



## Clinton County Emergency Management Commission Meeting

Thursday, February 4, 2016 | 6:00 PM

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

### Attendees:

- Board of Supervisors: Supervisor John Staszewski
- City of Andover: Mayor Jason Johnson
- City of Calamus: Mayor Terry Steines
- City of Camanche: Mayor Trevor Willis
- 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 Goose Lake: Mayor Adam Huling
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Lost Nation: Mayor James Schroeder
- City of Low Moor: Councilman Derek Hoenig
- City of Welton: Mayor Glen Boswell
- City of Wheatland: Councilman Paul Stankee
- Sheriff's Office: Sheriff Rick Lincoln
- Communications Manager: Eric Dau
- Emergency Management:
  - Coordinator, Chance Kness
  - Operations Officer, Dan Howard
  - Administrative Assistant, Amanda Pearson

### Absent:

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 – January 14, 2016 – A motion to approve the previous meeting minutes as presented was made by Councilman Stankee and seconded by Mayor Vulich. 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 2017 Emergency Management Agency Budget.
    - a. A motion to go into a public hearing was made by Mayor Vulich and seconded by Mayor Willis at 6:02 p.m. Motioned passed.
    - b. Kness did not receive any questions or comments from the public. The public session was ordered to be closed out at 6:02 p.m. by Mayor Thiltgen.
  5. Discussion and Possible action – To approve 2016/2017 Budget (Fiscal Year 2017)
    - a. Kness explained how the budget numbers presented at January's meeting and feedback were applied to the state forms. Members present reviewed the copies of the revenue

and expenditure forms for final approval. There were no questions or concerns presented. A motion to approve the FY 2016-2017 budget was made by Mayor Boswell and seconded by Councilman Hoenig. Motion passed.

6. Possible action – Approve Resolution: Department Heads Benefit Policy for the Coordinator
  - a. Kness explained the creation of a Department Heads Benefit Policy in 2009 by the Board of Supervisors for current department heads. Chance Kness was included in this policy at that time. Last year the Board of Supervisors did away the old Benefit Policy and did a new policy that named the specific department heads who were covered under that benefit policy for those who were directly under the Board of Supervisors. Kness asked that that benefit policy be continued for him. A motion to approve the Department Heads Benefit Policy Resolution for the Coordinator was made by Councilman Stankee and seconded by Supervisor Staszewski. Motion passed.
  
7. Discussion and Possible Action to Approve – Permission for Chair and Vice Chair to negotiate the Coordinator’s next contract prior to September 2016
  - a. Mayor Thiltgen explained the contract expires in September this year. He thought either a negotiation could be done (by the commission) or the commission could empower them to negotiate and sign the contract on behalf of the group. A motion to approve the added permission to the Chair and Vice Chair to be able to negotiate and sign the Coordinator’s next contract was made by Mayor Willis and seconded by Supervisor Staszewski. Motion passed.
  
8. Possible action – Approve Resolution: Appropriate Disposal of Equipment Surplus
  - a. Kness explained the copy machine in the EMA office is scheduled to be replaced. Additional equipment in the office are two fax machines and a color printer. EMA is looking to purchase a copier that will do the function of one of the fax machines, colored printer and the copier from FY 2016 budget. This will take three machines down to one and the purchase cost for a copier has decreased from five years ago. The copier and colored printer could still be used by another government or nonprofit entity. EMA is looking into ways of disposing of them. Companies that sell new copiers are not interested in the old machines. A motion to approve the Appropriate Disposal of Equipment Surplus Resolution was made by Supervisor Staszewski and seconded by Mayor Boswell. Motion passed.
  
9. Coordinator’s Update
  - a. Introduce Operations Officer
    - i. Kness introduced Dan Howard. Dan explained his 30+ years of experience in military, EMS, and law enforcement in Colorado, Savanna and Clinton.
  
