 - c. Mitigation Plan Review
 - d. EM Commission Bylaws Approval

e. Other

12. Other Business - None

13. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Crosthwaite at 7:00 pm.



Chance Kness, Coordinator



Emergency Management Chairperson

1/2/18

Date

1/2/18

Date