

Clinton County Emergency Management Commission Meeting

January 8th, 2014

(Backup Date January 9th)

6 p.m.

DeWitt City Hall – Council Chambers
818 7th Street, DeWitt, Iowa

1. Introductions
2. Possible approval of previous meeting minutes – February 06, 2013
3. General Public - This is the time that the public can address the Commission. Public comments will be limited to 3 minutes per individual.
4. Discussion on signing agreement to join the Gateway Area Health Care Coalition
5. Coordinator's Update
 - a. Payment of 2013 Grant Project in 2014
 - b. General Office Overview – Calendar Year 2013
 - c. Strategic Plan for Calendar Year 2014 & Beyond
6. Discussion and Possible action on Decreased County Funding for FY 2014
7. 2014/2015 Budget (Fiscal Year 2015) Budget Discussion
 - a. General Budget Discussion
 - b. Generator Funding Recommendations from Sub-Committee
 - c. Appointment of Generator Subcommittee Members
8. Discussion of Tentative February Meeting Topics (February 19th @ 6 p.m. at DeWitt City Hall – Backup Date February 24th)
 - a. Public Hearing
 - b. Possible Budget Approval
 - c. Election of Chair and Vice Chair
 - d. Other?
9. Other Business
10. Adjourn

Emergency Management Commission Meeting

February 6, 2013

DeWitt Community Center

Minutes

Present:

Board of Supervisors: Supervisors Jill Davisson, Brian Schmidt, 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 Goose Lake: Mayor Pro Tem Janice Bormann
City of Grand Mound: Mayor Dan Behr
City of Lost Nation: Mayor James Schroeder
City of Low Moor: Councilperson Brandi Smith
City of Welton: Mayor Glen Boswell
City of Wheatland: Mayor Virgil Noel
Sheriff's Office: Sheriff Rick Lincoln

Emergency Management:

Coordinator Chance Kness
Plans Officer Jennifer Paukner

Absent:

City of Andover
City of Toronto

Press: Jeremy Huss - Observer

-
1. *Introductions.* The meeting was called to order at 6 p.m. and roll call was taken. Present: Calamus, Camanche, Charlotte, Clinton, Delmar, DeWitt, Goose Lake, Grand Mound, Lost Nation, Low Moor, Welton, Wheatland, Sheriff's Office and the Board of Supervisors. Absent: Andover & Toronto.
 2. *Possible approval of previous meeting minutes – January 10, 2013.* Motion made by Mayor Behr and seconded by Mayor Noel to approve the previous meeting minutes. Motion Carried.
 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 Comments

4. *Open Public Hearing for Fiscal Year 2014 Emergency Management Agency Budget at 6:00 p.m. Close public hearing before proceeding to next item on agenda.* Proof of the publication of the Notice of Public Hearing was provided and the Public Hearing was opened at 6:03 p.m. Mayor Behr questioned what impact the addition of a 3rd person would have on the budget. Supervisor Davisson explained that the increase would be about \$0.02/thousand. Kness also explained that the final Communications Budget was also included in the packet that was given out, and that the Communications budget numbers were slightly lower than what was presented at the January Meeting. Supervisor Davisson also informed the group that the Board of Supervisors is willing to move the Medical Examiner Duties to Emergency Management if the additional staff was added. She did clarify that there were no administrative dollars that follow the position, and that moving the MEI Administrative Duties had no real impact on the budget. A motion to close the Public Hearing was made by Sheriff Lincoln and Seconded by Mayor Fahlbeck. The Public Hearing Closed at 6:08 p.m.
6. *Discussion and Possible Action on FY 2014 Emergency Management Budget, including discussion on adding additional staff (Number 5 was temporarily skipped.)* Supervisor Davisson began the discussion by stating that the budget in the packet is as published, and can be lowered, but not raised. (The Budget in the packet included a full time 3rd person.) Kness went over a list of expected job duties for a 3rd person and explained that it could be reduced to a part time position if the commission desired. Mayor Vulich of Clinton addressed the group and stated that because of the current conditions within his city, he could not support any budget that adds people or increases the budget. A motion to accept the budget as presented, including a full time 3rd person for a total Fiscal Year 2014 Budget of:

	EMA Budget	\$ 499,406.19
	Communications Budget	\$ 986,507.00
		\$ 1,485,913.19
Revenue Sources		
	Exelon	\$ 36,000.00
	Fed/State Grant - EMPG	\$ -
Before Communications	County Contribution/EM Funding	\$ 463,406.19
After Communications	County Contribution/EM Funding	\$ 1,449,913.19

Roll call vote. Yes: Camanche, Charlotte, Delmar, DeWitt, Goose Lake, Low Moor, Sheriff's Office, Board of Supervisors. No: Calamus, Clinton, Grand Mound, Lost Nation, Welton, Wheatland. Absent: Andover & Toronto. (Yes: 8, No: 6) Motion Carried.

5. *Discussion and Possible Action on Usage and Name of the Generator Grant Program* Kness suggested changing the Generator Grant Program Name to the Emergency Management Grant Program to better reflect what the grant is and could be used for. The general consensus of the group was that the proposed name would work. Supervisor Staszewski commented that he still wants to see priority given to generators. Mayor Thiltgen elaborated that while generators would still be the focus, he felt the grant could be useful

for non-generator projects, and that is that the subcommittee and ultimately the Commission get to decide. Supervisor Davisson suggested that once the subcommittee meets that they could set a priority list. She also suggested that once the subcommittee meets and decides on what they want to ask for in the application that a letter should be sent out to all the Commissioners giving them an opportunity to comment on any changes that may be made. A motion to officially change the name was made by Mayor Behr and seconded by Mayor Fahlbeck. Motion Carried.

7. *Discussion of the possible hiring process for additional staff with possible action.* Kness handed out a proposed timeline for hiring for the new position that will be created. He hopes that the process will allow him to have someone hired on or around the start of Fiscal Year 2014. He plans to post the job in multiple places including posting at several colleges that offer Emergency Management classes. The initial applicants will be reviewed and interviewed by Kness, Paukner and Chief Deputy Cain. A second interview will be conducted by Kness, the EMA Chair, Vice Chair and the Sheriff. Kness has also been discussing testing with the Sheriff and the County HR Consultant.
8. *Election of Officers(Chairperson -Current: Jill Davisson – Board of Supervisors, Vice-Chairperson, Current: Don Thiltgen – City of DeWitt)* Chair Davisson advised the group that she did not plan to run for reelection so she felt it was time for the Board of Supervisors to be represented by another of the Supervisors. She suggested Brian Schmidt who has done things such as taken the CERT Class presented by the Emergency Management Agency. A motion was made by Mayor Hardin and seconded by Mayor Sellnau to make Supervisor Brian Schmidt Chairperson. Motion Carried. A motion to retain Mayor Thiltgen as Vice-Chair was made by Mayor Pro Tem Bormann and seconded by Sheriff Lincoln. Motion Carried
9. *Other Business* Mayor Thiltgen thanked his fellow commissioners who attended the meeting.
10. *Adjourn* Motion to Adjourn was made by Mayor Behr and seconded by Mayor Boswell. Motion carried. Meeting adjourned at 6:28 p.m.