



Clinton County Emergency Management Commission Meeting

Thursday, January 14, 2016 | 6:00 PM

DeWitt Community Center – Small Meeting Room

512 10th Street, DeWitt, Iowa

Attendees:

- Board of Supervisors: Supervisor Shawn Hamerlinck
- 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: Mayor Tom Goldensoph
- 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 DeWitt Police Department: Chief David Porter
- City of Clinton Police Department: Captain Bill Greenwalt
- City of Clinton Regional Water Reclamation Facility Superintendent: Bob Milroy
- Emergency Management:
 - Coordinator, Chance Kness
 - Operations Officer, Dan Howard
 - Administrative Assistant, Amanda Pearson

Absent:

City of Andover
City of Toronto

Media: None
Public: None

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 – February 12, 2015* – A motion to approve the previous meeting minutes as presented was made by Mayor Vulich 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. *Possible Action* – Approve Coordinator's Calendar Year 2015 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

2015 Evaluation was made by Mayor Boswell and seconded by Mayor Vulich. Motion passed.

5. Coordinator's Update

a. Financial Summary of the Years

i. Kness showed a graph that explained the previous seven full years of what type of funding was received and what funding looks like for Emergency Management (FY 2008-FY 2015). Due to Emergency Management keeping the communities compliant based on FEMA requirements, those entities are able to apply for disaster federal funding. Other direct funding to Emergency Management was provided by grants or the Nuclear Power Plant.

b. 2015 Annual Report

i. Kness briefly explained the 2015 annual report. A highlight for the year included cots, food and blankets being distributed to various communities from EMA's shelter trailer. In case of an ice storm, these supplies are now staged throughout the community. Another large change for the year was an update on the siren system software. This allows the warning box from the National Weather Service to show up on the siren screen and allow for better selection of sirens for a warning. A warning of golf ball size hail 1.75" or larger will now sound the siren system.

6. Budget Discussion – 2016/2017 Budget (Fiscal Year 2017)

a. Funding Recommendations from EMA Grant Sub-Committee & Additional Recommendations from the Coordinator

i. The four applications were briefly explained. The Sub-Committee approved to move forward with all four applications in the total of \$151,300.00. Kness recommended to pay the DeWitt Police Department's generator request of \$22,900 in the current fiscal year, not in the next fiscal year since there is still available funding. Mayor Sellnau made a motion to approve the Grant Sub-Committee's recommendations, Councilman Stankee seconded, motion carried.

Sub Committee Recommendations from 11-05-15 meeting

Name	Project Summary	Amount Requested	Total Project Amount	Amount Funded	Details
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	Backup generator at the City lagoon	\$13,500.00	\$18,000.00	\$13,500.00	
	Totals	\$151,300.00	\$333,800.00	\$128,400.00	
				\$190,000 budgeted	

- b. Possible Action – Approve payment of DeWitt PD Grant Award in FY 2016
 - i. Mayor Willis wondered what the available funding was contingent on. Kness explained there is available funding still in this fiscal year (FY 16) and that project has already been completed and given this request is a change DeWitt PD did not anticipate. Mayor Vulich made a motion to approve Kness’s recommendation to pay the DeWitt Police Department’s generator request in the current fiscal year, Councilman Stankee seconded, motion carried.
- c. Appointment of Grant Subcommittee Members
 - i. Mayor Vulich agreed to fill the open position from previous Camanche Mayor Fahlbeck. Supervisor Hamerlinck would like to be removed for a mayor to fill his spot since these are municipal decisions. Mayor Goldensoph agreed to fill Supervisor Hamerlinck’s position. All other current members would like to remain. 2016 Members: Clinton, Charlotte, DeWitt, Low Moor, Welton. Mayor Thiltgen moved that the 2016 Grant Sub-Committee members be appointed. Carried.
- d. General Budget Discussion
 - i. Kness reviewed the budget line item explanation document and the budget excel sheet. Knowing that the Board of Supervisors would like to avoid a budget increase, Kness constructed a budget with no increase and instead contains a \$2,346.00 decrease. Kness would like to partner with other counties for a Debris Management contractor to create a Debris Management Plan that is compliant with FEMA and would give Clinton County financial benefits if the county had a disaster that required dealing with debris. Another consideration is the purchase of a new server for Emergency Management that is due for replacement. An addition for a contract with Rapid Tag, which is a quick ID printing system that can be used for spontaneous volunteers to track that hours, identify people easily from a distance and ensure contractors are in their safely designated areas. The salary line item was increased for both the Coordinator, Operations Officer and Administrative Assistant. The Coordinator has a contract that guarantees a three percent minimum with a satisfactory evaluation. Both the Operations Officer and Administrative Assistant positions were hired at an artificially low wage, therefore an increase was proposed for half way to where those positions should be paid. The siren line item was also increased to keep up with the required siren maintenance. A \$10,000.00 decrease in the Siren/EM Grant was put in to accomplish a decrease in the total budget. Supervisor Hamerlinck inquired about the zero percent pay increase from the county last year. Kness explained that this commission met before there were any discussions at the county. EMA’s budget was already certified with the state before that happened with the county. Supervisor Hamerlinck understood and asked for a copy of the contract for Lynn Kirchhoff, County Budget Director. The total preliminarily budget amount for County Contribution is \$474,958.00 and the total Emergency Management budget is \$513,960.00. Mayor Vulich made a motion to move forward with the preliminary budget for FY 2017, Councilman Stankee seconded, motion carried.

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 and Sheriff Lincoln as Vice-Chairperson was made by Mayor Hardin and seconded by Mayor Sellnau. Motion carried.

- 8. Discussion of Tentative February Meeting Topics (February 4th @ 6 p.m. at Satellite Offices – Backup Date February 24th)
 - a. Public Hearing
 - b. Possible Budget Approval
 - c. Other
 - i. Supervisor Hamerlinck asked if the MEI contract would be funded under the authority of the EMA Commission or if it would stay with the Board of Supervisors. Kness explained that he thought it would stay with the Board of Supervisors and didn't think the EMA Commission could be in that role. EMA is administrating the Medical Examiner program on behalf of the County Board of Supervisors and by their authority and the commission cannot do that as he understands.

- 9. Discussion and Possible Action – Approval of Umbrella Mutual Aid by Commission
 - a. A motion to approve the Umbrella Mutual Aid Agreement was made by Councilman Stankee and seconded by Councilman Hoenig. Motion carried.

- 10. 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. Additional signatures can be completed and notarized during February's meeting.

- 11. Other Business - None
- 12. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Boswell at 6:34 pm.



 Chance Kness, Coordinator

2/4/16

 Date



 Emergency Management Chairperson

2/4/16

 Date