



## **Clinton County Emergency Management Commission Meeting**

Wednesday, January 15, 2020 | 6:15 PM

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

### **Attendees:**

- Board of Supervisors: Supervisor Dan Srp
- City of Camanche: Mayor Trevor Willis
- City of Charlotte: Mayor Jim Keller
- City of Clinton: Mayor Scott Maddasion
- City of DeWitt: Mayor Don Thiltgen
- City of Goose Lake: Mayor Kendall Schoon
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Mayor Tom Goldensohn
- City of Welton: Mayor Dan Vosatka
- Sheriff's Office: Sheriff Rick Lincoln
- Sheriff's Office: Sgt. Steve Diesch
- Clinton County Communications: Eric Dau
- Emergency Management:
  - Coordinator, Chance Kness
  - Operations Officer, Dan Howard
  - Plans Officer, Nancy Burns

### **Absent:**

City of Andover  
City of Calamus  
City of Delmar  
City of Grand Mound  
City of Toronto  
City of Wheatland

Media: None

Public: None

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1. Introductions – The meeting was called to order at 6:25 p.m. by Mayor Thiltgen. Introductions were made.
2. Approval of previous meeting minutes – February 07, 2019 – A motion to approve the previous meeting minutes as presented was made by Supervisor Srp 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. Election of Officers
  - a. Chairperson (Current: Don Thiltgen – City of DeWitt) and Vice-Chairperson (Current: Mark Vulich – City of Clinton).
    - i. Mayor Thiltgen informed the Commission that he would like to step down at this time as Chairperson. Mayor Thiltgen nominated Mayor Willis for the position of Chairperson. A motion to approve Mayor Willis as Chairperson was made by Mayor Thiltgen and seconded by Sheriff Lincoln. Motion carried with

all ayes. Supervisor Srp was nominated for the position of Vice Chair. A motion to approve Supervisor Srp as Vice Chairperson was made by Sheriff Lincoln and seconded by Mayor Keller. Motion carried with all ayes.

5. Possible Action – Approve Coordinator’s Calendar Year 2019 Evaluation
  - a. Copies of Kness’ evaluations were handed out at the meeting for members to review. No discussion occurred. A motion to approve the Coordinator’s Calendar Year 2019 Evaluation was made by Mayor Willis and seconded by Mayor Maddasion. Motion passed with all ayes.
6. Coordinator’s Update
  - a. 2019 Annual Report and Services Review
    - i. Kness briefly explained the 2019 annual report. Highlights for the year included the number of Run, Hide, Fight trainings, the number of Stop the Bleed trainings, and the total number of volunteer hours of 1606 which is the equivalent of a 30 hour a week employee. The second page outlines the people and things that we manage. The other pages outline the other trainings, exercises and real world events that we have been involved in as well as the Community Outreach events and trainings and events that our CERT volunteers have been involved with. Kness also explained the document showing all of the services and things that we do on a regular basis with the addition this year of the drone program. Howard briefly explained the type of call outs we have had for the drone. Kness explained that we have a busy year ahead of trainings and exercises coming up. We will email out invites to all participants.
7. Possible Action: Discussion and possible approval to approve a resolution to change the cell phone reimbursement method due to the Freedom of Information Act (FOIA) rules.
  - a. Kness explained that the County is working on a new policy that would eliminate the monthly cell phone reimbursement for Chance and Dan. Extensive discussion on this occurred with most stating that they would not like the one time salary adjustment. Also, discussion ensued over whether Kness and Howard would be required to use county cell phones for business rather than personal cell phones. The consensus amongst the group was that Supervisor Srp would look to get more information from HR and IT and explore the options before any final decisions are made.
8. Budget Discussion – 2020/2021 Budget (Fiscal Year 2021)
  - a. 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. There is a projected 3% shortfall in the county tax revenues so this budget was constructed taking that into account. Health insurance costs are undetermined at this time because the agreement for the insurance has not yet been decided. The EMA Grant Sub-Committee recommended to fund the EMA Grant at \$228,097.25, however Kness stated he decided to move the request for drone funding out of the grant program which would bring the EMA Grant total to \$217,199.25. Furthermore, Kness stated he intends to ask that the funding be further reduced to the amount of \$200,000.00 which is what it has historically been. Budget was made assuming the change in the cell phone reimbursement so if that is different there will be a change in those line items. This current budget that is presented to you includes using \$50,000 of funding from the EMA rollover account (fund balance).

