



## Clinton County Emergency Management Commission Meeting

Thursday, February 7, 2019 | 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 Charlotte: Mayor Peggy Sellnau
- City of DeWitt: Mayor Don Thiltgen
- City of Goose Lake: Mayor Ken Schoon
- City of Grand Mound: Councilperson Matt Beuthien
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Councilman Justin Schroeder
- City of Wheatland: Councilman Paul Stankee
- City of Welton: Mayor Dan Vosatka
- Sheriff's Office: Sheriff Rick Lincoln
- Communications: Director, Eric Dau
- Grand Mound Fire Department: Chief Kent Brix
- City of Dewitt Public Works: Matt Proctor
- Conference Technologies, Inc: James Arney and Brian Heidgerken
- Emergency Management:
  - Coordinator, Chance Kness
  - Operations Officer, Dan Howard
  - Plans Officer, Nancy Burns

### Absent:

City of Andover  
City of Calamus  
City of Camanche  
City of Clinton  
City of Delmar  
City of Toronto

Media: None

Public: None

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1. *Introductions* – The meeting was called to order at 6:22 p.m. by Mayor Thiltgen. Introductions were made.
2. Approval of previous meeting minutes – January 16, 2019 – A motion to approve the previous meeting minutes as presented was made by Mayor Sellnau and seconded by Councilman Stankee. 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. Open Public Hearing for Fiscal Year 2019 Emergency Management Agency and Communications Budget Amendment.

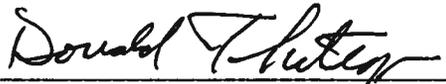
- a. A motion to go into a public hearing was made by Councilman Stankee and seconded by Mayor Gilroy. Motion carried with all ayes.
  - b. No comments were noted. Motion made to close the public hearing by Sheriff Lincoln and seconded by Mayor Sellnau. Motion carried with all ayes.
5. Discussion and Possible action – To approve Emergency Management Agency and Communications Budget Amendment (Fiscal Year 2019) in the amount of \$112,766.00.
  - a. A motion to approve the Emergency Management Agency and Communications Budget Amendment (FY 2019) in the amount of \$112,766.00 was made by Councilman Stankee And seconded by Mayor Gilroy. Motion carried will all ayes.
6. Open Public Hearing for Fiscal Year 2020 Emergency Management Agency and Communications Budget.
  - a. A motion to go into a public hearing was made by Councilman Stankee and seconded by Mayor Gilroy. Motion carried with all ayes.
  - b. No comments were noted. Motion made to close public hearing by Sheriff Lincoln and seconded by Mayor Sellnau. Motion carried with all ayes.
7. Presentation given by Brian Heidgerken from Conference Technologies, Inc. They are the design group working on assisting with the audio visual equipment for the new EOC. He went over what the CTI Complete support packages consist of and answered questions from the commission.
8. Discussion – Mitigation Plan Review
  - a. Kness went over the incidents that occurred in Clinton County in 2018.
  - b. Kness asked for input into any other events that occurred that were not on the list. None were put forth by the group. Some discussion was had regarding the listed incidents.
  - c. Progress in Mitigation Efforts- DeWitt is trying to figure out the best option for dealing with a large amount of storm debris like they had this year in terms of tree debris. Everything comes to one site, regular and storm debris, so it is hard to keep separate and track just the storm debris for quantifying for expense tracking. They are looking for a solution to this problem.
  - d. Mitigation Funding Sources – Slides were in Power Point for this.
9. Discussion and Possible action – To approve 2019/2020 Budget (Fiscal Year 2020)
  - a. Discussion ensued going over each of the outlined proposals.
    - EOC Equipment Proposal - After the presentation by CTI and discussing the options outlined, it was decided to agree to the additional 4 year CTI Complete Service Agreement (in addition to the 1 year free support included in the present contract). It was suggested that we inquire what the hourly rate would be if we called CTI out on a case by case basis. Supervisor Srp will discuss with the County IT department what their possible capabilities would be to provide this type of support for ongoing maintenance. It was the consensus of the group to move the full funding of this proposal forward in order to have the money in place and then after speaking with IT we could decide at the time of the purchase if we want to go with the 4 year service contract or not.
    - Drone Program Proposal – Discussion ensued over the options for a drone program. It was the consensus of the group to recommend the full funding of this proposal.
    - Operations Officer Salary Adjustment Proposal – Discussion ensued about the proposal to adjust the Operations Officer’s salary. One proposal was to possibly break this into multi-year raises to bring it more in line with the coordinator and

another was to recommend the full raise for this year. The consensus of the group was to recommend the full one year funding of this proposal.

- USNG Mapping Proposal – Discussion ensued about the possible benefits of funding this proposal. It was the consensus of the group to not recommend this proposal to be funded at this time.
- b. Discussion ensued about the overall budget - There were no further questions or concerns presented. A motion to approve the 2019/2020 (FY 2020) budget as amended with the removal of the \$5000 USNG proposal was made by Mayor Sellnau and seconded by Supervisor Srp. Motion carried with all ayes.
10. Discussion and Possible action – To approve giving permission to the Chair and Vice Chair to negotiate the Coordinator’s next contract prior to 09/2019.
- a. Discussion by Srp in regards to giving thoughts to the Chair and Vice Chair before negotiations. Supervisor Srp stated there has been discussion for several years asking to consider the option that perhaps we get away from having a fixed raise percentage in the contract so that the raise could be discussed and decided each year based on the recommendations for raises by the county. Mayor Thiltgen stated that anyone with any suggestions or thoughts should direct them to the Chair and Vice Chair at any time before the negotiations begin.
  - b. Motion to give permission to the Chair and Vice Chair to negotiate the Coordinator’s next contract prior to 09/2019 made by Councilman Stankee and seconded by Mayor Gilroy. Motion carried with all ayes.
11. Discussion and Possible Action – To approve the updated EMPG Procurement Policy
- a. Motion made to approve the updated Federal Grant Procurement Policy and the updated Agency Procurement Policy by Supervisor Srp and seconded by Councilman Stankee. Motion carried with all ayes.
12. Other Business - None
13. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Councilman Stankee at 7:47 pm. Motion passed with all ayes.

  
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Chance Kness, Coordinator

2020-01-15  
Date

  
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Emergency Management Chairperson

15 Jan 20  
Date