



Clinton County Emergency Management Commission Meeting

Thursday, February 12, 2015 | 6:00 PM

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

Attendees:

- Board of Supervisors: Supervisor John Staszewski
- City of Calamus: Mayor Terry Steines
- City of Camanche: Mayor Ken Fahlbeck
- City of Charlotte: Mayor Peggy Sellnau
- City of Clinton: Mayor Mark Vulich
- City of Delmar: Mayor Patty Hardin
- City of DeWitt: Mayor Don Thiltgen
- City of Grand Mound: Assistant Fire Chief/DOT Dick Banowetz
- City of Lost Nation: Mayor James Schroeder
- City of Lost Nation: Fire Chief Bill Brauer
- City of Low Moor: Secretary Treasurer and Mayor Designee Ileen Goldensohn
- City of Wheatland: Councilman Paul Stankee
- City of Welton: Mayor Glen Boswell
- Sheriff's Office: Sheriff Rick Lincoln
- Communications Manager Eric Dau
- Emergency Management:
 - Coordinator Chance Kness
 - Administrative Assistant Amanda Pearson

Absent:

City of Andover
City of Goose Lake
City of Toronto

Media: None
Public: None

1. *Introductions* – The meeting was called to order at 6:02 p.m. by Mayor Thiltgen. Introductions were made.
2. Approval of previous meeting minutes – January 7, 2015 – A motion to approve the previous meeting minutes as presented was made by Mayor Boswell and seconded by Mayor Sellnau. Motion passed.
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. Open Public Hearing for Fiscal Year 2016 Emergency Management Agency Budget.
 - a. A motion to go into a public hearing was made by Councilman Stankee and seconded by Mayor Vulich at 6:04 p.m. Motioned passed.
 - b. Kness did not receive any questions or comments from the public. The public session was closed out at 6:05 p.m.
5. Discussion and Possible action – To approve 2015/2016 Budget (Fiscal Year 2016)
 - a. Kness took the budget numbers presented at January's meeting and applied them to state forms. Members during the meeting reviewed the copies of the revenue and

expenditure forms for final approval. There were no questions or concerns presented. A motion to approve the 2015-2016 budget was made by Mayor Fahlbeck and seconded by Supervisor Staszewski. Motion passed.

6. Possible Action – Approve Coordinator’s Calendar Year 2014 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 2014 Evaluation was made by Mayor Boswell and seconded by Mayor Sellnau. Motion passed.
7. Coordinator’s Update
 - a. Ops Officer Hiring Process
 - i. The Operations Officer job posting closes at 4 p.m. Friday, February 13. A total of 13 applications have been received with a few more expected to arrive by Friday. Applications will be reviewed by Chief Deputy Cain, HR Director Lynn Tibbetts, Kness and Pearson on Tuesday, February 17. The first round of interviews are scheduled for Tuesday, March 3rd with a second round of interviews to follow.
 - b. WENS/ Alert Iowa
 - i. Kness shared the WENS website where people can sign up to receive emergency alerts. Those that sign up can opt out or opt in for specific weather alerts. Alerts will be sent based on the address people register with but they can also choose additional community notifications. There is also a voluntary registration for those who need extra assistance during an emergency so information can be gathered to better address those needs. Kness, Dau and Pearson have received training on the system and Communications Operators will receive training the beginning of March. An ad campaign to the public will follow.
 - ii. Lincoln inquired about pranks adding false information to the system. Kness included the system allows for administrators of the site to check for valid information. If an alert is sent out and a number is bad then that number would be removed from the system. Kness added that some tests with internal groups may be performed to check numbers. A mass test to the public will not be done as the tests may create too many notifications sent out, therefore down playing the importance of the actual alerts.
 - iii. Kness stated the WENS system allows for less wasted time calling each individual as this system sends one mass message to a specific group. The system allows for message sent confirmation and message responses if a question was sent out and the recipients needed to reply– i.e. overtime available or shift coverage needed for responders. This system will also be used for Emergency Operations Center activations and urgent notifications to EMA commission members.
 - c. Update on Operations Officer’s Transportation
 - i. Kness referred to the IRS Publication 15-B Fringe Benefit document. This document states the type of employment and the vehicle being used by the employee would not be seen as a benefit. If the employee used their personal vehicle then they would be eligible for reimbursement or they could claim a work expense on their taxes. The document also states the vehicle would also need to be clearly marked and be a public safety vehicle. Kness stated the additional vehicle will be clearly marked with “Clinton County Emergency Management” on it.

8. Discussion EMA Grant – Application Qualifications

- a. Last year’s grant application and grant information document was included in the meeting packets. Kness stated that previous grant projects over the years included awards to non-profit organizations such as community centers, back up generation for sewage lift stations and city water systems to ensure water flow and prevent sewer back up in basements during power outages.
- b. Kness stated the grant began in the 2009 budget year when the EMA commission approved over \$200,000 to install a siren system in 18 locations throughout the county. The following years, the EMA commission decided to keep that \$200,000 each year for emergency generator projects throughout the county. Over the past few years, the commission has opened up the grant applications to other emergency preparedness and response needs that were of universal value and were not covered under other grant processes.
- c. Mayor Thiltgen inquired how the levy came about. Kness pointed out how the state laws have changed to allow emergency communications to be funded through emergency management. That change is now how Communication’s funding flows through Emergency Management’s budget without EM touching or deciding how those funds are used. Kness also pointed out the emergency communication and generators funds are two separate items. The generator grants come out of the county supplement and are no different than the operation budget.
- d. Mayor Boswell brought up the previous tax concerns that Supervisor Hamerlinck had at January’s meeting. Sheriff Lincoln provided specification on Supervisor Hamerlinck’s concern which was whether it was correct for a city entity to receive funds for their public work’s sewer lift station project and instead raise funds through their own taxes. Kness updated the members that he provided Supervisor Hamerlinck with answers and documents to address his concerns and Supervisor Hamerlinck did not provide any changes. Members were fine with the current grant information and application. Moving forward the documents will stay the same unless changes are found to be necessary later on.

9. Discussion and Possible Action – Proposed Bylaw changes to Article IX. Employment Practices (12 aye votes needed)

- a. Kness reviewed the minor Bylaw changes. There were no discussion or changes to the proposed document. A motion to approve the proposed Bylaw changes to Article IX was made by Mayor Boswell and seconded by Mayor Sellnau. Motion passed.

10. Other Business - None

11. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Sellnau at 6:31 pm.

Chance Kness, Coordinator

Emergency Management Chairperson

Date

Date