



## Clinton County Emergency Management Commission Meeting

Thursday, January 5, 2017 | 6:00 PM

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

### Attendees:

- Board of Supervisors: Supervisor Tom Determann
- 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 Grand Mound: Fire Chief Kent Brix
- City of Lost Nation: Mayor James Schroeder
- City of Low Moor: Councilman Derek Hoenig
- City of Wheatland: Councilman Paul Stankee
- City of Welton: Mayor Glen Boswell
- Sheriff's Office: Sheriff Rick Lincoln
- Communications Manager: Eric Dau
- Communications: Brent Vogel
- City of Clinton Police Department: Captain Bill Greenwalt
- Emergency Management:
  - Coordinator, Chance Kness
  - Operations Officer, Dan Howard
  - Administrative Assistant, Amanda Pearson

### Absent:

City of Andover  
City of Calamus  
City of Delmar  
City of Goose Lake  
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 – September 21, 2016 – A motion to approve the previous meeting minutes as presented was made by Councilman Stankee and seconded by Mayor Boswell. 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. Possible Action – Approve Coordinator's Calendar Year 2016 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 2016 Evaluation was made by Councilman Stankee and seconded by Mayor Sellnau. Motion passed with all ayes.

5. Coordinator's Update

a. 2016 Annual Report

i. Kness briefly explained the 2016 annual report. A highlight for the year included a number of ALiCE trainings, various exercises including a Radiological Rehearsal and Exercise and a Ground Search Course. In addition to tornados in the Low Moor and Clinton area, there was also a train derailment in the northern part of Clinton County. There were also a number of missing persons in the Clinton area. Community Outreach events and training with the CERT volunteers continued. Emergency Support Function Plans were updated along with the Multi-Jurisdictional Multi-Hazard Mitigation Plan.

b. Exelon Update

i. Kness briefly shared the good news that Exelon is staying open. The bill was passed in Illinois. The various emergency preparedness activities with Exelon and the county will continue for the next decade.

c. Law Enforcement Center Project Update

i. According to Sheriff Lincoln, most of the old asphalt has been scraped up in the parking lot area where the new facility will be built. A temporary boiler house has been built and the boilers have been moved there. Most of the old boiler house has been demolished. The Earth Works bid package will be going out very soon. That will determine the contractor who will be digging the foundation and bringing in rock and dirt. The goal is to see more digging for construction during March and April. Planning still continues with the Architect.

6. Budget Discussion – 2017/2018 Budget (Fiscal Year 2018)

a. Funding Recommendations from EMA Grant Sub-Committee

i. The seven applications were briefly explained. Mayor Willis inquired how this would affect the Radio Communications infrastructure, Dau stated it would be fine. Mayor Willis made a motion to approve the Grant Sub-Committee's recommendations to move forward with all seven applications in the total of \$200,000, Mayor Sellnau seconded, motion carried with all ayes.

Name	Project Summary	Amount Requested	Total Project Amount	Amount recommended for Funding
City of Clinton	Backup generator (7th Ave. N & N 3rd St.)	\$19,800	\$39,600	\$19,800
Clinton Co. E-9-1-1 Board	Radio Communications infrastructure #1	\$100,000	\$200,000	\$60,804.50
Clinton Co. E-9-1-1 Board	Radio Communications infrastructure #2	\$100,000	\$200,000	\$60,804.50
Elwood Community Sanitary District	Lift station generator	\$14,999	\$19,999	\$14,999
City of Lost Nation	Lift station generator	\$14,999	\$19,999	\$14,999
City of Toronto	City Hall generator for warming/cooling station	\$14,999	\$19,999	\$14,999
City of Clinton Police Department	Outboard motor and all-terrain vehicle	\$13,594	\$18,125	\$13,594
	<b>Totals</b>	<b>\$278,391</b>	<b>\$517,722</b>	<b>\$200,000</b>

- b. Appointment of Grant Subcommittee Members
  - i. All current members would like to remain. 2016 Members: Clinton, Charlotte, DeWitt, Low Moor, Welton. A motion to appoint the current members to the 2017 Grant Sub-Committee as was made by Councilman Hoenig and seconded by Councilman Stankee. 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 expenditures were taken into consideration for building the budget. The EMA Grant Sub-Committee recommended to fund the EMA Grant at \$200,000. A mid-year salary increase was approved for the Operations Officer from \$45,000 to \$48,500. This increase went into effect with no additional increase being requested for FY2018. Also in September, a Contingency Fund was approved by the Commission up to \$96,532 to spend if needed to go towards the new EOC. That funding is coming out of the Rollover Fund, so there will be no revenue budgeted for that, just the expenditure. If the funds are not used, then it will go back into the Rollover Fund. A replacement EMA server was budgeted for FY 2017 but the current server will be fine another year. This expense has been moved to the FY 2018 budget.
  - ii. The Coordinator has a contract that guarantees a three percent minimum with a satisfactory evaluation. Based on discussions and review of the Administrative Assistant, an increase to the Administrative Assistant's compensation was added to put her in line with similar job descriptions in the county at \$40,000. The siren line item was also increased due to the cost of siren insurance. 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. The total increase in the budget is mostly due to the \$10,000 increase of the EM Grant to bring it back up to \$200,000, salary increases, benefits corresponding to salary increase and the siren insurance increase. The total preliminarily budget amount for County Contribution is \$496,569.00 and the total Emergency Management budget is \$536,569.00.
  - iii. Board of Supervisor Determann inquired if the negotiated County Health Insurance would be the same for EMA employees. Kness confirmed the insurance amounts are the same for EMA employees. If there is a change between now and then of the amounts, the changes will be updated prior to the final budget total.
  - iv. Mayor Thiltgen inquired about changes getting a new County Medical Examiner. Clinton Co. EMA administers the Clinton County Medical Examiner Program on behalf of the Board of Supervisors. It is the BOS responsibility and their budgeting. EMA administers the billing, payroll, scheduling and maintain the MEI vehicle. Every two years the BOS appoints a new Medical Examiner and that appointment is coming up on January 9<sup>th</sup>. Kness does not foresee any changes or issues.
  - v. Mayor Sellnau made a motion to move forward with the preliminary budget as presented for FY 2018, Councilman Stankee seconded, motion carried with all ayes.

7. 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 Board of Supervisor Determann and seconded by Councilman Stankee. Motion carried with all ayes. A motion to approve Sheriff Lincoln as Vice-Chairperson was made by Councilman Stankee and seconded by Board of Supervisor Determann. Motion carried with all ayes.

8. Discussion of Tentative February Meeting Topics (February 8<sup>th</sup> @ 6 p.m. at Satellite Offices – Backup Date February 16<sup>th</sup>)

- a. Public Hearing
- b. Possible Budget Approval
- c. Mitigation Plan Review
- d. Possible Budget Amendment for Communications
- e. Other

9. Other Business - None

10. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Councilman Stankee at 6:30 pm.



Chance Kness, Coordinator



Emergency Management Chairperson

2017-02-08

Date

2/8/2017

Date