10. Discussion and Possible Action – Adjustment to Delmar’s Grant Application
  - a. Kness explained that the City of Delmar put in an application and was approved for a backup generator for their city lagoon at the requested \$13,500. Since the City of DeWitt had a few surplus generators in their possession the city council approved selling one of those generators at bargain discount to the City of Delmar. Since Delmar will not have to purchase a new generator, the question to the commission was if the commission wanted to adjust that award to cover the cost of installation. Overall the installation cost would be cheaper than the commission share of buying a new

generator and having it installed. Councilman Stankee made a motion to approve the change in the funding amount for Delmar's Grant application for the full amount of installation, Supervisor Stasewski seconded, motion carried.

11. Discussion and Possible Action – Communications Grant Proposal

- a. Kness briefly recapped the number of Communication projects needed now and in the future years to improve the County's Communication system. There is unallocated funding available in the current FY 2016 grant funds that end June 2016 that could be designated towards those projects. There are also available funds in the FY 2017 grant fund that could also be designated towards Communication's projects. A possible plan is to allocate \$75,000 from the current year's grant fund towards the Communications portion of the computer aided dispatch (CAD) project and \$40,000 from FY 2017 towards new repeaters on new tower sites. These amounts will not fund the full projects but any amount of money towards these projects reduces what Communications and the E-911 Board would need to find from other sources. Mayor Boswell made a motion to approve the funding of upcoming Communication projects as described, Councilman Stankee seconded, motion carried.

FY 2016 Grant Applications				
Name	Project Summary	Amount Requested	Total Project Amount	Amount Funded
Calamus Fire/City of Calamus	Generator for Fire Station and Pumping Station	\$26,125.00	\$52,250.00	\$26,125.00
DeWitt Police Department	Generator relocation and shelter at new facility	\$12,500.00	\$25,000.00	\$3,750.00
Low Moor Fire	Grain bin rescue equipment and cut off saw	\$3,000.00	\$4,000.00	\$3,000.00
City of Clinton	Sewer and Storm Water Pumping Station Generators	\$45,000.00	\$90,000.00	\$45,000.00
Sheriff's Reserve	ATV and trailer	\$13,875.00	\$18,500.00	\$13,875.00
Against the Ropes Inc.	Generator Power for Community Organization/Shelter	\$20,600.00	\$41,200.00	\$0.00
CASWA	Mobile Waste Shredder	\$100,000.00	\$850,000.00	\$0.00
DeWitt Police Department	New generator and hookup	\$22,900.00	\$45,800.00	\$22,900.00
Clinton Co. Comm.	Comm. Portion of CAD System	\$75,000.00	-	\$75,000.00
	Totals	\$319,000.00	\$1,126,750.00	\$189,650.00

Name	Project Summary	Amount Requested	Total Project Amount	Amount Funded	Column2
Clinton Police Department	Outfitting of an "Incident Response" Trailer	\$14,900.00	\$20,000.00	\$14,900.00	
DeWitt Police Department	Replacement Generator at new PD facility	\$22,900.00	\$45,800.00		Approved & Paid in FY16
City of Clinton	Generator for Joyce's Slough Flood Station	\$100,000.00	\$250,000.00	\$100,000.00	
City of Delmar	Installation for generator at the City lagoon	\$13,500.00	\$18,000.00	\$13,500.00	Amount will be less
Clinton County	Debris Management Planning	\$20,000.00	\$20,000.00	\$20,000.00	
Clinton Co. Comm.	Towards repeaters on new sites	\$40,000.00	-	\$40,000.00	
	<b>Totals</b>	<b>\$211,300.00</b>	<b>\$353,800.00</b>	<b>\$188,400.00</b>	
				<b>\$190,000 budgeted</b>	

12. Umbrella Mutual Aid Agreement Reminder & Signing Original Document

- a. A reminder to those municipalities that have passed those local resolutions, signatures on the original document will be notarized during tonight's meeting and recorded with the County Recorder and the state.

13. Other Business - None

14. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Councilman Stankee at 6:23 pm.



Chance Kness, Coordinator

2/24/16

Date



Emergency Management Chairperson

2/24/16

Date