- ii. Supervisor Srp explained that the county is trying to get every department to match their raises to the contracted employees raise level of 2.25%. Discussion occurred about the budget and questions were answered.
  - iii. The Commission recommended that all proposals stay in the budget and further discussion will then occur in February on the details of the budget with final approval occurring then.
  - iv. Sheriff Lincoln made a motion to move forward with the preliminary budget as presented for FY 2021, Mayor Goldensoph seconded, motion carried with all ayes.
- b. Funding Recommendations from EMA Grant Sub-Committee
- v. Kness gave an explanation that the Committee had met to go over the applications and give their recommendation. The recommendation made to the full Commission was to fund the applications as they requested. However, Kness has removed the EMA request for funding. Kness is advocating that the full commission reduce the recommended funding down further to at least the \$200,000 mark and maybe even to \$190,000. Kness is suggesting that the reduction be made to the City of Clinton Lift Station Generator. The reason for this is that the \$75,000 is matching funds for a Federal FEMA Grant of \$500,000 they have applied for. If we fund the whole \$75,000 then the City will not have to provide any of the matching funds. Also, we don't even know yet whether that FEMA grant will be approved. Also, if you look over the EM Grant awards for the past 5 years, the City of Clinton Waste Water Pollution Control has received a large amount of those funds awarded. Kness is asking that the Commission reduce the funding to either \$200,000 or even \$190,000. Supervisor Srp made a motion to leave the funding in the Grant Sub-Committee's recommendations as published to move forward with all of the applications except the EMA drones in the amount of \$217,199.25 with the understanding that this amount may be reduced in the final budget discussion during the next meeting, Sheriff Lincoln seconded, motion carried with all ayes.

**Application Summary FY 2021**

**Presented to Sub-Committee**

Name	Project Summary	Amount Requested	Total Project Amount	Amount recommended for Funding
City of Clinton	City of Clinton - Lift Station Generator	\$ 75,000.00	\$ 500,000.00	\$ 75,000.00
Clinton Fire Department	Public Service Training Area	\$ 93,000.00	\$ 213,000.00	\$ 93,000.00
City of DeWitt	Sanitary Sewer Lift Station Generator	\$ 20,000.00	\$ 40,000.00	\$ 20,000.00
City of Grand Mound	Sewer Lift Station Generator	\$ 11,249.25	\$ 20,600.00	\$ 11,249.25
Clinton Police Department	Mobile Command & Tactical Vehicle Equip	\$ 14,950.00	\$ 25,000.00	\$ 14,950.00
DeWitt Fire Department	Addition to Grain Bin Rescue Set	\$ 3,000.00	\$ 13,000.00	\$ 3,000.00
Clinton County EMA	Drone Equipment	<del>\$ 10,898.00</del>	<del>\$ 10,898.00</del>	<del>\$ 10,898.00</del>
	EMA amount planned on different budget line item			
	Totals	\$ 217,199.25	\$ 811,600.00	\$ 217,199.25

c. Appointment of Grant Subcommittee Members

- vi. The following volunteered to be 2020 Members: Clinton, Camanche, Charlotte, Low Moor, and Board of Supervisors. A motion to appoint the listed members to the 2020 Grant Sub-Committee was made by Mayor Willis and seconded by Mayor Maddasion. Motion passed with all ayes.

9. Possible Action – Resolution adopting the Clinton County Open Records Policy
  - a. Motion was made by Mayor Goldensohn to approve the resolution adopting the Clinton County Open Records Policy, seconded by Supervisor Srp. Roll call vote was taken with all voting yes. Motion passed.
10. Possible Action – Adoption of the Pre-Disaster Mitigation Grant Program Local Match Resolution
  - a. Motion was made by Supervisor Srp to approve the adoption of the Pre-Disaster Grant Program Local Match, and seconded by Sheriff Lincoln. Roll call vote was Taken with all voting yes. Motion passed.
11. Possible Action – Authorize the Coordinator to sell or transfer the Mobile Command Trailer
  - a. Discussion was held about the possible selling of the Mobile Command Trailer currently owned by EMA. After discussion the Commission decided to keep the trailer at this time.
12. Discussion – Update on obtaining a separate Tax ID for the EMA Department.
  - a. Kness updated the Commission that after researching and talking with the IRS, the consensus was that a separate Tax ID was not needed for EMA at this time.
13. Discussion of Tentative February Meeting Topics (February 5th @ 6:15 p.m. at the Law Center - EOC – Backup Date February 24th)
  - a. Public Hearing
  - b. Possible Budget Approval
  - c. Mitigation Plan Review
  - d. Discussion and Possible Approval of Budget Amendment – EMA
  - e. Other
14. Other Business - None
15. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Willis at 7:48 pm.

  
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 Chance Kness, Coordinator

  
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 Emergency Management Chairperson

2020-02-05  
 Date

2/5/2020  
 Date